

Mount St. Joseph University

2018/2019

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**MOUNT ST. JOSEPH
UNIVERSITY**

MOUNT ST. JOSEPH UNIVERSITY

HANDBOOK - PURPOSE

This Student Handbook (the “Handbook” or “handbook”) contains certain policies and procedures of Mount St. Joseph University (“University”) that are binding on each of its students, undergraduate and graduate, as a result of enrollment in any University course. Additionally, this Handbook includes certain disclosures proscribed by federal, state, and other applicable law. *This Handbook is separate from, but complimentary to,* other University policies and procedures including, but not limited to, the Undergraduate Catalog and Graduate Catalog that govern degree and academic program requirements, academic policies, and admission criteria for the University. Each University student is responsible for knowing, understanding, and adhering to the policies and procedures of this Handbook.

This version of the Handbook replaces any and all prior versions. The University reserves the right to make changes to this Handbook at any time as deemed appropriate by the University in order to fulfill its mission and/or legal obligations. Notice of changes to this Handbook shall be posted on the University’s website and become effective once they are posted. **For purposes of clarity, the version of the Handbook posted on the Mount St. Joseph University website is the current and binding version of the Handbook.**

Any questions about this publication or information contained within should be directed to Janet Cox, Dean of Students, 513-244-4239.

I. UNIVERSITY MISSION STATEMENT

Mount St. Joseph University is a Catholic academic community grounded in the spiritual values and vision of its founders, the Sisters of Charity. The University educates its students through interdisciplinary liberal arts and professional curricula emphasizing values, integrity and social responsibility. Members of Mount community embrace:

- Excellence in academic endeavors
- Integration of life and learning
- Respect and concern for all persons
- Diversity of cultures and beliefs
- Service to others

Dedicated to furthering the intentional focus on the mission of the University, the Office of Mission Integration provides mission a specific home on campus.

II. STUDENT LIFE

A. MISSION STATEMENT

Inspired by the Catholic and the Sisters of Charity tradition of emphasizing values, integrity, and social responsibility, professionals associated with Student Life are committed to the enhancement of student learning and personal development. Student Life professionals in partnership and collaboration with other University efforts will fulfill this mission by:

- Educating students as whole persons, promoting their intellectual, ethical, moral, spiritual, emotional, physical, and social development;
- Enhancing students’ learning and preparing them for lives of discernment, social responsibility, civic engagement, and professional growth;
- Teaching personal responsibility and respect for people of all faiths, cultures, and beliefs;
- Promoting the health and safety of students and others in the University community; and
- Providing service to those in need.

B. STUDENT AFFAIRS

Student Affairs is responsible for the administration and coordination of those areas of the University that are specifically related to the quality of student life on campus. Many offices provide students with opportunities and programs that align with the mission, support academic experiences, promote leadership, encourage civic engagement and foster personal skill development. These programs are established to increase student success and promote a supportive environment on campus.

Various offices and professionals contribute to the Student Life experience: Athletics, Dean of Students, Children's Center, Diversity and Inclusion, Ethical Leadership, Food Service, Harrington Student Center, Mission Integration, Residence Life, Student Engagement and Leadership, and the Wellness Center.

C. ATHLETICS

1. RECREATION & INTERCOLLEGIATE ATHLETICS

Mount St. Joseph University strives to provide programs for recreation and intercollegiate athletics that promote the character development of participants, to enhance the integrity of higher education and to promote civility in society. Student athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility. These values should be manifested not only in athletics participation, but also in the broad spectrum of activities affecting the athletics and recreation program. The athletics and recreation programs also follow the federal and state regulations for gender equity as outlined in Title IX of the 1972 Education Amendments and the Equity in Athletics Disclosure Act.

The University is a member of the National Collegiate Athletic Association (NCAA) and competes in the Heartland Collegiate Athletic Conference (HCAC), the Ohio River Lacrosse Conference (men and women), and the Midwest Collegiate Volleyball League (men). The University sponsors team sports: basketball, cross-country, lacrosse, softball, tennis, soccer, track and field, golf, soccer and volleyball, cheerleading and dance team for women; and baseball, basketball, cross-country, football, golf, lacrosse, tennis, track and field, volleyball, and wrestling for men.

The University recreation program offers intramural leagues for co-ed basketball, flag football, soccer, volleyball, sand volleyball and other special events scheduled throughout the academic year for the University community.

Students participating in athletics and recreation are expected to follow the "Principles of Sportsmanship" and live within the principles of fair play. Discipline is a possibility from violations of these principles and code of conduct.

2. RECREATIONAL OPPORTUNITIES AND FACILITIES

The University recreational facilities (sports complex, gym, fitness center, and tennis courts) are available to the students and their guests at scheduled times. The facilities are primarily for the use of Mount St. Joseph students, faculty, and staff. A Mount St. Joseph ID must be presented to use the recreational facilities. Staff members have the authority to prohibit unidentified persons from using the facilities.

- Mount students have priority in using the recreational facilities.
- Guests must be accompanied by a Mount St. Joseph University host/hostess. All guests are required to sign in at the Harrington Student Center Front Desk. Students are responsible for the behavior of their guests.
- A maximum of three (3) guests are permitted when accompanied by University students or staff.

- When hosting more than three visitors, special permission must be obtained from the Director of Athletics and Recreation.
- The University is not responsible for injury or loss to persons or their property while they are using the recreational facilities. Cost of all property damage is charged to the responsible party.

The following facilities are available for student use:

Schueler Field Sports Complex. Located on the east end of campus, the Sports Complex contains an all-weather field surface and 400-meter running track. Please review the Sports Complex Usage Policy online at http://msjsports.com/athletic_facilities/sports_complex/usage

Harrington Student Center. Located on the west end of campus, the Harrington Student Center contains the following:

- **Gymnasium.** The gymnasium contains a large wood court for multipurpose sporting use and a 1/10 mile running/walking track. Tennis shoes must be worn on the gym floor. Turf shoes are not allowed. A limited supply of basketballs, racquetball racquets and balls and volleyballs are available for student use at the Harrington Center Front Desk and can be checked out with a valid Mount ID.
- **Fitness Center.** The Fitness Center contains cardio and weight lifting equipment. Instruction on proper technique is available upon request. No food or drink is allowed in the weight room.
- **Handball/Racquetball/Squash Courts.** **Court reservations can be made at the Harrington Student Center Desk.** *Eye protection is recommended at all times.* Courts are NOT available during home games and special events held in the Harrington Center.

Please review the Harrington Center Usage Policy online at:

http://msjsports.com/athletic_facilities/harrington_center/usage

Tennis Courts. Courts are located on the west end of campus next to the Harrington Student Center. **In the event the courts are occupied by non-University persons, it is suggested that they be requested to relinquish the courts.** When the tennis courts are used at night, only those lights necessary for playing tennis should be used. Campus Police must be requested to turn on the lights. The last person to leave the courts is responsible for turning off the lights.

3. EQUITY IN ATHLETICS DISCLOSURE ACT

Under the terms of the Equity in Athletics Disclosure Act, the following information must be reported and made available for public access:

- Number of undergraduates by gender.
- Number of participants by gender for each varsity sport.
- Total institutional expenditures for lodging, meals, transportation, officials, uniforms, and equipment for both home and away games.
- Number of head coaches by gender, and an indication of whether the head coach is assigned to the team on a full- or part-time basis.
- Number of assistant coaches by gender and an indication of whether they are assigned to the team on a full- or part-time basis.
- Total institutional expenditures associated with recruiting for the men's and women's teams.
- Total amount of athletically related student aid awarded to men and women student athletes.
- Average annual institutional salary of the head coaches of the men's and women's teams.
- Average annual institutional salary of the assistant coaches for the men's and women's teams.

This information is available on the Mount St. Joseph Consumer web pages using the following link. <http://www.msj.edu/consumer-info/>

D. STUDENT ENGAGEMENT AND LEADERSHIP

The Office of Student Engagement and Leadership is housed in the Student Engagement and Wellness Suite of the Harrington Center. This office oversees a wide variety of campus activities and leadership initiatives.

The office oversees all registered student organizations on campus. Organizations focus on a variety of interests including academic, social, spiritual, and service among others. Students are encouraged to start an organization if there is not one currently on campus that has a similar focus, per guidelines in Section II.K.2. The office provides ongoing support to organizations in the form of training, one-on-one advising, retreats and monitoring of organization accounts.

The **Office of Student Engagement and Leadership** provides leadership opportunities to students throughout the year. These leadership initiatives include coordinating the Leadership Pathways eight-week co-curricular transcript. For information on any of these programs or services, contact Warren Grove, Assistant Dean for Student Engagement and Leadership; 513-244-4627.

2018 Special Interest Student Organizations:

- Black Student Union
- Bowling Club
- Campus Activities Board
- Commuter Council
- Creative Writing Club
- Dateline (online newspaper)
- Delta Tau Delta Fraternity, Kappa Eta Chapter
- Drama Club
- EXCEL Crew
- Fraternity & Sorority Leadership Team
- Group Fitness
- Habitat for Humanity Campus Chapter
- Hispanic/Latino Student Union
- Interfaith Club
- Leaders of Tomorrow
- Lions-On-Line
- MountCast
- Residence Hall Council
- SPECTRUM (LGBTQ Student Organization)
- Student Alumni Association
- Student Athlete Advisory Committee
- Student Environmental Enthusiasts
- Student Government Association
- Veterans in Communities

2018 Academic Student Organizations

- Art Education Association
- Athletic Training Club
- Criminology Club
- ENACTUS
- Math and Computing Club

- Physician Assistant Student Association
- Social Work Club
- Student Association of Sports Management
- Student Nurses Association
- Student Photographic Society
- Student Physical Therapy Association

2018 Honorary Student Organizations

- Alpha Chi Honor Society: Multidisciplinary
- Beta Beta Beta (Tri-Beta) Honor Society: Biology
- Delta Omicron Honor Society: Music
- Iota Tau Alpha Honor Society: Athletic Training
- Kappa Delta Pi Honor Society: Education
- Lambda Epsilon Chi Honor Society: Paralegal
- Lambda Pi Eta National Communication Association Honor Society: Communication
- Phi Alpha Honor Society: Social Work
- Phi Alpha Theta Honor Society: History
- Psi Chi Honor Society: Psychology
- Sigma Beta Delta Honor Society: Business
- Sigma Tau Delta Honor Society: English
- Sigma Theta Tau Honor Society: Nursing

SPONSORSHIP OF ACTIVITIES

An event sponsored by a Mount student organization or individual; open to Mount community and/or public; on or off campus; and/or using the Mount's name must first have University approval. Such approval must be obtained from the Assistant Dean for Student Engagement and Leadership before any publicity or advertisement is begun. To register an event, contact Warren Grove, 513-244-4627.

STUDENT GOVERNMENT ASSOCIATION

The **Student Government Association (SGA)** represents the voice of the student body and serves the interests of the students. SGA strives to help students understand their rights and responsibilities as a member of the Mount community. Students can volunteer to serve on one of several committees (Student Life and Welfare, Special Events, Finance, Academic and Career Excellence, Service, Spirit, Public Relations, Elections) or become a senator or executive board officer in this important leadership organization. SGA is the umbrella organization over all student organizations and provides training to officers as well as approves funding for undergraduate student organization events and activities.

The Student Government Association:

- Strives to maintain effective communication between students, faculty, staff, and administration.
- Influences policy and services that directly affect student life.
- Promotes student awareness of issues that impact the University community.
- Supports student organizations and allocates funds to CAB and other student organizations for student events.

For more information, contact Emma O'Dell, President 2018-189 or Janet Cox, Dean of Students and Advisor to SGA, (513) 244-4239. The SGA Office is located in the Harrington Center, Student Organization Center (SOC).

CAMPUS ACTIVITIES BOARD

The **Campus Activities Board (CAB)** is the campus-wide programming organization on campus. It offers students an opportunity to plan and implement activities, programs and events for the enjoyment and enrichment of the entire campus community. The CAB members select a variety of programs such as comedians, bands, speakers and novelty events. CAB purchases tickets to local movie theaters, seasonal programs and sporting events around the city and sells them at a discounted rate. The Campus Activities Board is open to all students. For more information, contact Riley Ferguson, President 2018-19, or Warren Grove, Assistant Dean for Student Engagement and Leadership and Advisor to CAB, (513) 244-4627. The CAB Office is located in the Harrington Center, Student Organization Center (SOC).

E. CAMPUS MINISTRY

Campus Ministry is part of the office of Mission Integration, located in the Harrington Student Center, and provides a variety of opportunities for members of the campus community to explore, express and enhance their expression of faith and spirituality. Inspired by Catholic tradition and the Sisters of Charity charism, this office strives to build a community of faith based on gospel values. Service to others, caring relationships, and personal and communal prayer are central to our mission.

Campus Ministry offers a variety of programs and events including retreats, faith sharing groups, liturgical celebrations, service opportunities, and peace and justice activities. Campus Ministry also values, welcomes, and includes persons from a variety of religious and philosophical traditions, backgrounds and experiences. For information on any of these programs or services contact Charissa Qiu, Coordinator of Campus Ministry, at 513-244-4866. The Campus Ministry Office is located in Harrington Center 142, adjacent to the Student Organization Center (SOC).

F. CAMPUS POLICE

The Campus Police Department is located on the ground floor of the Seton Center. The Campus Police Department is committed to providing a safe and healthy environment in which the University Mission can be accomplished. All Campus Police Officers are certified by the State of Ohio to enforce all laws under the Ohio Revised Code (ORC). The officers patrol the campus 24 hours a day on foot and by vehicle.

Officer's duties include: campus security, emergency response, fire safety, enforcement of State of Ohio criminal and vehicle laws, printing University ID cards, scheduling University vehicles for use by University staff and students, safety escort services, vehicle assists, such as keys locked in the auto or jump-starting the vehicle and enforcing University parking restrictions. To contact the Campus Police Department:

- **Police Emergency:** *Campus Telephone - Dial "0"*
Cell Phone - Dial (513) 244-4200 for direct access to Campus PD or dial "911" to contact Hamilton County Communications Center who will dispatch a Delhi Twp. Police Officer. Delhi Twp. Officers will notify MSJ officers.
- **Medical Emergency:** *Campus Telephone Dial "9-911" to notify Delhi Twp. Fire Department from a campus telephone. Then dial "0" from a campus telephone or dial (513) 244-4200 from a cell phone to request assistance from Campus Police.*
- **Non-Emergency:** *Dial "0" from campus telephone.
Dial (513) 244-4200 from a cell phone.*

1. CAMPUS ESCORT SERVICE

The escort service is designed to enhance your safety and peace of mind and to provide a greater sense of security for anyone who feels *unsafe* while walking alone on campus. The escort program is free of charge and available to all Mount St. Joseph University students, staff, and faculty. The escort service is available 24 hours a day. Dial “0” from a campus telephone or (513) 244-4200 from a cell phone or non-campus telephone to request an escort.

2. UNIVERSITY VEHICLE USE POLICY

Mount St. Joseph University maintains a fleet of vehicles that may be used by University faculty, staff, and students for specific transportation needs of official University programs or sponsored events. In all cases, whether the program is academic, service, athletic, or recreational, all University policies will apply. For a detailed description of University Vehicle Use policy, contact Campus Police.

3. PARKING AND VEHICLE REGULATIONS

Students, staff and faculty are required to register their vehicle with Campus Police if the vehicle will be parked on campus. Registration cards and the parking decals can be obtained from the Seton Center front desk or at the Campus Police office, 24 hours a day. Decals must be permanently affixed to the rear window of the vehicle. Motorcycles shall have the decal attached so it is plainly visible.

Parking and traffic regulations are enforced. Violations will result in enforcement action that can include a fine as penalty for the violation. The speed limit for motor vehicles on campus grounds is 10 MPH. *Non-registered vehicles that are illegally parked on the University campus are subject to towing at the owner’s expense.*

University officials, as directed by the Vice President of Compliance, Risk, and Legal Affairs/General Counsel or Designee, may search a vehicle on University property at any time for the purpose of ensuring the health and safety of the campus, and/or when there is reasonable suspicion of any violation of local, state or federal law or University policy.

4. STUDENT IDENTIFICATION CARD

The **ID Card** is the all-in-one card that makes being on campus safer and more convenient for all students. It includes the student’s ID number, meal service plan and library account number. *Mount St. Joseph University students are required to carry the University Student Identification Card at all times while on campus. The Card is NOT transferable and may ONLY be used by the individual to which it is issued.* For additional safety, students may be asked to identify themselves, verify residency and provide proof of age at any time by University officials.

Student ID’s are issued by the Campus Police Department. Campus Police can issue ID’s at any

time. The first ID is issued free of charge. There is a \$15 replacement fee for lost cards.

5. CAMPUS SECURITY AND FIRE SAFETY REPORT

The Campus Police Department publishes an annual *Campus Security and Fire Safety Report* that includes information regarding campus crime and fire statistics, campus policies and University disaster/emergency response plans. The full report can be accessed at <http://www.msj.edu/student-life/public-safety-campus-policy/>.

6. ARMED INTRUDER ON CAMPUS

Mount St. Joseph University utilizes the A.L.I.C.E. program when dealing with armed intruders on campus. The A.L.I.C.E. program was created to enhance the traditional lockdown or secure- in-place policies used in educational institutions. A.L.I.C.E. is designed to increase survivability during active shooter or armed intruder situations.

Because it may take several minutes for police to respond in an Active Shooter situation, it is important for students, faculty and staff to realize that they are the real first responders on scene. There are tactics that can be used to gain an advantage and survive. A.L.I.C.E. stands for Alert, Lockdown Inform, Counter, and Evacuate. Since no two situations are exactly alike, there is no specific order to the components of the A.L.I.C.E. response plan. For more information visit the Campus Police web site at www.msj.edu/student-life/public-safety-campus-police/.

G. CHILDREN'S CENTER

The Children's Center provides care for the children of Mount students while the parent is in class or involved in a campus activity. The Center serves children three months to five years of age, and is designed to meet the developmental needs of each child in a safe and healthy environment. The Center is licensed by the Ohio Department of Jobs and Family Services and holds a Five Star rating through the Step Up to Quality program.

The Children's Center is located in the Harrington Student Center and is open Monday through Friday from 7:45 AM to 5 PM. The Center follows the Academic Calendar for Fall and Spring semesters. The Center is closed during the summer. There is a fee for service, and students must pre-register their child for care. For additional information contact Janet Baltzersen, Manager of the Children's Center, 513-244-4972.

H. FOOD SERVICES

AVI is America's largest, family-owned and operated food and hospitality provider, serving prestigious clients in the business, education, healthcare and leisure sectors. Celebrating more than fifty years of continued success, AVI continues to grow and expand into new geographic markets and business segments. For questions contact MSJ's AVI District Manager, Greg Kathman, MSJ's Office Manager, Brenda Ellington or MSJ's Catering Manager, Lindsay Schmitz, at 513-244-4633. Mark Fleming, the General Manager of the Harrington Center Food Court, can be reached at 513-244-4838.

All resident students are required to have a meal plan. Meal counts for resident student meal plans return to zero on Sunday mornings. The cost of guest meals in the Fifth Third Dining Hall will be deducted from a resident student's Flex Dollar balance. Commuter Meal Plans are also available and can be purchased through AVI Foodsystems at the Fifth Third Dining Hall.

For more information on Meal Plans or Meal Plan periods, visit: <http://www.msj.edu/tuition-aid/tuition-costs/meal-plans/>

For holiday and summer hours of operation, check the AVI Food Systems page on the msj.edu website. Meals and other food items are served in the following locations:

Fifth Third Dining Hall. The Fifth Third Dining Hall is located in the Seton Center and is an "all-you-care-to-enjoy" dining room. Meal swipes, flex dollars, cash and credit are accepted at this location.

Harrington Student Center Food Court. The Food Court is located on the ground level of the Harrington Center, which serves made-to-order entrées for students on the run. Meal swipes, as part of the resident student meal plan, can be used during designated hours. Flex dollars, cash and credit are also accepted.

Starbucks. Starbucks is located inside the library on the campus of Mount St. Joseph University serving your favorite Starbucks beverages, breakfast pastries and quick-grab bistro sandwiches and salads. Cash, credit and flex dollars are accepted at this location.

Market C. Market C is located on the ground floor of Seton Center next to the Lions Den Game Room and Commuter Lounge. Market C is a convenience store that is open 24/7 and sells drinks, snacks, frozen treats and has a DIY brew station. You must use cash loaded to a Market C card or personal credit card for purchase.

The student ID Card is not transferable and must always be presented to use your meal plan. Students cannot pass their ID card on to another person for use in the food service venues regardless of how many meals are remaining or unused on the plan. Students with a meal plan may purchase a meal for another individual with their flex dollars but **MUST** be present with their ID card at the point of purchase.

FIFTH THIRD DINING HALL*

Monday - Friday:

7:30 - 9 AM	Hot Breakfast
9 - 9:30 AM	Continental Breakfast
11:30 AM - 1:15 PM	Lunch
4:30 - 7:30 PM	Dinner (Except Friday, which is 4:30 - 6 PM)

Saturday and Sunday:

7:30 - 9 AM	Continental Breakfast
11 AM - 1 PM	Brunch
4:30 - 6 PM	Dinner

HARRINGTON CENTER FOOD COURT*

Meal swipes, as part of the resident meal plan, are accepted from 11:30 a.m. until 7:30 p.m. Monday-Friday and all day during operating hours Saturday & Sunday. Flex dollars, as part of the resident meal plan, are accepted all day during operating hours.

Monday – Friday:

9 AM - 8 PM

Saturday - Sunday:

11 AM - 4 PM

STARBUCKS HOURS*

Monday – Thursday:

7:30AM – 8 PM

Friday:

7:30AM – 4 PM

Saturday:

10 AM – 4 PM

Sunday:

Closed

MARKET C STORE IN SETON

Open 24 hours a day

I. DIVERSITY AND INCLUSION

It is the mission at Mount St. Joseph University is to build a campus community that values innovation, understanding, and inclusion of all persons. In keeping with the university’s mission to “embrace diversity of cultures and beliefs” we seek to promote an environment that is dedicated to social justice and equity as well as lead efforts to create an inclusive academic and work environment. Our goal is to foster a climate that embraces and establishes a sense of place for all persons. Diversity enriches the educational experience. Learning from individuals whose beliefs and perspectives are different from our own, adds value to one’s education as well as expands our understanding of others.

There are several student organizations and groups who meet regularly to provide programs, services, and trainings around inclusion:

- Professional Allies Group
- Diversity and Inclusion Task Force
- Black Student Union
- Hispanic/Latinx Student Union
- SPECTRUM (LGBTQ+)
- Safe Zone Training

Please contact the Chief Diversity and Inclusion Officer for additional information.

J. RESIDENCE LIFE

The Office of Residence Life provides on-campus housing for full-time students. Living on campus aims to foster the development of personal responsibility in students and to encourage them to become increasingly able to make mature decisions relating to all phases of their lives.

To achieve this, the Office of Residence Life has designed an experience for its residents that will allow them the opportunity to:

- Obtain problem-solving techniques and use them to manage issues associated with independent living.
- Recognize multiple levels of personal identity and support the creation of an inclusive environment on campus.
- Discover opportunities to get involved in campus activities and programs and participate in those that fit their interests.
- Relate their formal academic learning to their experiences in the residence hall.
- Identify campus resources and use them when they deem necessary to support their holistic growth.
- Apply interpersonal skills that increase their abilities to work with others, effectively communicate and develop healthy relationships.
- Identify and utilize techniques that promote their holistic wellness.
- Create vocational goals and design a plan for achieving them.
- Recognize their role as a leader on campus and create an experience that fits their classmates' and their own needs.
- Arrange priorities to manage academic, co-curricular and social responsibilities.
- Participate in opportunities that help them recognize the importance of serving others.
- Provide support to initiatives that generate their feelings of pride associated with the University.

If you have questions concerning housing, policies and procedures, room assignments, meal arrangements, cable television, housekeeping, programming and residence hall events or judicial proceedings, visit the Office of Residence Life/Dean of Students, Seton Center 132, 513-244- 4304.

1. RESIDENCE LIFE STAFF

Listed below is a brief description of the professional and student staff you will work with while living in the residence hall.

The **Dean of Students** is the chief student affairs officer and reports to the University Provost. The Dean of Students oversees Student Engagement and Leadership, Residence Life, the Children's Center, the Wellness Center, and advises the Student Government Association (SGA), and coordinates activities associated with graduation ceremonies. The Dean of Students maintains the Student Handbook, university policies and adjudicating some cases involving university policy violation. The Dean of Students is located in the Office of the Dean of Students/Residence Life in Seton Center 132.

The **Coordinator of Residence Life** is a full-time staff member who works closely with the Dean of Students to coordinate overall supervision of the residence hall, hall programming, adjudication of cases involving policy infractions with resident students, supervision and training of the Resident Assistants, and advisement of Residence Hall Council. In addition, the Coordinator of Residence Life acts as a liaison between residents and administrative personnel in matters pertaining to Residence Life. The Coordinator of Residence Life enforces policies regarding the residence hall and adjudicating cases involving policy infractions. The Coordinator of Residence Life proposes and implements physical improvements to residence hall facilities. The Coordinator of Residence Life is located in the Dean of Students/Office of Residence Life in Seton 132.

A **Resident Assistant (RA)** is a student, paraprofessional staff member who lives in each wing/floor of the residence hall. The RA serves as a resource to residents, promotes on-campus involvement, builds community in the residence hall, coordinates residence hall activities, helps residents understand University policies and procedures and documents policy infractions. The Resident Assistants are considered University officials and student cooperation in response to reasonable requests is expected. Although RA's have specified responsibilities in the Seton Center, students are reminded that every member of the campus community is responsible for maintaining community standards.

Supporting Staff include the Campus Police Department, Housekeeping and Maintenance, Mail Center Staff, and the respective Administrative Assistants for each office. Campus Police Officers provide 24-hour safety and security to the residence hall and campus. All students are expected to produce ID upon the request of any Campus Police Officer or Residence Life staff member. Custodians are assigned to each floor to do general cleaning of bathrooms, lounges and hallways. Students are expected to help the staff by cleaning up in these areas and disposing of trash in the proper locations.

2. RESIDENCE HALL OPPORTUNITIES FOR INVOLVEMENT

Residents are encouraged to take advantage of opportunities in the residence hall that will aid their development personally, professionally and academically. Below are some of the many opportunities of which residents can take advantage:

Residence Hall Council (RHC) serves as an activities board for the residence hall. The council is responsible for planning, organizing, and supporting hall activities that address the needs and interests of the residential community. For more information, contact the Coordinator of Residence Life or watch for advertisements announcing RHC activities.

The **Lions Den Game Room** provides students with an opportunity to play games, get together with friends and make connections with new ones. The Lions Den features a pool table, table tennis, foosball and flat screen television with 3D capability for playing student-provided video games. The Lions Den is open 24 hours to both resident and commuter students and is located on the ground floor of Seton. Game equipment can be checked out/in from the Seton Lobby Front Desk.

The **Health and Natural Science Living Learning Community** is a space designed for students interested in pursuits related to the health and natural sciences. Students living in this community in the residence hall will work together to support each other's interests in learning more about topics and opportunities in the health and natural science fields. This floor will be supported by a Resident Assistant and the Coordinator of Residence Life. If you are interested in being a part of this community, please contact Tina Hoesl in the Office of Residence Life at 513-244-4304.

The **Lions on a Mission Themed Community** is home to students who are passionate about exploring the integration of faith and service at the Mount and the greater community. Members of the Lions on a Mission community will strive to serve others and embrace different cultures and beliefs. The members will be grounded in the spiritual values and vision of the Mount's founders, the Sisters of Charity. This floor will be supported by a Resident Assistant and the Coordinator of Residence Life. If you are interested in being a part of this community, please contact Tina Hoesl in the Office of Residence Life at 513-244-4304.

3. FACILITIES AND SERVICES

Automobiles/Motorcycles. All students are permitted to bring cars and/or motorcycles to campus. However, parking on campus requires the display of a valid permit or decal. You can obtain parking decals from the Campus Police Department.

Cable Television. The University provides digital-ready cable television service to each room and the lounges. You must bring your own coaxial cable wire to connect your television. If you have trouble with your service, please contact the Office of Residence Life at 513-244-4304 for assistance.

Computers. There are computer labs located on the ground floor of the Seton Center. If there are questions about computing, please contact the Information Services and Support (ISS) at 513- 244-4357.

Dining Hall/M meal Plan. The Fifth Third Dining Hall serves breakfast, lunch, and dinner Monday through Friday, and continental breakfast, brunch and dinner Saturday and Sunday. All residents are required to have a meal plan. You must present your ID card to enter the dining hall.

- Residents are not allowed to share their meal with another person who is not on a meal plan.
- Do not remove utensils and dishes without permission.
- Food is not to be taken out of the Dining Hall without the permission of the Director of Food Services.

Please refer to Section II.H for details about meal plan and food service options.

Furniture in Lounges & Rooms. Students are responsible for the furniture in their room as documented on the room condition form at move-in. University-issued furniture may not be moved out of a student's room without the *prior written approval* of the Coordinator of Residence Life. Lobby furniture is not to be moved into or used in student rooms. Removal of lounge or lobby furniture, or the furniture provided for another residential room, is subject to a minimum \$100 fine per item, per resident.

ID Card. See Section II.F.4 for more information.

Keys. Upon checking into the residence hall, students receive room keys from the Office of Residence Life. They will return the keys to the Office of Residence Life when leaving. The fee for replacing a lost key and to re-core the door is \$75.00.

Laundry. Washers and dryers are located in the residence hall on West 2, West 3, West 4, West 5, and Southeast 3. There is no additional charge for use of the washers and dryers. Please do not overload the washers and dryers. They are for resident student use ONLY. Violators will be subject to disciplinary action. Please report any malfunction of the units to the Office of Residence Life, 513-244-4304, so repairs can be made quickly.

Kitchen. A full kitchen is located on the ground floor of Seton Center and can be used by residents by checking out/in a key at the Seton Lobby Front Desk. The person checking out the key must clean up the area and utensils and remove any trash from this area after use.

Lounges/Kitchenettes. Each residence hall floor has at least two lounges for study, group meetings, relaxing, and watching television. Each floor is also equipped with a kitchenette that includes a microwave and sink.

Mail. Residents should use the following address to receive letters and packages:

Your Name
Mount St. Joseph University
Seton Hall, Box #
5701 Delhi Road
Cincinnati, Ohio 45233-1672

A locked mailbox is assigned to you when you move into the residence hall. These mailboxes are located on the first floor of the Seton Center, adjacent to the West elevator. You receive the combination and instructions from the Office of Residence Life when you arrive for move in. University personnel are not permitted to open your mailbox and remove mail. The following are held at the Mail Center (located on the ground floor of Seton) until you claim them: special delivery, registered, and express mail; telegrams; packages; and postage-due mail. Mail is delivered and picked up once a day (Monday – Friday). An outgoing mailbox is located in the Seton Lobby. *Residents are required to clean out their mailboxes at least once per week while class is in session.*

Repairs/Maintenance. All needed repairs on residence hall floors are to be reported directly by residents to the Department of Buildings and Grounds by filling out a work order using the Web Registration Maintenance Request Form found on myMount.

Storage. The Office of Residence Life does not provide storage space for students in the residence hall. Room furniture provided by the University in each room **MUST** stay in each room. In addition the Office of Residence Life does not provide storage for luggage, boxes, or other types of moving materials.

Suggestion box. A suggestion box is located next to the Seton front desk for residential students to share ideas, feedback or comments regarding their experience living in the residence hall.

Telephone Service. The University does not provide telephone service in the Seton Center. Resident students use personal cell phones and do not have a telephone line in their residence hall room. Resident students are expected to provide the Office of Residence Life with an up-to-date cell phone number and to maintain this number throughout the academic year.

4. HOUSING REQUIREMENTS

The information stated below is taken from the Seton Residence Hall Room and Board Agreement. Students living on campus agree to abide by the agreement as well as all policies listed in the Student Handbook.

SETON RESIDENCE HALL ROOM & BOARD AGREEMENT

I. HOUSING REQUIREMENT

All freshmen and sophomore students enrolled full time (12 or more credit hours) at Mount St. Joseph University are **required** to live on campus and participate in a meal plan offered by the University’s contracted food service.

II. EXCEPTIONS TO THE HOUSING REQUIREMENT

Exceptions to the housing and meal plan requirements are made for students who meet any one of the following criteria: (1) the student is married and living with said student's spouse, (2) the student is 21 years of age or older, **OR** (3) the student is living inside a 35-mile driving distance from the University **AND** is commuting from the home address of said student's parent or legal guardian. Specific eligibility requirements to live off campus may be obtained from the Office of Residence Life. Any requests to live off campus from freshmen and sophomore students who do not meet one of the above exceptions must be approved in advance by the Dean of Students or Designee.

III. CONTRACT PERIOD AND DATES OF OCCUPANCY

Mount St. Joseph University agrees to furnish to the student a housing space from **AUGUST 27, 2018, through MAY 10, 2019**, with the exception of Winter Recess. The student is fully liable for payment for the assigned space for the entire period designated above. Winter Recess and Summer Sessions are not included in the room charges. Students may request housing on campus during Winter Recess through an application process supplementary to this contract. Students may request housing on campus during Summer Sessions through a separate application process and contractual agreement. The meal plan is in effect during the contracted housing period with the exception of most breaks, recesses and holiday periods. Students living on campus are permitted to move in no earlier than the date communicated to the student by the Office of Residence Life. The student agrees to vacate the assigned room within 24 hours of last examination or termination of student status. Graduating seniors may remain in their room until commencement day. Students are not permitted to move from their room without official approval from the Office of Residence Life.

IV. NATURE OF CONTRACTUAL RELATIONSHIP

Occupancy is a non-possessory license for use of a space, and shall not be construed as a lease. By signing this agreement, the student understands that the housing assignment and meal plan are not transferable to other students and may be changed in the event of unanticipated occurrences.

V. ROOM AND BOARD CHARGES

The student signing this contract will be liable for the entire room and board payment and other applicable charges. Charges will be billed to the student's account on a per semester basis. Room charges are not refundable in the event a student checks out of the residence hall before the end of the contracted term. A full reduction of room and board charges will be made in the case of withdrawal from the Residence Hall before classes begin. No room charge reduction is made after classes begin. Subsequent board charges will be reduced on a pro-rata basis, less a \$50 administrative fee. The date of adjustment is the date of notification or departure from the residence hall, whichever is later. Notice of withdrawal must be submitted, in writing, to the Office of Residence Life.

VI. COMPLIANCE WITH POLICIES, REGULATIONS AND PROCEDURES

This document, together with the Student Handbook and other University policies, regulations and procedures constitute the agreement between the student and the University. In signing this agreement the student agrees to understand all said codes, policies, regulations and procedures and to comply with them as well as to follow all University emergency procedures and directives as communicated by University officials. The student is responsible for managing said student's personal care, with or without reasonable accommodations, which includes, but is not limited to: appropriate personal hygiene, mental health, management of medical conditions or illnesses and/or health-related personal needs. The University maintains the right to remove a student from the residence hall at any time for a violation of this agreement, the Student Handbook or any University code, policy, regulation or procedure in accordance with Section X.

VII. ROOM ASSIGNMENTS

No specific room is designated by this agreement. Room assignments are made based on application dates and deposit dates. Mutual requests for roommate preferences or stated room requests are taken into consideration and assigned wherever possible; however, the University reserves the right to make room assignments. The University does not discriminate in housing procedures on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status. Requests to change assigned rooms may be considered with permission from the Office of Residence Life. Room consolidation may occur at any time for reasons including but not limited to issues with space availability in the residence hall. If a student is living alone in a room designed for more than one person, the student must either select a roommate, be reassigned to another room, be assigned a roommate by the Office of Residence Life, or elect to pay the room rate in accordance with the overall cost of the room space occupied for the remainder of the term. The Dean of Students or Designee reserves the right to move residents for consolidation, disciplinary action, or for other reasons in response to unforeseen circumstances.

VIII. MEAL PLAN AND FOOD SERVICE

Resident students are required to participate in a meal plan as part of the contract for living on campus. The meal plan provides resident students with an allotted number of meals per week plus a bank of flex dollars for use each semester. Any changes in a student's meal plan must be completed by the Friday of the second week of classes in each semester. Food service begins with the day classes begin or as indicated in the University calendar, and ends on the last day of scheduled semester examinations. Meals offered through the meal plan are not in effect during most holidays, recesses and breaks.

IX. ROOM INSPECTION, ENTRY AND MAINTENANCE

Each room is checked before and after occupancy. A \$100.00 room damage deposit will be charged and held by the University while a student is living on campus. Any damage found inconsistent with the room condition form completed at check in will be charged to the student. The room damage deposit will be returned in full to the student at conclusion of the student's residency in accordance with the housing requirement provided there are no damages. At move out, students must remove all possessions from their rooms. At any time, the cost for replacement of key and or lock as a result of unreturned key, lost key or damage will be charged to the student.

Authorized University personnel have a right to enter a student's room: 1) for the purpose of performing maintenance and repair to rooms and equipment; 2) to ensure that health, safety and fire regulation standards are maintained; 3) in the event of an emergency which might endanger life, health, safety, or property; and 4) for the purpose of enforcing policies, regulations and procedures. The residence hall is maintained by the Department of Buildings and Grounds. Students requiring work in their rooms may submit a maintenance request online. Students are responsible for the cleanliness of their room and the condition of the furniture within it. The University will exercise its best efforts to provide clean, safe housing options for students with utilities and University-owned furnishings in good working order. The University cannot guarantee, however, there will not be temporary failures of utility systems or defects caused by ordinary wear and tear or other factors.

X. CONTRACT CANCELLATION

Occupancy of University housing is incident to student status as a properly registered, full-time enrolled student capable of safely remaining at the University and meeting academic standards with or without reasonable accommodations. This contract can be canceled as follows:

UNIVERSITY INITIATED CANCELLATION

The University reserves the right to cancel this agreement at any time for any reason, including but not limited to violations of policies, regulations and procedures as stated in the Student Handbook, in this agreement and other University policies and procedures; revocation of student status; or nonpayment of housing or University fees. The University will follow applicable disciplinary procedures in accordance with the Student Handbook when addressing said violations. If a student is removed from the residence hall as a result of these violations and as determined by the University disciplinary process, the student will be obligated to pay room charges for the remainder of the contract period. No refunds will be given for any room or board fees already paid. In the uncommon circumstance that a student cannot safely remain in the University residence hall, with or without reasonable accommodations and/or other supports, or the student hinders the health, safety or wellbeing of other students, the Office of Residence Life may require the student to leave the residence hall. The notice and hearing procedures in the Student Handbook will be followed in making a determination.

STUDENT INITIATED CANCELLATION

At the request of the student, this contract may only be canceled at the semester break due to extenuating circumstances limited to cancellation of affiliation with the University, marriage during the contract period with presentation of the original marriage certificate to the Office of Residence Life, participation in a University program that requires the student to be away from the Cincinnati area, or in the judgment of the Office of Residence Life and Wellness Center, the student has a new and severe medical or health problem that is directly related to or adversely affected by on campus living, and that has developed after signing this contract. It shall be the resident's responsibility to ensure that the student's physician provides documentation regarding the severity of the health problem and evidence that the only means of alleviating the problem would be to terminate this contract. Cancellation of this contract must be approved in advance and in writing by the Dean of Students or Designee.

XI. LIABILITY

While being an occupant of the residence hall under this agreement, the student will hold the University harmless for any liability to the student or anyone claiming through the student. The University shall not be legally responsible in any respect for any loss or damage which the student or anyone claiming through the student may sustain by reason of any strike, lockout, work stoppage, riot, civil commotion, theft, burglary in or about the premises, fire, water, flood, rain, frost, snow, gas odors or fumes from any source whatever, any injury to any person or damage to any property, Act of God or other disturbances not caused by the University's direct negligence. The University does not provide insurance to cover the personal possessions of students. Students are strongly encouraged to make insurance arrangements to protect personal property from damage or loss. Students are responsible for properly securing all personal items including locking the room door.

XII. SIGNATURE

I have read and agree to abide by the provisions contained herein. This agreement may not be modified except in writing, signed by all parties. Submission of this agreement electronically or by hand holds the same legal force and effect.

K. STUDENT ORGANIZATIONS

Mount students have the opportunity to engage in leadership experiences through their involvement in student organizations, which are responsible for the development and implementation of student events on campus under the guidance of the Office of the Dean of Students and the Office of Student Engagement and Leadership.

1. STUDENT ORGANIZATION RECOGNITION PROCESS

All student organizations must have the official approval from the Dean of Students and the Student Government Association. The Office of Student Engagement & Leadership monitors the student organization recognition process. For a student organization to be formally recognized by the University community, the group must submit an updated registration packet, including a constitution, at the beginning of each fall semester of the academic year. With this packet the following information must be included:

- Purpose/mission statement; as defined in an updated constitution;
- Membership requirements and duties of officers as defined in an updated constitution;
- Current list of officers, advisor and membership;
- Signature Bank Form to access campus organization finances

NOTE: If changes occur any time during the year, the student organization information must be updated immediately with the Office of Student Engagement and Leadership.

Students interested in starting a new student organization must complete a registration packet as detailed above. The Assistant Dean for Student Engagement and Leadership will review, suggest edits and verify the completion of all required documentation and forward the packet to the Dean of Students and Student Government Association (SGA) for consideration of recognition.

2. STUDENT ORGANIZATION RIGHTS

All recognized organizations have the right to:

- Utilize campus facilities;
- Request audio-visual equipment with approval of Information Services and Support;
- Use the University's name in its communications pertaining to the organization;
- Open a student organization finance account;
- Apply for funding through the Finance Committee of SGA;
- Host an approved fundraiser (with advance approval from the Assistant Dean for Student Engagement and Leadership and the Division of Institutional Advancement).

L. STUDENT GOVERNMENT ASSOCIATION (SGA)

All matriculated undergraduate students at Mount St. Joseph University are members of the Student Government Association. The Dean of Students serves as the advisor to the Student Government Association. There are many opportunities for students to participate in the Student Government Association through sponsored programs and activities. Students can be involved in campus governance that affects decisions about student life by serving on SGA committees or be nominated to serve on University-wide committees. In addition, students can be part of the SGA Finance Committee that allocates resources to student organizations eligible for funding. Several other SGA committees can be joined: Student Life and Welfare, Academic and Career Excellence, Spirit, Elections, Service, Public Relations, and Special Events.

The Student Government Association represents and serves the interests of the student body at Mount St. Joseph University. SGA strives to help students understand their rights, privileges and responsibilities as students at Mount St. Joseph University. SGA works in accordance with the Mission of the University in all endeavors. The Student Government Association: (a) grounds itself in the traditions of the Catholic community and the spiritual values and vision of the Sisters of Charity; (b) strives to maintain effective communication between the students, faculty, staff and administration; (c) works to develop campus policies that directly affect student life in conjunction with faculty, staff, and administration; (d) promotes student awareness of issues that affect the University community; (e) supports student organizations; (f) allocates and monitors student organization funding.

All matriculated (enrolled) undergraduate students of this University shall be ipso facto members of the Student Government Association and shall vest their power in the representatives they elect. The full Student Government Association Constitution can be found under Mount Community tab of the myMount webpage. SGA meetings are open to all students, held every Thursday at 5 PM in the Clifford Room. Various committees of SGA hold additional meetings at various times throughout the month. You do not have to be elected as a senator to serve on a committee.

M. WELLNESS CENTER

The Wellness Center, located in the Harrington Student Center, identifies itself with a holistic approach to health while acknowledging that human growth is an ongoing, developmental process. The Center is committed to providing the Mount Community with a safe environment that facilitates self-knowledge and exploration, and promotes spiritual, emotional, physical and psychological wellbeing.

1. COUNSELING SERVICES

A staff of licensed mental health professionals is available to students for confidential individual counseling, drug/alcohol assessments treatment, psycho-educational programming and referrals to appropriate outside resources. Counselors are available year-round and offer an on-call service for mental health emergencies.

Mount St. Joseph University's Wellness Center is committed to safeguarding the privacy of its students. Although the Wellness Center and its staff do not transmit any personal health information (PHI) through the Mount's website or by electronic means, it is our policy to be in compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996. The Notice of Privacy Policies is posted in our reception area and is available to students accessing our services

Copies of our "Notice of Privacy Practices" (NPP) are available to all students receiving health or counseling services. The NPP can be obtained at our reception area in the Wellness and Health Services Center Office or by calling 513-244-4949.

2. HEALTH SERVICES

The Health Services office is open Monday through Friday from 8:30 AM - 4:30 PM. It is staffed by a full time Registered Nurse and Medical Assistant. Physician services are available by appointment during fall and spring semesters. There is a small fee to see a physician, payable by cash, added to student account or by credit card.

It is mandatory that all resident students submit medical history form with an immunization record completed and signed by a health care provider prior to moving into the residence hall. In addition, Ohio Revised Code, Section 3701.133, (B) requires you sign a Meningococcal and Hepatitis B Vaccination Status Form. If your immunization records are not complete and a communicable disease should be documented in the residence hall population, you may be asked to find other housing until the risk is past.

3. COMMUNICABLE DISEASE POLICY

Communicable diseases are defined as diseases that may be transmitted directly or indirectly from one individual to another. Students who have been exposed to any communicable disease should notify Health Services. If a significant exposure is identified, the following steps will be taken:

- a. The student will be examined by a Health Service physician and receive information to protect himself/herself, the campus community, and the public.
- b. The Health Service physician will determine whether the individual may continue with his/her activities and document any limitations in the student's medical record.
- c. Should notification of the communicable disease be required, the student will be contacted in writing and asked to sign a statement which identifies to whom and for what purpose information will be released.
- d. The student may be asked to leave the residence hall and/or classes until he/she has been determined non-contagious by the Health Service physician or his designee.
- e. Failure to behave in a medically responsible manner may provide grounds for an involuntary withdrawal from the Residence Hall or from the University itself.
- f. The entire policy on communicable disease is available in Health Services Office.

4. STUDENT HEALTH INSURANCE

Mount St. Joseph University expects that all students have medical insurance as mandated by the Affordable Care Act. Many students may remain on family medical insurance policies but for those that do not, the purchase of an individual health insurance plan is necessary. Students without access to a group or family medical plan can purchase insurance coverage by accessing the Health Insurance Marketplace. To obtain more information about the requirements of the Affordable Care Act and purchasing health insurance via the Marketplace visit www.healthcare.gov.

Residence Hall students are required to provide proof of health insurance coverage on the Medical History Form (Form 9) within the enrollment kit. Student athletes must also provide proof of health insurance to the Athletics department at the beginning of the academic year. Additionally, some academic departments (for instance the School of Health Sciences) require students to provide proof of health insurance as well. If you have questions regarding health insurance, please call the Wellness Center at 513-244-4769.

III. STUDENT SUPPORT SERVICES

A. ACADEMIC ADVISING RESOURCE CENTER

Academic advising is an academic support service focusing on the development of students. The purpose of academic advising is to assist students in achieving their academic and career related goals. Implicit in this purpose is the developmental function of guiding students toward self- understanding, self-determination, and self-fulfillment.

The goal of academic advising is to provide accurate and current information about university degree requirements, including General Education requirements, academic policies, programs and support services to students in achieving their academic pursuits. The academic advising program assists the student in:

- Understanding educational objectives of the University and the curricular academic requirements
- Making realistic self-appraisal of academic potential
- Choosing a major
- Formulating a tentative course program which affords a choice of options as the student matures in making decisions concerning his/her degree program

- Resolving problems which may hinder the realization of potential
- Determining the student’s self-motivation and self-direction in the attainment of goals

Advising University Exploratory Studies or “undeclared” students is the responsibility of the advising staff in the Academic Advising Resource Center (AARC). Advising students who have declared a major is the responsibility of full-time or pro-rata faculty. Some majors are primarily advised in the AARC. The advisors in the AARC will also serve as back-up advisors when deemed necessary by faculty chairs and the Director of the Academic Advising Resource Center.

The final responsibility for fulfilling the requirements of a course syllabus in each class, for meeting all program/degree requirements, and for complying with university regulations and procedures rests with the student.

B. BOOKSTORE

The MSJ Bookstore, located on the ground floor of the Harrington Student Center, handles the sale and rental of new, used, and digital textbooks for all Mount courses. The store also carries an assortment of Mount clothing and gifts, as well as school supplies, study guides, snacks, drinks, and health and beauty items. Online orders for either shipping or store pickup can be placed at ShopMSJ.com.

Bookstore hours during the academic year are Monday 8:30 AM - 5 PM, Tuesday 8:30 AM - 6:30 PM, Wednesday & Thursday 8:30 AM - 5 PM, Friday, 8:30 AM- 4 PM, Saturday 11 AM - 2 PM and closed on Sunday. Summer hours are Monday - Friday, 9 AM - 4 PM. The MSJ Bookstore is managed by The Follett Higher Education Group. For more information, please call the store at 513-244-4416.

C. CAREER AND EXPERIENTIAL EDUCATION CENTER

The Career and Experiential Education Center provides a comprehensive approach to career preparation, professional development, personal growth, and service to the community with experiential learning as the key component. The staff of the Center teaches students skills in career decision-making, personal reflection, assessment, and civic engagement while fostering the integration of academic and career goal development. Students are encouraged to capitalize on previous learning outcomes and new experiences through quality cooperative education, internship, service learning, and prior experiential learning programs.

To promote credit-worthy opportunities, professional development experiences, a commitment to volunteerism and an increased sense of community, the Center proactively develops and maintains relationships with a diverse group of employers and community partners.

1. CAREER DEVELOPMENT

- Individual career counseling, assessment/testing, career clarification, and graduate school preparation.
- Educational programs and seminars on work and career issues.
- Career-related Courses all 1 credit hour:
 - Career Exploration for Undeclared Majors (CED 150), to help students understand the process of career decision-making.
 - Foundations of Professionalism (CED 220), required for cooperative education applicants to prepare them to enter the professional world.
 - Building Your Professional Edge (CED 320), an advanced career development course focused on personal branding and career exploration.
 - Accelerating Your Professional Career (CED 420), a Capstone course for professional development. Students use a variety of self-assessments including Strengths Finder to understand their communication and leadership styles and enhance their self-awareness. Students will also delve into topics including: generational differences, emotional intelligence, financial awareness, and career planning.

- Career Resource Library to research majors, occupations, employers, graduate programs, and employment trends and data.
- Career fair.
- Mount Connect: A software program for résumé referrals and job postings.

2. JOB SEARCH ASSISTANCE & GRADUATE SERVICES

- Individual advisement on job search strategies including résumé, cover letter, and interviewing skills.
- Employment assistance through résumé referral, job postings, and on-campus interviewing opportunities.
- Workshops covering the job search process, resume review, and mock interview practice are offered at various times throughout the year. Please check the university calendar for dates and times of offerings, or call the Career and Experiential Education Center for further information, 513-244-4888.

3. TALENT OPPORTUNITY PROGRAM (TOP)

TOP is a customizable, innovative program designed to add elevated career service opportunities throughout your college years for full-time students who enroll—for free—in the program. Students will gain superior skills important to today’s workplace: critical thinking, complex problem-solving, written and oral communications, and applied knowledge in real-world settings.

The Mount’s Talent Opportunity Program (TOP) provides full-time undergraduate students with a customized and comprehensive opportunity throughout college to gain superior skills important to today’s workplace including:

- Career development
- Professionalism
- Ethical leadership

While all students can participate in any TOP events or programs, students can structure these experiences and obtain career preparation by completing academic courses and engaging in experiences that will give Mount students a competitive edge. Through TOP, students may earn Gold, Silver and Bronze status based on performance and activity level.

Eligible Gold level graduates will have access to a package of enhanced career services, if necessary. This package, provided by PROMARK International, pairs qualified students with a nationally certified career coach, individualized attention and access to PROMARK resources. The package of services has a value of \$2500.

4. COOPERATIVE EDUCATION PROGRAM

Through the Cooperative Education program (co-op), qualified students have the opportunity to gain career-related, paid work experience. A co-op work experience consists of a series of planned, supervised, and evaluated work assignments. The underlying concepts of cooperative education are: (1) students learn best by doing; and (2) exposure to the work world outside the campus community assists students by enriching classroom learning to produce optimum educational outcomes. Students establish goals and specific learning objectives for each work experience and upon completion, evaluate the results with their employer and faculty coordinator. Students can earn up to nine (9) credit hours through the Cooperative Education program.

5. PRIOR LEARNING ASSESSMENT

Mount St. Joseph University is committed to respond to the need for lifelong learning by providing a full range of educational services adapted to the needs of adult students. As part of this commitment, the Mount recognizes and gives credit for college-level learning, which takes place outside a college or university setting.

Learning acquired through the following kinds of activity may qualify:

- Structured education programs in the armed forces, business or industry that are recognized by the American Council on Education for college-level credit.
- Structured education programs in a non-accredited institution (e.g., business college, art school, professional school, nursing school).
- Learning acquired through activities such as: Non-credit courses, workshops, seminars, self-taught knowledge or skills, career/work experiences, volunteer work, community services, travel, avocation (e.g., art, music, dramatics), leadership roles in associations and organizations, and personal life experiences. Students seeking credit through prior learning assessment must pursue evaluation through appropriate channels. For more information please contact the Prior Learning Assessment Coordinator at 513-244-4266.

6. SERVICE LEARNING

Service learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Service learning is available to all students of all majors, both undergraduate and graduate. Service learning can be embedded into a course, or it can be attached to a course as an additional credit. Credit-bearing service learning experiences are placements of 30+ hours of community service with one community partner. Each service learning credit is free, with a maximum of three free service learning credits. Service learning credits can count as elective credits, they can fulfill the undergraduate experiential education graduation requirement, and they fulfill requirements for the Talent Opportunity Program.

D. SUPPORT TO STUDENTS WITH DISABILITIES LEARNING CENTER & DISABILITY SERVICES

The Learning Center & Disability Services offers services to qualified students with documented disabilities to allow full access to and participation at the University. This commitment is consistent with legal mandates outlined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendment Act of 1990 amended in 2008, and embodies the University's long-standing mission to ensure the inclusion of all members of its community.

Accommodations are tailored to meet the individual needs of qualified students based on their documented disability and its academic implications. The law requiring the University to provide reasonable academic accommodations and/or auxiliary aids does not extend to adjustments that would "fundamentally alter" the nature of any University course, course components or course requirements.

For information about services provided by the Learning Center & Disability Services, please contact the Director of the Learning Center & Disability Services at 513-244-4524 or meghann.littrell@msj.edu.

Policy for Requesting and Implementing Accommodations

Students who seek to obtain academic accommodations and/or auxiliary aids must:

Step 1- Contact the Director of the Learning Center & Disability Services ("Director") at 513-244-4524 or meghann.littrell@msj.edu to schedule an intake meeting. If an in-person intake meeting is not possible, at the sole discretion of the Director a phone intake meeting may be scheduled.

Step 2- Prior to or at the scheduled intake meeting, provide the Director of Learning Center & Disability Services with Adequate Documentation of the student's disability or disabilities as defined in this policy.

Step 3- Collaborate with the Director to discuss reasonable academic accommodations and/or auxiliary aids that will reduce or remove the barrier(s) resulting from the disability or disabilities identified in the Adequate Documentation. Each request for academic accommodations is handled on a case-by-case basis and may not be able to be formalized at the intake meeting.

Step 4- Determine, through collaboration with the Director, the reasonable and appropriate academic accommodations for the student that will be formalized in an “Accommodation Letter” approved by the Director. The Accommodation Letter states a student’s reasonable accommodations but not a student’s disability diagnosis. A copy of a student’s Accommodation Letter is available from the Director prior to the start of any course.

Step 5- Provide the Accommodation Letter to any course instructor when the student determines that an accommodation(s) in that course may be needed. It is recommended that the student provide the Accommodation Letter to any course instructor within one week of the beginning of any course.

Step 6- Collaborate with each course instructor to determine how the accommodation(s) set forth in the Accommodation Letter will be accomplished in the specific course. Following a collaborative process, the student must return the fully executed Accommodation Letter, signed by the student and the instructor for each course, to the Director.

Step 7- Follow the Learning Center policy for each approved accommodation in each course to ensure that accommodations are implemented in a timely manner.

Step 8- Contact the Director with any questions or concerns about implementing the accommodations set forth in the Accommodation Letter in any course.

“Adequate Documentation” as used in this policy is a prerequisite to any student receiving academic accommodations and/or auxiliary aids and requires:

- That the documentation be on letterhead and from a qualified diagnostician;
- A description of the nature and extent of the student’s impairment and the diagnostic tools used in the diagnosis;
- An explanation of the functional impact of the impairment, especially as it relates to the academic environment;
- Recommendations for reasonable academic adjustments and auxiliary aids; and,
- If the documentation provided is more than three years old, it will be evaluated by the Director of to determine whether retesting or additional testing is reasonable or necessary.

If a student needs, or expects to need, an accommodation not supported by Adequate Documentation, the student should discuss evaluation needs with the Director of Learning Center & Disability Services.

A Note about Adequate Documentation:

Please be aware that other institutions, licensing authorities, and testing agencies (which administer standardized tests such as the GRE and LSAT) may require different documentation of disabilities than the Adequate Documentation required by the University.

Mount St. Joseph University Accessibility Statement

The Americans with Disabilities Act of 1990 as amended in 2008 and Section 504 of the Rehabilitation Act of 1973 require that Mount St Joseph University ensures that its programs, services, goods and facilities are accessible to individuals with disabilities. Mount St. Joseph University, in compliance with state and federal laws and regulations, does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified.

For information about procedures and policies for individuals with disabilities, please contact the Director of the Learning Center & Disability Services at 513-244-4524 or meghann.littrell@msj.edu.

Mount St. Joseph University (“the University”) is committed to providing an educational environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status. This commitment extends to the University’s administration of its admission, financial aid, employment, and academic policies, as well as the University’s athletic programs and other University-administered programs, services, and activities.

The University has designated the Vice President of Compliance, Risk, and Legal Affairs/General Counsel, (513) 244-4393, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The University has designated the Director of the Learning Center & Disability Services (513) 244-4524, The Learning Center, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.

The Disability-Related Grievance Procedure can be found in Section IV.H or at https://mymount.msj.edu/ICS/MSJAcademics/Learning_Center/Disability_Services.jnz

E. INFORMATION SERVICES & SUPPORT (ISS)

1. HELP DESK

Students can seek assistance from the Help Desk Representatives on duty regarding questions / issues related to Information Technology on campus. Assistance is provided ranging from network access questions, Blackboard help, to assisting clients with user account and password issues. The Help Desk is located on the ground floor of the Library building in Lib 30. Phone: 513-244- HELP (4357) Email: ISS.HelpDesk@msj.edu

2. COMPUTER LEARNING CENTER AND FACILITIES

PC Labs: The two PC Labs (PC Lab 1 and PC Lab 2) contain Windows-compatible computers used in most computer-based classes. PC Lab 1 currently contains thirty-two computers for student use and one for instructor use. PC Lab 2 currently contains twenty-four computers for student use and one for instructor use. The instructor’s computer is connected to a projector and audio system. A networked printer is located in each lab and accessible by all computers in the room.

When these labs are not scheduled for classes, they are available for use by individual students, faculty, and staff.

Mac Computers: There are two Mac computers located in the Open Lab. There are additional Mac computers available in the Library, and also in the Media Lab, ART 203, when the room is not scheduled for classes.

3. EMAIL GUIDELINES

Email is currently the primary method of communication at Mount St. Joseph University.

Appropriate uses of Email:

- Sharing information connected with University business, example: classes, projects, seminars, etc.
- University-related announcements, information about University-sponsored events (Appropriate ways to advertise on email are outlined in the Advertising Policy located in the Student Handbook).

Inappropriate uses of Email:

- Offers to buy, sell, give away, or donate personal goods or services
- Originating or forwarding chain letters
- Discussion of political issues or candidates
- Solicitation of charitable donations, other than those endorsed by the University (United Way, Fine Arts Fund, etc.)
- Operating sports pools
- Copyright violations

4. INSTRUCTIONAL TECHNOLOGY/COMPUTER LABS GENERAL POLICIES

Malicious Activity: Actions such as deliberately spreading computer viruses, purposely corrupting hard disks, or moving computer equipment without appropriate authorization results in immediate disciplinary action as outlined in the Policy for Responsible Use of Information Technology at Mount St. Joseph University.

Copying Software: The University requires proof of license for each copy of software requested to be installed. All clients are responsible for compliance with the General Revision of Copyright Law (PL 94 553), effective January 1, 1978. Copies of the University copyright policy, the guidelines for educational institutions, and the Official Fair Use Guidelines are available in the Library.

Saving Files: Each student at Mount St. Joseph University is responsible for securely saving and backing-up all of his/her personal files and data. Remember that all important files should be kept in at least two separate places to avoid losing data.

5. MEDIA EQUIPMENT

ISS provides permanently installed and temporary equipment for all Mount classrooms and meeting rooms. Faculty and staff can request equipment directly from the ISS Help Desk, or can enter a request online through the Media Request page in myMount. All requests through this form must be submitted at least 24 hours prior to the time the equipment is needed. Student organization representatives can request media through the club advisors. Students may check out equipment at the Help Desk for use in conjunction with classroom projects or University-sponsored programs. Media equipment is booked on a first-come, first-served basis. Failure to return equipment may result in loss of checkout privileges and/or incurrence of replacements cost to his/her student account.

6. MEDIA PRODUCTION SERVICES

Instructional Technology provides many types of production services for University-related projects. Some of the services available include:

- Basic audio and video recording/editing
- Analog to digital conversions (VHS to DVD, etc.)
- Conversion of media materials for online use
- CD/DVD authoring & duplication
- Other media production services are available by special request.

Please contact the Media Assistant at (513) 244-4635 or blackboard@msj.edu for more information. The time required to design and produce media depends on the particular requirements of each job. To ensure adequate response time for quality work, please initiate requests as soon as possible. Completed production jobs are available for pickup from the CLC on the ground floor of the Seton Building during normal working hours.

7. RESPONSIBLE USE OF INFORMATION TECHNOLOGY

Access to Mount St. Joseph University's electronic mail (email), internet, electronic files, and any other information technology (IT) systems are provided by the University for the benefit of students, faculty, staff and the University. Access to such systems is a privilege and must be used responsibly. Although the University does not intend to monitor the content of electronic mail, internet use, or electronic files as a routine procedure, the University reserves the right to access, inspect, copy, transfer, store, or disclose the contents of electronic mail messages, internet data transmissions, and electronic files when appropriate. It may be appropriate to access, inspect, copy, transfer, store or disclose the contents of such information in a variety of circumstances, including, but not limited to: preventing or correcting improper use of University E-Mail or IT systems; performing routine maintenance or system upgrades; ensuring compliance with University policies, procedures, expectations or regulations; ensuring compliance with applicable local, state and federal laws or satisfying other obligations; or ensuring the proper operations of University email and IT systems. Students, faculty and staff understand they have no expectation of privacy in connection with their use, storage, or transmissions using the University's email or IT systems. Any MSJ administrator who believes such actions are necessary must first obtain the written approval of the appropriate administrative officer. This policy is subordinate to local, state and federal law. Violation of this policy may result in disciplinary action in accordance with University policy.

The University employs various measures to protect the security of its computing resources and users' accounts. However, users should be aware that the University does not and cannot guarantee such security. Furthermore, students, faculty and staff are advised to exercise caution when sending sensitive or FERPA-protected student information via email. Mount community members are prohibited from sharing their Mount password(s) with any other individual and are prohibited from using their Mount user ID and password to provide access to the Mount's computer network for other individuals. At the time of resignation or termination, employees must either forward to their supervisors all University-related information that they have stored in electronic format or give supervisors access to the information.

In addition, all users of the University's email and IT systems must also comply with the following:

- Intentionally accessing, uploading, downloading, posting, emailing or otherwise transmitting unlawful and/or inappropriate information, profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message is prohibited. Racially or ethnically offensive material is prohibited.
- Materials that are obscene or sexually explicit including images, messages, cartoons, jokes, and audio or video files is prohibited.
- Material to be plagiarized is prohibited.
- Any computer code files or programs or repetitive requests for information designed to interrupt, destroy or limit the functionality of any technology equipment or the University network is prohibited.
- Using the network or internet in a way that would violate any federal or state law, or the University's policy, including but not limited to the following is prohibited:
 - Uploading and downloading copyrighted material or threatening material;
 - Installing or using file sharing software;
 - Spreading computer viruses;
 - Attempting to gain authorized access to system programs or computer equipment and files, including attempts to override any fire walls or other security techniques on the network, including the use of proxy server;

- Using University technology for commercial purposes or financial gain;
- Vandalizing equipment, including but not limited to defacing, disassembling or destroying equipment, computers or network
- Attempting to obtain and/or using any administrative passwords is expressly forbidden and will result in termination of privileges and disciplinary actions.

Irresponsible use of Mount St. Joseph's information technology may result in loss of your network privileges and may lead to disciplinary action up to and including suspension or dismissal as defined in the University's Student and Employee Handbooks.

8. STUDENT OPEN LAB

The Student Open Lab provides 24-hour access to most of the capabilities of the library and the computer labs. Most online library resources will be available via the computer workstations in the Student Open Lab. The majority of the computer applications available in the general computer labs are also available in the Student Open Lab. In addition, the workstations in the Student Open Lab provide access to the University computer network, the Internet and to e-mail. The Student Open Lab is located on the ground floor of the Seton Center, in the Computer Learning Center (CLC).

Student Open Lab Use Policy: We strive to provide a 24-hour/7 day a week environment that is pleasant and conducive to study, completion of assignment requiring computer technology and online research. With this intent in mind, the following policies have been established for all lab users.

- a. Be respectful of other lab users as you are using the lab. Group study or discussion sessions should be moved to other study areas on campus more suited for this form of study. The Commuter Lounge located outside the CLC and the Theatre Gallery near the Classroom Building are two examples.
- b. Audio presentations must be reviewed with headphones. Audio volume must be kept at a level as to not disturb or distract others using the lab.
- c. Viewing of inappropriate web sites is not permitted in the Student Open Lab. Inappropriate web sites are sites that are pornographic or obscene in nature and/or would be offensive to other users in the Student Open Lab. Viewing of such web content is in violation of the Policy for Responsible Use of Information Technology at Mount St. Joseph University.
- d. Children under 15 who are accompanied by a parent or responsible adult are permitted in the Student Open Lab providing that their behavior is appropriate for an academic study area. Parents or the responsible adult will be held responsible for their children's behavior. Loud or disruptive children and their responsible adult may be asked to leave the Student Open Lab until other arrangements can be made to resolve the issue.

Notification of occurring issues that are in violation of these policies or other inappropriate action should be taken to the Help Desk located on the ground floor of the Library building (Lib 30) during normal hours or to the Seton Lobby Information Desk/Campus Police office.

Non-compliance with the above stated policies will be addressed following the Standards and Disciplinary Policy and Procedure as outlined in the Mount's Student Handbook. The Student Open Lab is monitored & recorded 24 hours a day/7 days a week by Campus Police.

9. PEER-TO-PEER (P2P) FILE SHARING POLICY

Introduction

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. This section outlines Mount St. Joseph University's plan to comply with these requirements.

Annual Disclosure

We view education as the most important element in combating illegal sharing of copyrighted materials at Mount St. Joseph University. We use a wide variety of methods to inform our community about the law and the University's response to copyright infringement claims: In order to use University computing resources, all members of Mount Community endorse a Responsible Use Agreement.

A Policy on Copyright Compliance is included on several pages of the institution's web site. Included on this page is a summary of possible penalties for violation of federal copyright laws. Every fall the library offers to all sections of CORE 115, a required course for freshmen, a presentation on copyright and plagiarism. A DVD that specifically addresses illegal peer-to-peer music file sharing is shown as part of the presentation.

Plans to "Effectively Combat" the Unauthorized Distribution of Copyrighted Material The University currently utilizes a bandwidth management tool. We limit the amount of bandwidth available to certain P2P protocols for the University as a whole. Annually, during the week following spring break, a message to students will go out from the ISS department informing students about University policy related to the use of copyrighted material and the steps the University will take to enforce its policies.

PROCEDURE FOR PERIODIC REVIEW

The Associate Vice President for Campus Technology and Director of Library Services will annually review the effectiveness of the Mount's efforts to combat unauthorized distribution of copyrighted materials. If necessary, the Mount's efforts and policies will be revised to remain in compliance.

F. THE LEARNING CENTER

1. ACADEMIC SUPPORT

As a centralized unit of support for the enhancement of academic skills, The Learning Center (TLC) works actively with students to support and improve their academic achievement. The Learning Center is located on the first floor of Seton Center (SET 156). Hours are posted on the door and on the TLC website. The phone number is 513-244-4202. Staff can be contacted through the myMount website.

TLC services include a Math & Science Center; a Writing Center; a Peer Tutoring program; and support and accommodations for students with disabilities. All TLC services are free to enrolled students.

Math & Science Center The Center offers support in any math course through MTH 191 (Calculus), or courses that require a math foundation, as well as 100 level science courses. Students can schedule individual half-hour sessions or request walk-in assistance if a tutor is available.

Writing Center The Director and peer Writing Consultants focus on the *process* of writing rather than the product.

They provide individual consultation with students at any stage of the writing process. Students can bring speeches, cover letters, stories and poems, papers, personal essays, or any other kind of text they might need to produce. They can expect close, individualized feedback and should come prepared to be an engaged and active participant in the process. The Writing Center is not an editing and proofreading service, but rather provides the guidance needed to become a more effective writer. Consultations are face-to-face. Students can schedule an appointment in person or call (513) 244-4514. Walk-ins are welcome if space is available. An extensive collection of writing-related books and handouts is always accessible.

Because writing is a gradual and continuing process, we highly recommend ongoing consultation. Please come and meet with us on a regular basis.

Consultations are collaborative. We work in partnership with you. As you read your paper aloud, explain your goals, and come to recognize your strengths and challenges, we will listen, ask questions, make observations, offer suggestions, and teach the lessons we feel you need to master. If you have a draft of your work, bring two copies, please! However, you don't need to be at this stage in order to visit the Writing Center. Come ready to brainstorm and free-write, if that's what you need.

Peer Tutoring Program Any student who is experiencing difficulty with any course not covered by the Writing Center or Math & Science Center is encouraged to request a Peer Tutor. Your Peer Tutor will be a fellow student. Generally, the tutor has already taken the course and done well in it. Occasionally, the tutor may be currently enrolled in the course. You and your peer tutor will agree on a regular appointment time, frequency of meeting, and location that is convenient for both of you. Peer tutors are available for most courses.

To request a Peer Tutor,

Log on to MyMount to complete the peer tutor request form (type "Peer Tutor" in the search box to access the form).

To become a Peer Tutor, contact the Director of the Learning Center & Disability Services (244-4524). Peer Tutors must have a minimum GPA of 3.5 and be recommended by a faculty member. Peer Tutors are compensated and training is provided. Peer Tutoring is an excellent opportunity for good students to earn extra money and to deepen their own understanding of course content.

Academic Support for Students with Disabilities To learn more, please see *Support to Students with Disabilities*, or go to https://mymount.msje.edu/ICS/MSJAcademics/Learning_Center/Disability_Services.jnz

2. ADDITIONAL TLC SERVICES

Placement Testing The Learning Center proctors computer-based diagnostic and placement

tests that measure reading, writing, and math skills. Results are used, along with other factors, to place students in appropriate math courses.

Make-Up Testing Make-up testing is available in The Learning Center, as a courtesy for all academic units. Make-up testing may be done in The Learning Center only with the instructor's permission and if space and coverage allows. Procedures are as follows:

- a. The student must make an appointment to take the test. Appointments can be scheduled in person at The Learning Center or by calling 244-4202. Appointments should be made at least two school days before the requested test date.
- b. The student notifies the instructor of the scheduled test date.
- c. The instructor delivers the test to The Learning Center, either electronically, by campus mail, or in person.
- d. TLC staff returns the completed test to the instructor by the following business day.

Individualized Instruction and Coaching - Students can meet individually with TLC staff to discuss time management, learning styles, effective study strategies, and other topics related to academic success.

G. LIBRARY

The Archbishop Alter Library supports the educational mission of The Mount by providing information resources and services to all students of the university. The library's website provides access to articles, e-books, streaming videos, and many other resources. Collections of books, periodicals, DVDs, and CDs are located on all three levels of the Library Building. Information about the Archbishop Alter Library, including hours of operation, can be found on the library's website: library.msj.edu.

Resources and services offered by Archbishop Alter Library include:

Library Collections. The library provides access to a large collection of books and journals, both in print and in electronic formats. The library also provides access to videos, both in DVD and streaming formats. Students can find these items by searching the FOCUS catalog on the library website.

Research Consultation. Librarians are available to provide research consultation. Students may request assistance by visiting the library, or by asking questions via phone or email. Students can also make an appointment via the library's website to meet with a librarian.

Databases. Students can search the contents of over 130 databases listed on the library's website. Most of these databases provide full-text access to journal articles and other research content. Students are encouraged to request assistance if they need help with database searching.

OhioLINK. MSJ University is a member of OhioLINK, a statewide network of universities and colleges whose primary mission is to provide members with timely delivery of requested books and other materials. Students may borrow books and other materials through the OhioLINK website.

Interlibrary Loan. Students may request to borrow materials not owned by the Mount Library nor available from OhioLINK by using the Interlibrary Loan (ILL) form available on the library website.

Photocopying and Scanning. The library provides access to a copier that makes black-and-white or color copies. Students may also scan documents on the copier and email them to their personal email account.

Places to Study and Collaborate. Quiet study areas are available in the Reading Room, and on the second and third floors of the library. The Library Group Study Room is available for collaborative study whenever it is not in use for meetings or other scheduled events. Students may also use the Library Lobby and the WPS Starbucks Café for collaborative study.

WPS STARBUCKS Café. A WPS Starbucks café is available in the library. Hours are 7:30 am – 8 pm Monday-Thursday, and limited hours Friday-Saturday. Hours may vary at certain times of the school year, so please check the library website for the most up-to-date hours of operation.

1. LIBRARY CIRCULATION POLICIES

CIRCULATING COLLECTIONS.

- Books may be checked out for three weeks, and may be renewed up to four times.
- CDs and DVDs may be checked out for one week and may be renewed once. Students may renew their library materials by phone (513-244-4216) or by email (library@msj.edu).

NON-CIRCULATING COLLECTIONS. Reference books, newspapers, and print journals may only be used in the Library.

COURSE RESERVES. Students can access books and other materials their professors have placed on reserve for their classes at the library circulation desk. Students can click on "Course Reserves" on the library's catalog homepage to search for items their professors have placed on reserve. Each professor determines how long items can be checked out from their reserve shelves, and the loan period varies from three hours to seven days for different reserve items.

FINES. Circulating collection items: fifty cents per day per item. Recalled reserve collection items: fifty cents per day per item. Reserve collection items: \$1 per day per item. Fines are payable when overdue materials are returned. Fines are charged for weekends and vacation periods. Students may return library items in the book return located outside the west entrance to the Library (near the Administration Building) or in the book return in the Seton Center Lobby when the Library is not open. Students are responsible for materials and fines whether or not an overdue notice has been received. At the end of each semester/term, the Registrar may withhold grades/transcripts for students with unpaid library fines or unreturned library materials. A replacement cost plus a processing fee is charged for each lost or damaged item.

2. COPYRIGHT COMPLIANCE

Mount St. Joseph University recognizes and respects intellectual property rights. As part of its mission to maintain the highest standards for ethical conduct, Mount St. Joseph is committed to fulfilling its moral and legal obligations with respect to the university's use of copyright-protected works.

Article I of the US Constitution authorizes Congress to pass legislation "to promote the Progress of Science and useful Arts by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries." On the basis of the Constitution, Congress has enacted the Copyright Act found at Title 17 of the US Code.

As a matter both of moral integrity and of adherence to US copyright law, Mount St. Joseph University sets forth these policies for all employees and students to demonstrate the university's respect for intellectual property and compliance with the law:

- a. No employee or student of Mount St. Joseph University may reproduce any copyrighted work in print, video, or electronic form in violation of U.S. copyright law. If a student or employee of Mount St. Joseph wishes to reproduce a copyrighted work, the easiest way to ensure the law is not violated is by first receiving express written permission from the copyright holder.
- b. Works are protected by copyright laws in the US even if they are not registered with the US Copyright Office and even if they do not carry the copyright symbol (©). Copyrighted works include, but are not limited to: articles from publications, TV and radio programs, DVDs, CDs, music performances, photographs, training materials, manuals, documentation, software, databases, digital files, and web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media.
- c. Mount St. Joseph University has obtained a repertory license from the Copyright Clearance Center, permitting it to make photocopies of portions of CCC's 1.75 million registered published works. The CCC license permits unlimited copies to be distributed to MSJ employees for internal use only. The list of CCC registered works, including trade, newspaper, and magazine titles, is available at www.copyright.com.
- d. For all other copyrighted works, the Mount St. Joseph University directs its employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction or duplication exceeds fair use.
- e. Mount St. Joseph University designates the Director of Library Services as the copyright officer to administer the university's copyright policy. The Director of Library Services can help determine whether a work is covered by the CCC license and how to handle any special copyright issues. Questions concerning copyright procedures, including fair use, should be addressed to the attention of the library director. To obtain permission to reproduce copyrighted works not covered by the CCC license or other prior agreements, the employee should contact the rights and licensing department of the copyright holder. Questions on specific procedures should be directed to the library director.

In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors. Furthermore, an educational purpose alone does not necessarily qualify as “fair use.”

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). The principal rights of the copyright owner are: to reproduce the work (e.g., photocopies, scans, digital files), to prepare derivative works based on the original work, to distribute copies of the work for sale, rental or lease, and to perform the work publicly (e.g., motion pictures, videos, plays). In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed.

For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

For more information about copyright see the following websites:

[Copyright](#) -- This site from the library at the University of Maryland serves as an introduction to copyright and fair use as it applies to instructional settings.

[United States Copyright Office](#) -- from the Library of Congress

3. INSTRUCTIONS FOR HANDLING AN INCIDENT OF COPYRIGHT INFRINGEMENT

Mount St. Joseph University encourages its employees to educate their peers and students on copyright compliance. If employees witness a potential copyright infringement, the university encourages the employee to bring the matter to the attention of the individual as well as to the copyright officer named above. Students who illegally duplicate copyrighted works are also subject to disciplinary action up to and including dismissal. See Section IV.I for more information.

Examples of copyrighted works include:

- Literary works (e.g., books, magazines, newspapers, cartoons, journals and other periodicals, training materials, newsletters, documentation)
- Computer software
- Pictures, graphics, and sculptures (e.g., maps, cartoon characters, photographs)
- Sound recordings (e.g., digital audio files, CDs,)

- Architectural works (e.g., blueprints)
- Dramatic works (e.g. plays, screenplays)
- Audiovisual works (e.g. DVDs and digital video files)
- Pantomimes and choreographic works

H. PROJECT EXCEL

In compliance with Section 504 of the Rehabilitation Act of 1973, Mount St. Joseph University provides academic adjustments and auxiliary aids for students with physical or mental impairments that substantially limit or restrict one or more major life activities such as walking, seeing, hearing, or learning. The University provides these reasonable academic adjustments and auxiliary aids to eligible student, at no charge, according to students' individual needs. Advocacy assistance on disability related issues is also provided. Eligibility depends on the nature of the impairment and its impact on the particular individual and is based on documentation from a qualified professional.

Students diagnosed with a learning difference, such as a specific learning disability and/or ADHD may apply to Project EXCEL.

Project EXCEL is a fee-for-service program that provides a comprehensive academic support system for these students. Students must be admitted to Mount St. Joseph University before applying. Current students may also apply. Project EXCEL addresses the needs of this specific group of students through targeted instruction and strategic coordination.

Project EXCEL offers a broad spectrum of support services to meet individual needs including:

- Professional tutors
- Monitoring of student progress and academic counseling
- Scheduled consultations to promote organization and time management skills
- Two credit hour course, *Study for Success*, for incoming freshmen
- Access to and instruction in using technology
- Access to speech recognition software
- Direct instruction in academic success strategies, reading in the content areas, and developing coping skills
- Consultative academic advising with attention to students' specific learning needs
- Services to support Executive Function skill development

Each Project EXCEL application is evaluated carefully to identify students whose needs best match the support offered in the program. Project EXCEL is located on the ground floor of the Science Building, SC 17. More information is available online at <http://www.msjs.edu/academics/disability-services/project-excel/>.

I. STUDENT VOTING INFORMATION

Mount St. Joseph University provides election services to all students free of charge. To access our election services, please stop by the Service Learning Office in the Career & Experiential Education Center, or contact the Manager of Service Learning & Civic Engagement at 513-244-4634. There, we can help you:

- Register to vote/check your voter registration status
- Submit your absentee ballot request
- Ascertain your voter identification requirements
- Identify your polling location
- Access official issue and candidate lists

How do I know if I am qualified to register to vote? You are qualified to register to vote in Ohio if you meet all the following requirements:

- You are a citizen of the United States;
- You will be at least 18 years old on or before the day of the next general election. (If you will be 18 on or before the general election, you may vote in the primary election to nominate candidates, but you cannot vote on issues or party central committees until you are 18);
- You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote;
- You are not incarcerated (in prison or jail) for a felony conviction under the laws of this state, another state, or the United States;
- You have not been declared incompetent for voting purposes by a probate court; and
- You have not been permanently disenfranchised for violating the election laws.
- You are eligible to vote in elections held in your voting precinct 30 days after you are duly registered to vote in this state. You may request an absentee ballot during that 30- day period.

May a college student register and vote from his or her school address in Ohio?

It depends. A college student may vote using his or her Ohio school residence address if the student does not intend to return to a different permanent address. When a college student registers to vote from his or her school address, the school residence is considered to be the place to which the student's habitation is fixed and to which, whenever the student is absent, the student intends to return, and is considered by the student to be his or her permanent residence at the time of voting. Any other previous residence for voting purposes is no longer valid. It is illegal for a person to register and vote from two different addresses.

How can I vote absentee by mail?

All Ohio voters have the opportunity to vote in the next election from the convenience of their own homes by requesting an absentee ballot. You can request your ballot for each individual election beginning on January 1 or 90 days before the date of an election, whichever is earlier, but you must complete and submit a separate application for each election in which you want to vote. Your request must be received by your local county board of elections by noon the third day before the election (usually a Saturday). However, you should submit your request as far in advance of the election as possible to ensure there is sufficient time for the board to mail you a ballot and for you to timely return that ballot.

<http://www.sos.state.oh.us/sos/elections/Voters.aspx>

IV. STUDENT RIGHTS & RESPONSIBILITIES

A. CAMPUS PRINCIPLES

1. FREEDOM TO ORGANIZE

Students are free to organize and join associations provided the goals and purposes are consistent with civil law and the mission of the University and do not impede the educational process.

- a. The membership, policies, and actions of the student organization will be determined by vote of only those persons who hold bona fide membership in the University community.
- b. Affiliation with an extramural organization will not of itself disqualify a student organization from institutional recognition.

- c. Each student organization must choose its own campus advisor from the professional staff. Campus advisors advise student organizations in the exercise of responsibility.
- d. Student organizations are required to submit a constitution, keep a current list of membership and officers, and establish rules of procedures to the Office of Student Engagement and Leadership at the beginning of each academic year.
- e. Student organizations, including those affiliated with an extramural organization, are open to all students without respect to race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status.

2. FREEDOM OF ASSEMBLY

Students are free to assemble in a responsible and disciplined manner. Interruption of the educational process and interference with ingress and egress from University facilities is not permissible.

3. FREEDOM OF INQUIRY AND EXPRESSION

- a. All persons on the campus are expected to express themselves through conduct which does not deny any other individual the freedom to express her/his own individuality; socially, emotionally, intellectually and spiritually.
- b. Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They will always be free to support causes by orderly means that do not disrupt the regular and orderly essential operation of the institution. It should be made clear to the academic and the larger community that in their public expressions, students and student organizations speak only for themselves.
- c. Students, in consultation with a faculty advisor and the University Provost, may invite speakers to discuss issues congruent with the philosophy and mission of Mount St. Joseph University. Those routine procedures required by an institution before a guest speaker is invited to appear on campus are designed to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic community and the larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the institution.

4. PRIVACY

- a. Students have the same rights to privacy as any other citizens and surrender none of these rights by becoming members of the academic community. These rights of privacy extend to residence hall living.
- b. Authorized University personnel have a right to enter a student's room: 1) for the purpose of performing maintenance and repair to rooms and equipment; 2) to ensure that health, safety and fire regulation standards are maintained; 3) in the event of an emergency which might endanger life, health, safety, or property; and 4) for the purpose of enforcing policies, regulations and procedures.
- c. Off-campus, the student is subject to regulations and control by public authorities. When a student is representing the University off campus, the student has the responsibility to maintain the reputation of the University and to behave in a dignified manner. Inappropriate public behavior when representing the University will require disciplinary action.
- d. No record may be made in relation to any of the following matters except upon express written request of the students: a. Race b. Religion c. Political or social view d. Membership in any organization other than honorary and professional organizations directly related to the educational process.
- e. Upon graduation or withdrawal from the University, the records and files of former students shall continue to be subject to the provisions of the University's policy related to record retention.

B. CLASSROOM

1. PROTECTION OF FREEDOM OF EXPRESSION

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

2. PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

Students have protection through orderly procedures as directed by the Provost, against prejudiced or capricious academic evaluation. At the same time they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

3. PROTECTION AGAINST IMPROPER DISCLOSURE

Information about students' views, beliefs and political associations which the professors acquire in the course of their work as instructors, advisors, and counselors, is considered confidential and will be respected in appropriate situations. Protection against improper disclosure is a serious professional obligation. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge of the student.

C. HIGHER EDUCATION OPPORTUNITY ACT (“HOEA”)

CONSUMER INFORMATION DISCLOSURE

In accordance with the HOEA and applicable law, the University is required to make certain consumer disclosures to prospective students, current students, and their families. The University's consumer disclosures can be found at

<http://www.msjs.edu/consumer-info/>.

D. FERPA

- a. 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. Education records are files, documents and other information that contain information directly related to a present or former student enrolled at the University.
- b. Information not considered education records are:
 - medical or counseling records used solely for treatment and made or maintained by a physician, psychologist, psychiatrist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity
 - law enforcement records
 - records created by University personnel which are in the sole possession of the maker and are used only as a personal memory aid and are not accessible or revealed to any other person except a temporary substitute for the maker of the record
 - employment records of an individual if employment is not related to the individual's status as a student
 - financial records submitted by parents
 - education records of the student that contain information on more than one student
 - confidential letters and statements of recommendation
 - alumni records which maintain information after the student stopped attending the University and do not contain information about the person as a student

A student wishing to exercise their right to inspect and review their education records must submit to the registrar, Dean of Students, University Provost, financial aid director or other appropriate official, a written request that identifies the education record(s) the student wishes 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 a student does not live within reasonable commuting distance from the University and wishes to inspect their records, please provide this information with your request and the University official will make arrangements to provide copies of the education record(s) by mail. The student may be charged a fee for producing copies of the education record(s).

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.

- c. The right to request the amendment of the student's education records that the student believes may be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's 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 of the hearing.

- d. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure of directory information without consent.

The University, in accordance with FERPA, may publicly release directory information without the written consent of the student. The University has identified directory information as:

- name
- address(es) (local, home and e-mail)
- telephone (local and home)
- date and place of birth
- photograph
- student classification (year in school)
- program of study
- major(s) and minor(s)
- academic advisor
- inclusive dates of enrollment
- enrollment status (undergraduate or graduate programs, full-time or part-time)
- degrees earned
- awards received (including academic honors)
- most recent previous educational agency or institution attended
- participation in officially recognized activities and sports
- weight and height of athletic team members

Students may restrict the publication and release of directory information by completing a request of non-disclosure form in the Registrar's Office, Conlan Center.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of utilizing University employees or officials (such as an attorney, auditor, agency, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, and volunteers or persons assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

The University may disclose without a student's prior written consent under FERPA A exceptions for Judicial orders and subpoenas; information in accordance with the Patriot Act, Clery Act and the Campus Sex Crimes Prevention Act; and to appropriate parties in connection with an emergency or if the information is necessary to protect the health or safety of the student or other individuals. Upon request, the University may also disclose education records without student consent to officials of another school in which a student seeks or intends to enroll, if the disclosure is for purposes related to the student's enrollment or transfer and to update, correct or explain information originally disclosed.

- e. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW Washington,
DC 20202-5901

Questions regarding FERPA may be directed to the Registrar's Office, Conlan Center.

E. ACADEMIC GRADE APPEAL

A grade appeal may be initiated by any student who believes that he or she has been evaluated inaccurately or unfairly in the determination of the final course grade. This is a serious charge and it is recommended that conversation with the faculty member take place prior to initiating the appeal. The student must bear in mind that the faculty member has both the right and responsibility to render a fair and critical judgment regarding the quality of the academic work performed according to the grading criteria stated in the course syllabus. The student has the burden of proof to show otherwise, and must be able to provide some evidence of the lack of a fair evaluation in order to file an appeal.

For more information on Academic Grade Appeals visit: http://registrar.msj.edu/undergraduate_catalog/rights-policies/academic-policies/academic-grade-appeal/

F. EMERGENCY MEDICAL LEAVE OF ABSENCE

If a medical condition prohibits a student from attending class for an extended period, the documentation and circumstances must be reviewed on a case-by-case basis by the University Provost or designee. The University Provost or designee may approve an Emergency Medical Leave of Absence in order to maintain the student's academic standing with Mount St. Joseph University.

G. TEMPORARY ILLNESS, INJURY, PREGNANCY RELATED CONDITION MODIFICATION POLICY

If a serious, but temporary, medical condition, or pregnancy or pregnancy related condition, results in a student anticipating missing more than one week of class (consecutive class sessions), the student may request temporary modifications of the requirements listed within the class syllabi during the period of this illness, injury, pregnancy or related condition. This policy does not guarantee that modifications will be granted unless mandated by Title IX in the case of pregnancy or related conditions; granting of modifications is the decision of the course instructor. **Students should begin this process as soon as possible after the onset of the serious illness, injury, or pregnancy or related condition.**

H. MISCONDUCT REPORTING & INQUIRY HOT

Mount St. Joseph University's mission as a Catholic University emphasizes values, integrity and social responsibility. This distinct focus reflects the University's Catholic roots, Sisters of Charity heritage, and a commitment to a culture of ethical conduct. Our Statement of Ethical Conduct contains general guidelines for conducting University business with the highest standards of ethics.

Mount St. Joseph University has implemented a third party comprehensive and confidential internet and telephone reporting tool to assist our Mount community to address potential misconduct while cultivating a positive academic and work environment. When you observe behavior that you believe violates our Statement of Ethical Conduct or other University policy, we expect you to report it or request clarification of policy using standard reporting methods or this Misconduct Reporting and Inquiry Hotline.

The Misconduct Reporting and Inquiry Hotline, administered by EthicsPoint, allow users to confidentially report potential ethical misconduct or breaches of laws, rules, regulations or University policies, and may be accessed online or by calling a toll-free telephone number. Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security.

For student conduct matters, when possible, please first report in accordance with the guidelines established in the Student Handbook prior to using this hotline as the first course of action.

We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner or where clarification of University policy prior to reporting is desirable. It is for such circumstances that we have partnered with EthicsPoint. We would rather you report anonymously than keep the information to yourself. Additional Information about the Ethics Hotline can be found at: <https://secure.ethicspoint.com/domain/media/en/gui/36122/index.html>

I. DISABILITY-RELATED GRIEVANCE PROCEDURE

Mount St. Joseph University has designated the Director of Learning Center and Disability Services, The Learning Center, 1st Floor Seton Center, 513-244-4524 as the individual responsible for the coordination of efforts to comply with its responsibilities under Section 504 of the Rehabilitation Act of 1973.

Students with concerns or complaints arising out of the University's responsibilities under Section 504 of the Rehabilitation Act of 1973 may follow the following grievance procedures:

INFORMAL RESOLUTION

Any student who feels that he/she has been discriminated against on the basis of a disability, or who feels that a requested reasonable accommodation has not been provided or implemented in an effective or timely manner, or who feels that he/she has been subjected to an act of discrimination or harassment on the basis of disability*is encouraged to first attempt to resolve the matter informally with any individuals involved.

Students are free, as part of this informal process, to consult with the Director, Learning Center and Disability Services (for concerns or complaints related to academic accommodations, assistive technology issues, and instructional issues), or the Dean of Students (for residence hall issues, parking issues, and other physical barrier issues).

FORMAL RESOLUTION

1. If a student chooses not to attempt an informal resolution, or if an informal resolution is attempted but not achieved, the student may file a formal grievance with the Director, Learning Center and Disability Services. If the complaint is against the Director, Learning Center and Disability Services, the student may file the formal grievance with the Vice President of Compliance, Risk, and Legal Affairs/General Counsel. The contact information for these offices is as follows: Meghann Littrell, Director, Learning Center and Disability Services; The Learning Center, 1st Floor Seton Center, 513-244-4524; Paige Ellerman, Vice President of Compliance, Risk, and Legal Affairs/General Counsel and Title IX Coordinator, Office of the President, 513-244- 4393.
2. The grievance must be filed within thirty (30) calendar days of the occurrence of the event(s) giving rise to the complaint.
3. The grievance must be in writing and signed by the student.
4. The grievance must contain the following:
 - The name, address, and phone number of the student.
 - The name and position of the person against whom the complaint is made.
 - A clear statement of the complaint and suggestions for resolution.
 - The names of any witness(es) or individual(s) who the student believes has knowledge or information supporting the allegations contained in the grievance.
5. An ad hoc grievance resolution committee will be convened by the Director, Learning Center and Disability Services within ten (10) calendar days of the date on which the University receives the formal grievance. The make-up of the committee will vary depending on the nature of the complaint or issue and will include individuals with expertise specific to the disability and/or issue who have been appropriately trained in Section 504 standards and investigative methods. The Section 504 Coordinator will be an ad hoc member of the committee. The committee will interview the student, the individual(s) against whom the complaint is made, any individuals identified by the student as having knowledge or information supporting the grievance, and any other involved parties. The committee will also collect and review any documentation or other evidence identified by the student, and other information related to the complaint as appropriate.
6. In most instances, the grievance committee will make a good faith decision regarding the merits of the grievance within twenty (20) days of the date on which it convened. In cases where the grievance committee is unable to make a decision within this timeframe, it will notify the complainant of the need for additional time, the reason, and an approximate date upon which a decision will be made.
 - a. If the grievance committee, in its good faith discretion, determines that there is reason to believe a grievance has merit, it will notify all parties in writing of that determination, as well as suggest a proposed resolution. The grievance committee will then convene a meeting with the student to discuss the proposed resolution of the grievance and to hear alternative proposals for a resolution offered by the student. The ultimate resolution of any grievance, or determination of whether a new, modified, or additional accommodation will be provided to the student, rests in the sole discretion of the grievance committee and the University.
 - b. If the grievance committee, in its good faith discretion, determines that there is not sufficient evidence to support the claims made in the formal grievance, it will notify all parties of that determination in writing.

7. A student who disagrees with the resolution of a grievance or with the determination by the grievance committee that the evidence provided does not support the claims made in the formal grievance may appeal to the Director of Human Resources (Lisa Kobman, 1st Floor Seton Center, 513-244-4979). Such an appeal must be made in writing within seven (7) days of the grievance committee's decision.
8. In substantiated cases of disability-related discrimination or harassment, the University will take appropriate steps to prevent recurrence and to correct discriminatory effects on the complainant and others, if appropriate.
9. The University will maintain all documents and other materials related to the grievance proceedings for a period of two (2) years.

RIGHT TO PURSUE EXTERNAL COMPLAINTS

Nothing in this process should be construed as impeding or prohibiting a student from filing a discrimination complaint with the appropriate external governmental agency. Although a student with a concern or complaint is encouraged to attempt to resolve his/her grievance within this procedure, he/she has the right to file a grievance/charge directly with the Office of Civil Rights or the Ohio Civil Rights Commission before or after the internal process has begun. The internal process will continue through completion, regardless of whether a grievant files a complaint with the appropriate external governmental agency.

COMPLAINT REFERRAL

If, at any point during the informal or formal grievance procedure, it becomes known or apparent that the grievance or concern arises from acts of discrimination or harassment not related to the University's obligations under Section 504 of the Rehabilitation Act, the grievance or concern will be promptly referred to the Vice President of Compliance, Risk, and Legal Affairs/General Counsel, University Provost or Dean of Students as appropriate pursuant to the University's Policy Against Discrimination, Harassment, Sexual Harassment and Misconduct, and Retaliation. In such cases, the University will conduct only a single investigation pursuant to the applicable policy and procedures.

PROHIBITION AGAINST RETALIATION

Any student who has sought an informal or formal resolution of a complaint or grievance under this Policy, or who has participated in any investigation into such a complaint or grievance, and who subsequently believes he or she has been subjected to retaliation of any kind by any University employee, administrator, or officer, is directed to immediately report the alleged retaliatory conduct to the Director, Learning Center and Disability Services. If the complaint of retaliation is against the Director, Learning Center and Disability Services, the student may submit the complaint to the Vice President of Compliance, Risk, and Legal Affairs/General Counsel.

Reports of retaliation will be investigated promptly in a manner intended to protect confidentiality as much as practical, consistent with the University's obligation to conduct a full and fair investigation. The party conducting the investigation will notify the student of the results of the investigation.

**Harassment of any person or group of persons on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority status, is prohibited by the University. Prohibited harassment includes any words or conduct (verbal, physical, graphic or written) directed against any person or group of persons because of their race, color, national origin, religion, sex, age, disability, sexual orientation or other minority status. Harassment also includes any words or conduct (verbal, physical, graphic or written) that have the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment.*

I. STUDENT LIFE STANDARDS AND DISCIPLINARY POLICY & PROCEDURES

Mount St. Joseph University (hereinafter the “University”) challenges students to growth in both responsibility and accountability. Failure to adhere to rules and regulations established by the University and other pertinent authorities carries with it well-founded sanctions. The Dean of Students is the official administrator of disciplinary decisions other than those related to academic integrity.

1. LIST OF OFFENSES

The following offenses committed by a student on or off University-owned or University-controlled property, or against such property, or against a fellow student, another member of the University community, an invited guest, or any other individual, are considered, depending on the circumstances of the particular case, to warrant disciplinary action up to the possible level of temporary suspension or permanent dismissal. The following are listed as examples, and the list is not all-inclusive, nor are all of the offenses of equal gravity.

- a. Attempting, threatening or committing physical violence against any individual. This includes self-endangerment or threatening or attempting to intentionally harm oneself.
- b. Any conduct or words that are threatening, intimidating, harassing, coercive, or abusive, made to any individual or group on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority status or affiliation.
- c. Intentionally hazing, stalking, threatening, intimidating, harassing, coercing, abusing or seriously embarrassing any person through conduct that would offend a reasonable person. Such conduct includes generally lewd, vulgar, tyrannical, abusive, harmful, insulting, humiliating, sexually suggestive, or other offensive words or conduct directed toward any individual.
- d. Unwanted or non-consensual physical contact or imposition of a sexual nature. This includes any sexual words or conduct that is offensive to the individual at whom it is directed or sexual words or conduct that is directed at an individual whose judgment or ability to control the situation is impaired. (*Please see Section IV.K.2 for definitions included in this policy.*)
- e. Intentional destruction, damage, theft or unauthorized possession of personal or University property or merchandise from the University bookstore or dining services, including, but not limited to, incidents of arson, vandalism, larceny, burglary, robbery or embezzlement. Thefts are serious infractions and may lead to fines, restitution, and disciplinary proceedings inclusive of criminal charges. (*See Section IV.I.2.b. for further information regarding this policy in relation to the residence hall.*)
- f. Theft, abuse, or misuse of information technology (e.g., computer, computer labs, social media, electronic mail, voice mail, telephone, fax, or illegally uploading/ downloading copyrighted works through peer-to-peer [P2P] file sharing).
- g. Obstruction, interference with, or disruption of teaching, research, administration, disciplinary procedures or other authorized activities.
- h. Alteration, forgery or misuse of University documents or records including fraudulent misuse of identification cards or furnishing false information to the University with intent to deceive.
- i. Tampering with or misuse of fire alarms or other fire prevention or firefighting equipment.
- j. Failure to comply with building evacuation or other emergency procedures as directed by University officials. (*See Section IV.I.5 for more information regarding emergency procedures.*)

- k. Failure to comply with reasonable and appropriate requests of University faculty members, administrative staff members, or other employees or agents of the University in the course of performing said agents' duties as such or with sanctions imposed in connection with disciplinary action, which may be basis for additional sanctions.
- l. Minor violations of any University regulation or policy stated in the University Catalog, Student Handbook, or published or announced by the University in any other manner, are subject to be treated as a single offense subject to University disciplinary procedures under Section IV.J.1. More significant violations will be subject to University disciplinary procedures under Section IV.K. even when not repeated.
- m. The illegal use, possession, sale, distribution, cultivation or manufacturing of drugs. Drug paraphernalia is prohibited on University-owned or University-controlled property, or at University sponsored events on or off campus. See Drug and Alcohol Policies and Guidelines Extended, Section IV.I.3 for more information.
- n. The sale, possession or consumption of alcoholic beverages by a student not of legal age, the sale or distribution of alcoholic beverages to individuals not of legal age or the consumption of alcoholic beverages in non-designated areas of the campus. See Drug and Alcohol Policies and Guidelines Extended, Section IV.I.3 for more information.
- o. Emanation of odor beyond one's self or living space that is noxious or offensive to a reasonable person due to its strength. Such odors include but are not limited to body odor, trash, marijuana, cigarettes, cigars, pipe smoke, perfume, air freshener, incense and dirty laundry.
- p. Unauthorized entry into or misuse of University facilities. These include, but are not limited to, Seton Center entrance doors that have been locked for the overnight period, areas that are officially closed, areas restricted to designated persons, and areas where the safety and welfare of the resident would be endangered. These areas include the SC Ministry Foundation offices, roof tops, the dining hall when closed, locked closets and rooms, and other facilities located across campus.
- q. Possession or use of firearms, explosives, or other dangerous weapons (e.g., knives other than those necessary for cooking, paintball guns, soft air guns, pellet guns, etc.) are prohibited. This prohibition is subject to the right of a person, who holds a valid license to carry a concealed handgun, to store his/her handgun in a locked trunk, glove box or other enclosed compartment or container within or on the person's privately owned motor vehicle; and, further, that the vehicle is in a location where it is otherwise permitted to be. All possession or use of firearms, explosives or other dangerous weapons is otherwise prohibited.
- r. Disorderly conduct.
- s. Failure to wear appropriate attire including shoes and shirt when using any University public area.
- t. Incurring financial obligations on behalf of the institution without proper authorization.
- u. Any violation of local, state or federal law, particularly violations that have an adverse effect on other members of the University family, the University campus, and/or the educational environment.

2. RESIDENCE HALL POLICIES

a. Residence Hall Community Standards for Residents and Guests.

Living in a residential community usually means some adjustments of individual habits and attitudes. Adjustments are usually achieved through trial and error, with some common sense, and rarely occur over night. The University policies and guidelines along with the residence hall policies and procedures promote a safe, educational community whose goal is a comfortable living environment. As a member of this community, you should expect to:

- study without interference or unreasonable noise/distractions;
- sleep without disturbance from noise and other distractions;
- have your personal belongings respected by others;
- live in a clean environment;
- access your room and residence hall facilities;
- have personal privacy within the limits of your living space;
- host registered guests that adhere to all policies and procedures;
- discuss grievances with a staff member;
- be free from the threat of intimidation, physical and/or emotional harm.

As a member of this community, you have the responsibility to:

- verbally express your views in a constructive manner, if you feel your rights have been violated;
- treat other residents and University staff, including residence hall staff, with respect and consideration;
- read and understand all policies and procedures necessary for the hall and University communities to function;
- attend all floor meetings;
- respond to all reasonable requests of other residents;
- respond to and cooperate with residence hall staff members;
- take responsibility for personal and community security;
- take responsibility for securing and protecting your personal property and the property of the University;
- recognize that public area furnishings are used by the whole community and that the abuse of those areas violates the rights of all community members.

b. Policies Pertaining to All Students and Guests

Alcohol. The decision to drink is a personal one. MSJ residence hall policies foster an atmosphere conducive to individual choice and responsible consumption of alcohol. *However, if you misuse or abuse alcohol, you are held responsible for your behavior.* In addition to complying with all applicable laws (see Ohio Revised Code Chapter 4301 (2008)):

- Persons under the age of 21 may not purchase, possess, or consume alcoholic beverages on campus or at a University sponsored event off-campus.
- Persons of legal drinking age may not supply alcohol to individuals under the age of 21.
- The misrepresentation of age or falsification of identification cards or use of another person's identification is prohibited.
- The opening or consumption of alcoholic beverages in a motor vehicle is prohibited.

Possession and consumption of legal beverages in your room is permitted when in accordance with Residence Life policy and consistent with Ohio Revised Code, provided, however, that:

- When one roommate is not of legal drinking age, the roommate of legal drinking age shall not furnish alcohol to the underage roommate. When one roommate is of legal drinking age, the roommate of legal age may store and consume alcohol in said room.
- Individuals under the age of 21 may not be in the presence of alcohol when consumed by a person of legal drinking age in a student room unless they are the resident of that room and the resident's roommate is of legal drinking age.
- No alcohol is permitted at group events in residence hall facilities. Alcohol is not permitted in elevators, stairwells, lounges, lobbies, public hallways, Seton Center public area, or on campus grounds unless designated.
- Quantities of alcohol exceeding the following personal use limits are not allowed in any resident's room. The limits are 1.5 liters of wine or 750ml of spirits, or 12 12oz standard size cans/bottles of beer or malt beverages per legal aged resident assigned to the specific room. Spiked punch, "Jello" shots and grain alcohol are not allowed. Drinking games and drinking paraphernalia are not permitted.
- Kegs and large containers used for the purpose of holding alcohol are prohibited.
- Alcohol-related conduct that infringes upon the enjoyment of others of a quiet, orderly living environment is not acceptable.
- Pyramids or displays of empty beverage containers, possession and/or display of drug and/or alcohol-related paraphernalia are prohibited.
- Students are required to provide a valid state driver's license or a state ID card as proof of your eligibility to consume and/or possess alcohol.

See Drug and Alcohol Policy and Guidelines (section IV.I.3) for more information.

Appliances. Both safety and the conservation of energy are important considerations in the residence hall. Limit the number of small appliances in your room and the frequency of their use.

- Appliances allowed in residence hall rooms are limited to clocks, radios, stereos, TV's, fans, hair dryers, computers, lamps, coffee makers with an automatic shut-off mechanism and irons for pressing clothes.
- Appliances with a heating element must have the element enclosed and the Underwriter's Laboratory approval (with the exception of clothing irons).
- Space heaters, sunlamps, halogen lamps, octopus plugs, and extension cords **are not** permitted in residence hall rooms because this constitutes a fire hazard. Extension outlet strips with circuit breakers are recommended electrical extension devices.
- Toasters, toaster ovens, microwave ovens, George Foreman grills (or similar versions) and, popcorn poppers **are not** permitted. A kitchenette, equipped with a microwave, is available on each floor.
- Residents are allowed to keep a refrigerator of 4.1 cubic feet or less. Both the refrigerator and the power cord must be approved by Underwriter's Laboratory. The refrigerator cannot be self-defrosting.

Authorized Entry. Students have the same rights to privacy as any other citizen and surrender none of these rights by becoming members of the academic community. These rights of privacy extend to residence hall living. Authorized University personnel have right to enter a student's room: 1) for the purpose of performing maintenance and repair to rooms and equipment; 2) to ensure that health, safety and fire regulation standards are maintained; 3) in the event of an emergency which might endanger life, health, safety, or property; and 4) for the purpose of enforcing policies, regulations and procedures.

Candles. Candles, incense, or other open-flame elements are prohibited in residence hall facilities.

Drugs. See Section IV.I.3 for more information.

Emergency Procedures. See Section IV.I.5 for more information.

Entrances. Propping open building entrances, fire doors, or other locked doors is prohibited. Propping open doors decreases safety in the residence hall, and decreases the effectiveness of fire doors in keeping smoke out of fire exits.

Fire Regulations.

Extension Cords. Home-style electrical extension cords and plug expanders (e.g., octopus plugs, cube taps, and other multi-plug adapters and splitters) are not allowed for use in the Seton Center. Extension cords that do not fit the approved ratings will be confiscated as will plug expanders (e.g., octopus plugs, cube taps, splitters, etc.).

Surge Protectors. Where an adequate number of receptacles are not readily available, Underwriter's Laboratory listed plug strips are permitted provided that they are no longer than six feet, are equipped with a fuse or circuit breaker, and are plugged into a permanently installed receptacle. These are the only type of extension cords or plug expanders that are allowed in the Seton Center. This is a very important fire safety rule - overloaded extension cords can cause fires! Extension cords that do not fit the approved ratings will be confiscated as will plug expanders (e.g., octopus plugs, cube taps, splitters, etc.)

Suspended Items. Fishnets, parachutes, flags, tapestries, or other types of cloth or roped items may not be suspended from room ceilings because this constitutes a fire hazard.

Smoke Detectors. Smoke detectors or sprinklers have been installed in every student room. At the beginning of the fall and spring semesters, the University provides replacement batteries for each unit. It is the responsibility of the resident(s) to keep the battery in the unit. If a battery is found removed, the resident(s) will be subject to disciplinary action.

Fire Doors. The greatest danger in University buildings is not from flames, but from smoke. Fire doors in the residence hall and stairways hinder the spread of smoke and must be closed at all times. See Section IV.I.5 for more information about emergency procedures related to fire.

Firearms and Weapons. See Section IV.I.1 for more information.

Furniture. You are responsible for the proper care and condition of all furnished items in your room.

- Furniture may be arranged in any reasonable manner, however furniture bolted to the walls or floors must remain in place. Students cannot position furniture in a manner that may endanger the safety of self or others. All furniture must remain in the resident's room for the duration of the academic year and must be put back in its original location and configuration in the room at the end of the year.
- Furniture may not be transferred or exchanged between rooms or public areas. Storage of room furniture is not available on campus.

Lofts. Lofts are permitted in all residence hall rooms. The following details lofting standards for each residence hall section:

- The *Southeast* and *West* sections of the residence hall are equipped with modular furniture and stacking pins. The stacking pins must be used to loft beds in these rooms.
- The *Center* section beds can be lofted, and equipment is available to students interested in lofting their beds. Students can contact Maintenance to receive lofting equipment.

- The *East* section is not equipped with lofting materials. Students living in East may loft their beds using equipment of their own that is made from fire-proof materials. The lofting structure needs to be freestanding (not attached to built-in furnishings). Lofts must have built in bracing (horizontal and diagonal) for stability. The completed structure must not be taller than 5' 6".
- Carpet placed in rooms must have a "Class A" rating and may not have a foam backing. Students are not allowed to modify University property to accommodate carpets. Double-faced tape, glue, adhesive backing, tape, or nails are not permitted for carpet installation. Residents must remove carpet prior to check out.
- Students who are assigned to a double room, may occupy and furnish only one-half of the room.

Guest and Escort. Residents are responsible for the actions of their guest(s) including guest's adherence to the residence hall policies and procedures.

- A "guest" is anyone who does not have a housing assignment from the Office of Residence Life for the current academic term. This includes enrolled students who do not live in the Seton Center and family members. All guests must be signed in and out by the resident student the guest is visiting. Guest sign-in is at the Seton Center Front Desk and all guests must be signed in upon entering and leaving the building.
- Guests are required to leave a form of identification (university I.D., driver's license, etc.) at the Seton Center Front Desk when they are signed in. This I.D. will be returned when they are signed out.
- Guests **MUST** be escorted at **ALL** times while they are in the residence hall. If your guest is staying over and you have to attend a class, you must escort your guest to a public lounge or space, until you are able to escort them in the residence hall again.
- No guest may stay on campus, in the residence hall, more than five nights per semester. Overnight stays are considered to be check ins/check outs that extend into the hours between 2 AM and 9 AM. Exceptions may be requested through the Office of Residence Life.
- All Guests must be at least 18 years of age or an immediate family member. Any exceptions **MUST** be approved by the Office of Residence Life *before* the guest visits.
- All guests must be accompanied by the host at all times during their visit to the Residence Hall.
- Overnight guests of the opposite sex are prohibited, unless that guest is an immediate family member. Your roommate should approve any overnight guest.
- Overnight guests are permitted with the approval of your roommate.

Guests may not occupy any bed without that person's consent. The guest's visit shall not exceed three (3) consecutive nights and are allowed only with the consent of all those assigned to the room/suite.

- Campus housing is for extended use of currently enrolled students with valid Housing Contracts only. Resident students may not allow non-resident students to live in their rooms or sub-let their room. Persons found to be living illegally (without a valid Housing Contract) will be asked to leave and may be subject to disciplinary action and/or trespassing charges. Resident students who allow persons to live illegally in any residence hall room are subject to disciplinary action.
- Residents are responsible for informing guests of security procedures in the event of an emergency.
- Cohabitation, defined as overnight visits with a sexual partner, is incompatible with the Catholic character of the University and with rights of the roommate(s) and will be considered a violation of the Guest and Escort policy.

- Any individual who has been asked to leave the University for academic, disciplinary or financial reasons is not permitted to be a guest in the residence hall or to visit campus.
- Students are responsible for the contents of their assigned rooms, **ALL** behavior occurring in their rooms, and the behavior of any guests.
- Failure to comply with these guidelines may result in the guests being removed from

University property.

Hallway Sports. Activities such as, but not limited to, rollerblades, golf, hockey, bouncing balls firecrackers, Frisbees, balls, water hoses, and containers of water are prohibited from being thrown or discharged in hallways, lounges, bathrooms, or student rooms. These items are damaging to University property and fire equipment, and can cause serious injury to residents. Any programs and events that would include a sport of some kind must be approved first by the Office of Residence Life.

Lock-outs. Resident students are responsible for keeping their room keys with them at all times. However, if a student is locked out of the residence hall room, the resident must find a Resident Assistant to key them back into their room. If no one is available to perform a lock-out, a student might have to wait. All residents should carry their keys at all times and never leave doors unlocked. Students are permitted two “grace period” lockouts. After two lockouts, there will be a \$5 charge for each time any student is locked-out of their room and requesting to be keyed back into their room.

Noise. Maintaining an academic environment in the residence hall is vital. Please discuss, understand, and abide by the community standards of quietness. Please respect the needs of others 24-hours a day.

- You must be courteous to other residents in regards to noise levels 24-hours a day.
- The use of electronic equipment such as stereos, radios, amplifiers, and musical instruments in a manner that violates a standard of quiet conducive to study, sleep, or disturbs University offices or classes is prohibited. Such use may result in the equipment being confiscated, among other actions.
- Stereo equipment or speakers may not be placed facing out of an open window.
- Excessive noise or other behavior that disturbs others within the residence hall or staff in their offices is not permitted, including hallway sports or running in the hallway.

Noxious Odor. *See Section IV.I.1 for more information.*

Personal Property & Insurance. Please protect your valuables. You are responsible for the security of your personal property. The University does not assume responsibility for theft, loss, damage, or destruction of personal belongings in or on residence hall property.

- Students are encouraged to obtain insurance through a parent or legal guardian, homeowner’s insurance plan or another personal properties insurance provider, or to make other insurance arrangements to protect against damage or loss.
- Please lock your door when you are not present in your room and when you go to sleep. Be safe. You may be held accountable for the loss of University property if it is not properly secured.

Pets. Animals with the exception of authorized service and emotional support animals are not permitted in the residence hall. Fish, in containers no larger than 10 gallons, may be kept in the residence hall. The feeding of stray animals in or around the residence hall is strictly prohibited. The Office of Residence Life reserves the right to remove any unauthorized pets and/or other animals and take them to a nearby shelter.

Proper Attire. *See Section IV.I.1 for more information.*

Social Gathering in Residence Hall Rooms. Social gatherings, parties, and meetings in individual rooms are subject to all municipal, state, and federal laws, as well as University policies. The number of people in a room at any time including residents of the room must be limited as follows:

<i>Room Occupancy</i>	<i>Maximum # Occupancy Allowed</i>
1 person room (single)	3 people
2/3 person room (including suites)	6 people
4 person room	8 people

University officials and Office of Residence Life staff reserve the right to disperse a gathering when residents and/or guests are in violation of any University policy, or are causing undue disturbance to the community.

University ID. *Mount St. Joseph University students are required to carry the University Student Identification Card at all times while on campus.* For additional safety, residents may be asked to identify themselves, verify residency, and provide proof of age at any time.

- Report unauthorized people in the residence hall to residence life staff immediately or contact Campus Police.
- If you believe a crime is about to be committed, or has been committed, immediately call Campus Police and then report the incident to residence life staff. See Section II.F for more information.

Vandalism/Damage. Damaging University property is a serious offense. If you damage your room, hall facilities, hall equipment or hall decorations, you will pay the replacement cost of the item(s) and labor to repair the item(s). If you observe someone damaging the building, its furnishings, equipment, or decorations, and do not notify hall staff, you are considered to be an accomplice and you may share financial and judicial liability. When damage occurs to common areas the University will make every effort to identify the responsible person(s), otherwise, costs associated with damage to common areas (i.e.: lounges, hallways, bathrooms, etc.) will be charged to the residents of the floor and section of the residence hall in which the damage occurred unless the person(s) responsible for the damage is (are) identified.

Visitation. Visitation is defined as the time period when residents may have guests, signed in properly at the Seton Front Desk, in their residence hall room:

- Residents may have guests any day between the hours of 9:00 a.m. and 2:00 a.m. Overnight guests are considered to be check ins/check outs that extend into the hours of 2:00 a.m. and 9:00 a.m.
- All guests must be at least 18 years of age or an immediate family member. Any exception **MUST** be approved by the Office of Residence Life at least two business days in advance of the guest visit.
- Visitation hours may be extended for special events provided the event coordinator obtains permission through the Office of Residence Life prior to the event.
- Residents may visit other residents without an escort. All non-resident guests must be signed in with an ID at the Seton Lobby Front Desk and escorted by and remain with their host at all times while in the residence hall (*see Guest and Escort policy*).
- Lounge spaces on the floors, hallways and laundry facilities in the residence hall have 24-hour visitation for residents **ONLY**.
- The Commuter Lounge and Seton Lobby 24-hour locations are open for all students.
- Any guest may be asked to leave the area, or campus, at any time for any reason deemed necessary by University officials.

3. DRUG & ALCOHOL POLICY AND GUIDELINES

Mount St. Joseph University seeks to provide an environment in which students may experience intellectual, emotional, physical, social, and personal growth. The development of the capacity to make informed decisions about drugs, including responsible choices about the consumption of, is a significant component of personal growth. The responsibility for making informed choices regarding drugs and the use of alcohol rests with all members of the University community: students, faculty, and staff.

A comprehensive drug and alcohol education program supports members of the University community in making informed and responsible decisions about drugs and alcohol. This program has three primary components: first, to provide members of the University community with education regarding the academic, social, legal, and health-related effects of drug and alcohol use and misuse; second, to provide access and referral for the assessment of and treatment for individuals with drug and alcohol-related problems in cooperation with community agencies; and third, to provide for individual freedom while promoting the health, safety, and welfare of all members of the University community. It is assumed that the University's commitment to providing education in addition to health, counseling, and ongoing support services will be matched by responsible behavior with respect to alcohol and other drugs.

The University's drug and alcohol policy applies to students and to student organizations conducting activities and events on and off campus and supplements, rather than replaces, the Student Life Standards and Disciplinary Policies and Procedures, including all policies, offenses, procedures and sanctions set forth therein. This policy also applies to any student misusing a drug prescribed to him or her by a physician.

In accordance with the Ohio Revised Code Chapters 2925 and 4301 (March 2018), Mount St. Joseph University prohibits the illegal use, possession, sale, manufacture, or distribution of drugs, including alcohol, and drug paraphernalia. In addition, the misuse of substances that present physical or psychological hazards to individuals is prohibited; this includes synthetic versions of marijuana, THC, and stimulants, or beverages that combine both alcohol and caffeine. It is the University's intention that its policies comply with state and local laws governing the use, distribution, and consumption of alcohol. See Section IV.I.2 for more information.

A. HEALTH EFFECTS OF ALCOHOL AND/OR OTHER DRUGS

The use of alcohol and/or other drugs has many possible health effects. There are both short-term and long-term effects of drug and alcohol use. In addition, overdose and withdrawal from alcohol and/or other drugs can produce additional effects on a person's health.

Alcohol. The use of alcohol can lead to impaired judgment and coordination, problems with vision and hearing, respiratory depression, increased aggression, liver and heart disease, pancreatitis, and cancer of the mouth, throat, esophagus, and/or voice box. Overdosing on alcohol can cause staggering, loss of coordination, slurred speech, dilated pupils, and nerve and liver damage. In women, consuming alcohol while pregnant can lead to fetal alcohol syndrome in babies. Abruptly terminating heavy long-term usage can result in withdrawal symptoms that include sweating, tremors, altered perception, psychosis, fear, and auditory hallucinations.

Narcotics. The use of narcotics may result in drowsiness, confusion, nausea, constricted pupils, and respiratory depression. Effects of overdosing on narcotics include slow, shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal symptoms of narcotics use include watery eyes, runny nose, yawning, cramps, loss of appetite, irritability, nausea, tremors, panic, chills, and sweating.

Depressants. The use of depressants can lead to slurred speech, difficulty concentrating, impaired judgment and coordination, and respiratory depression. Overdosing from depressant use can produce effects such as shallow respiration, clammy skin, dilated pupils, weak and/ or rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, muscle tremors, loss of appetite, convulsions, delirium, and death.

Stimulants. The use of stimulants may include anxiety, blurred vision, impaired coordination, decreased appetite, increased heart and respiratory rates, elevated blood pressure, and delusions. Overdosing can lead to agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms seen in stimulant users include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens. The use of hallucinogens may lead to confusion, violent behavior, anxiety, hallucinations, illusions, depression, distorted perception of time, convulsions, psychosis, flashbacks and after usage has ceased, heart and lung failure, irreversible brain damage, and coma. Overdosing on a hallucinogen can produce effects such as longer, more intense “trip” episodes, psychosis, coma, and death. There are no known withdrawal symptoms of hallucinogen use.

Cannabis. The use of cannabis may cause loss of appetite, impaired balance, coordination, memory and concentration, disoriented behavior, fluctuating emotions, increased risk of cancer, and psychosis. Overdosing on cannabis can lead to fatigue, lack of coordination, paranoia, and psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Steroids. The use of steroids may result in weight and muscle gains and aggressive behavior. Effects of overdosing on steroids are quick weight and muscle gains, extremely aggressive behavior or “roid rage”, severe skin rashes, impotence, and development of irreversible masculine traits in females. Symptoms of withdrawal include significant weight loss, depression, behavior changes, trembling.

B. ALCOHOL POLICY GUIDELINES FOR INDIVIDUALS AND THE RESIDENCE HALL. SEE ALCOHOL POLICY, SECTION IV.J.3 FOR MORE INFORMATION.

C. ALCOHOL POLICY GUIDELINES FOR UNIVERSITY EVENTS

Alcohol is a drug that may be possessed, sold, distributed or consumed at specified and approved University-sponsored or affiliated events in accordance with applicable laws and University policy. The following guidelines are intended to assist event planners in developing responsible practices, which are consistent with the University Alcohol policy. The guidelines are not intended to be all-inclusive. Event planning should be comprehensive and specific attention be given to the event’s purpose, the age of the participants, and environmental and safety precautions.

Guidelines

1. Students, student organizations, faculty and staff must comply with all applicable laws and University regulations regarding use and availability of alcohol at events on and off campus.
 - a. Officers, planners, and advisors of organizations that sponsor events at which alcohol is available shall be familiar with applicable laws and University policy governing consumption of alcohol and the potential legal liability associated with the sale or serving of alcoholic beverages. Alcohol can only be served by a liquor license holder on or off campus. Currently, AVI Foodsystems, Inc., through their employee(s), is the liquor license holder at events on campus in the designated areas of the license agreement.

- b. AVI Foodsystems, Inc. shall ensure that alcoholic beverages are not accessible to or served to persons under the legal drinking age or to persons who appear intoxicated. This includes, but is not limited to, checking identification (valid state driver's license or state ID) to determine age. AVI Foodsystems, Inc. shall also refuse to serve persons whose behavior suggests that they are intoxicated.
 - c. At functions where alcoholic beverages are provided through the liquor license holder, direct access to the alcohol shall be limited to a person(s) designated as the server(s) by the liquor license holder. Alcohol can only be served by the liquor license holder through their employee(s).
 - d. Consumption of alcoholic beverages is permitted only within the area designated for the event.
 - e. Alcohol education information can be obtained through the Wellness Center, and information.
 - f. Student Organizations must seek permission to serve alcohol at their event through the Dean of Students at least three weeks prior to the actual event and before any promotional/publicity materials are distributed.
 - g. The sponsoring organization is responsible for contacting Chief of Campus Police to arrange and pay for security coverage during events.
2. Students, student organizations, faculty and staff, should discourage abuse and excessive consumption of alcohol.
 - a. There shall be a purpose for any gathering other than the availability of alcohol.
 - b. Social events shall not include any form of "drinking contests" or give away alcoholic beverages as prizes.
 - c. Alcohol shall not be available at or be a part of membership recruitment functions.
 - d. The quantity of alcohol purchased and/or sold at an event shall be carefully planned in consultation with AVI as the liquor license holder. The quantity of alcohol purchased for an event shall be limited to three drinks per person of legal drinking age in attendance over a three-hour period. Alcohol may only be served in the following prescribed portions per drink: Beer must be sold in cans not to exceed 12 ounces; wine in servings not to exceed 5 ounces; and mixed drinks in servings not to exceed 1.5 ounces of liquor
 - e. Alcohol may not be brought into an event by individuals.
 - f. Food shall be readily available at any event at which alcoholic beverages are served. Food served shall not be limited to salty foods that increase thirst, such as popcorn, chips, and pretzels.
 - g. "Punches" made with alcohol or random combinations of beer and/or liquors are prohibited.
 - h. The Dean of Students must approve all advertising and/or promotional materials for events involving alcohol prior to dissemination.
 - Advertising shall focus on the purpose or theme of an event and not reference the availability of alcohol.
 - The availability of alcohol shall not be used as an inducement to participate in events.
 - Brand names, logos, and symbols of alcohol (kegs, mugs, etc.) may not appear on promotional material.
 - Advertising shall not portray drinking as a solution to personal or academic problems of students.
 - Advertising should not encourage any form of alcohol abuse.

- i. University officials and/or AVI employees, in their sole discretion, reserve the right to deny access to an event, limit the amount of alcohol possessed/purchased/consumed, or ask an individual to leave an event based on behavior that suggests intoxication.
3. Students, student organizations, and administrative units shall respect the decision of persons who are of legal drinking age and choose to drink responsibly as well as the decision of persons who choose not to drink.
 - a. Persons who choose not to drink shall not be harassed or coerced into consuming alcoholic beverages.
 - b. Non-alcoholic beverages shall be made available at the same location as alcoholic beverages, and should be featured prominently. Groups are encouraged to serve no/low-alcohol beer.
 - c. Non-alcoholic beverages served shall be a popular brand and presented in an appealing way which does not stigmatize persons who choose not to drink.
 - d. Persons who choose not to drink shall be permitted to participate in all activities, which are a part of an event.
 - e. Any person under 18 years of age without a MSJU University ID may not be admitted to events at which alcohol is served unless accompanied by a designated MSJU community member.

4. DISCIPLINARY PROCEDURES FOR ALCOHOL AND OTHER DRUG OFFENSES

Disruptive behavior to the campus and surrounding community—directly related to the use of alcohol or other substances is prohibited. Students who, after using alcohol or other drugs, become physically or verbally abusive, or refuse to cooperate with University staff members (including student employees and all volunteers) who are performing their duties, are in violation of this policy. This includes, but is not limited to: fighting, disruptive behavior, loss of consciousness, destruction of private or public property, and harassment of others.

Mount St. Joseph University attempts to ensure the safest environment possible so that the educational process is not hindered unnecessarily. Therefore, the University deems it necessary to have penalties and/or special restrictions for the violation of its drug and alcohol policy. The University believes these penalties serve the best interest of the University community as a whole and the students who violate the policy.

1. **Penalties:** In addition to all other sanctions and penalties otherwise available, violation of the alcohol and/or drug policy includes but is not limited to the following penalties:
 - a. **First Offense:** Requires disciplinary probation and fine ranging from \$50-\$100. Additionally, disciplinary penalties may include educational sanctions and parental notification.
 - b. **Second Offense:** Requires disciplinary probation, fine ranging from \$75-\$125, parental notification, and mandatory participation in a comprehensive substance abuse assessment and compliance with the assessment's recommendations, including counseling if necessary. Any cost associated with the assessment and/or off-campus counseling is the responsibility of the student.
 - c. **Third Offense:** May result in suspension from the University either immediately or at the end of the semester. The student may return only after evidence of the successful completion of a treatment or counseling program for alcohol or other drug abuse or weekly attendance at an appropriate self-help group, i.e., Alcoholics Anonymous or Narcotics Anonymous. Further attendance at such a group is required as long as the violator attends the University. Violations of policy relating to the possession, use, or sale of illicit drugs are referred to the Dean of Students for appropriate sanctions.

Verification of registration for subsequent semesters could be withheld until the student complies or is in the process of complying with the penalties assessed for the first and second offenses.

Good Samaritan/Amnesty Policy

Mount St. Joseph University values a safe environment conducive to learning and is committed to ensuring the safety and wellbeing of each student. The University is also committed to providing guidance so that students can learn to develop a responsible approach to social challenges, including whether to use alcohol, how to do so in moderation, and how to comply with local, state, and federal laws governing alcohol consumption.

Mount St. Joseph University expects students to abide by laws and University policies regarding alcohol and drug possession and consumption. For those students who choose to consume alcohol, Mount St. Joseph University expects that they do so in moderation to minimize the incidence of alcohol poisoning and alcohol-related injuries. However, the University acknowledges there may be times when students may face medical emergencies involving excessive drinking and/or drug use. In these situations students are expected to call for assistance (e.g. Resident Assistants, Campus Police, 911, etc.) when concerned for their own health or welfare, or that of another student. In order to encourage students to seek prompt and appropriate attention for alcohol or any other drug intoxication, the University has instituted a Good Samaritan/Amnesty Policy.

Mount St. Joseph University's Good Samaritan/Medical Amnesty policy is applicable to:

- The student requesting medical assistance for oneself
- The student(s) seeking medical assistance for another person

Seeking medical assistance for oneself or a fellow student demonstrates responsible student behavior. When evaluating an alcohol violation, the University will consider whether a student sought medical assistance for oneself or another person in need and, in most cases, view the act of seeking medical assistance as good judgment and not deserving of typical disciplinary sanctions. Thus, if it is determined that the Good Samaritan/Medical Amnesty policy applies to a given situation, the concerned students will not be subject to a disciplinary fine or disciplinary probation. However, the students will be required to meet with the Dean of Students or his/her designee who will facilitate an appropriate consequence which may include parental notification, mandated counseling for assessment and treatment recommendations, or participation in a prevention class or online course for sanctions. Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Student Code of Conduct. If a student received medical amnesty for a prior incident, the availability of amnesty for a subsequent incident is at the discretion of the Dean of Students or his/her designee. If other infractions are concurrent at the time of intoxication including but not limited to physical or sexual assault, distribution of illicit substances or property damage, this policy does not apply.

SEEK ASSISTANCE WHEN: You suspect someone has alcohol poisoning, even if they are not exhibiting the classic signs and symptoms

CALL 911 OR CAMPUS POLICE WHEN THE PERSON:

- is unconscious
- is breathing less than eight times a minute
- has repeated and uncontrolled vomiting

DON'T LEAVE AN UNCONSCIOUS PERSON ALONE:

- Alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise
- While waiting for help, turn the person on their side; don't try to make the person vomit

5. TOBACCO/SMOKE FREE POLICY

In the interest of the health, comfort and safety of students, faculty, staff and campus visitors, use of tobacco and tobacco products in all forms, including but not limited to cigarettes, cigars, chewing tobacco, hookah, e-cigarettes and personal vaporizers, are prohibited on University property. This restriction includes, but is not limited to academic and living facilities, athletic and recreational facilities, parking garage and lots, University vehicles, and personal vehicles being driven or parked on University property.

6. FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Students who are currently enrolled and are completing the FAFSA will be asked: “Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid?” Students who answer “Yes” will be asked an additional series of questions to determine if the conviction affects their eligibility for federal student aid.

Students convicted of a federal or state offense of selling or possessing illegal drugs that occurred while they were receiving federal student aid should still complete and submit the FAFSA to determine if there is aid for which they are still eligible. Students who leave question 23 blank cannot receive federal financial aid until they respond by making a correction to their FAFSA. A student who has been convicted of possession or sale of illegal drugs loses Title IV eligibility for a period of time specified in law. The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs. If convicted of both the longer period of ineligibility applies.

For convictions involving possession, the periods of ineligibility are as follows:

One conviction: one year after the date of conviction.

Two convictions: two years after the date of the second conviction.

Three or more convictions: indefinite from the date of the third conviction

For convictions involving sale, the periods of ineligibility are as follows:

One conviction: two years after the date of conviction.

Two or more convictions: indefinite from the date of the second conviction.

A federal or state drug conviction can disqualify a student for federal financial aid. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

Regaining Eligibility

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again.

A student whose Title IV eligibility has been suspended indefinitely may regain eligibility only by successfully completing a drug rehabilitation program. A student who is under a one- or two- year penalty may regain eligibility before the expiration of the period of ineligibility by successfully completing a drug rehabilitation program. If the student successfully completes an approved drug rehabilitation program, eligibility is regained on the date the student successfully completes the program. It is the student’s responsibility to certify to the school that he/ she has successfully completed the rehabilitation program.

To qualify the student for eligibility, the drug rehabilitation program must include at least two unannounced drug tests, and:

- have received or be qualified to receive funds directly or indirectly under a Federal, State, or local government program; or
- be administered or recognized by a Federal, State, or local government agency or court; or
- have received or be qualified to receive payment directly or indirectly from a Federally- or State licensed insurance company; or
- be administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

7. CAMPUS EMERGENCY PROCEDURES

Students are expected to follow all University emergency procedures as communicated by University officials. Students are expected to follow all directives given by University officials (i.e. Campus Police Officers, residence hall staff, Directors, Deans, President of the University, etc.). For information on current emergency procedures, please refer to <http://www.msj.edu/student-life/public-safety-campus-police/resources-information/disaster-and-emergency-response-plan/>

- a. **Bomb Threat.** In the event of a bomb threat in the residence hall, the building is evacuated according to fire procedures. Persons must follow directions of the residence hall staff and other University officials. See MSJ emergency procedure through this link: <http://www.msj.edu/student-life/public-safety-campus-police/>
- b. **Fire Alarms.** Fire drills are held periodically to ensure safety of students. When the alarm sounds, you must exit the building immediately. *Do not call the Seton Center Front Desk unless you have emergency information.*

- Learn the location of all fire exits, fire alarms, and fire extinguishers on your floor.
- If the alarm sounds, put on your shoes, get a coat (if necessary), lock your door, and the leave the building by the nearest stairway possible. Do not use the elevators! You may return only upon authorization of a staff member.

Do not take chances with fire – even a small one can get out of control quickly. If a fire cannot be extinguished with available equipment, activate the nearest fire alarm.

- Pulling a false fire alarm, tampering with fire equipment, or the false reporting of an emergency to the police or fire department is punishable under Ohio Revised Code 2917.32 as a first degree misdemeanor. Conviction carries a maximum \$1000 fine and 6 months in jail. University judicial action also results.
 - Unauthorized use of, tampering with, or damaging emergency or safety equipment is punishable under Ohio Revised Code 2909.07 as a third degree misdemeanor. Conviction carries a maximum \$500 fine and/or 60 days in jail. University judicial action also results.
 - Interference with and/or non-adherence to emergency evacuation procedures or drills is punishable under Ohio Revised Code 2917.13 and Ohio Fire Code FM106.4. University judicial action also results.
 - Setting or intentionally starting a fire on campus is prohibited.
- c. **Health Emergencies.** In the event of serious illness or accident, call the Life Squad (911) and then notify Campus Police (dial 0) to meet emergency personnel. If a resident student, also notify the Resident Assistant and or the Health Services staff member. The RA notifies the Coordinator of Residence Life.
- d. **Tornado Alert.** In the event of a tornado, the storm siren located on the roof of Seton Center will activate and warn resident students. Residence hall students are encouraged to take shelter on the ground floor of Seton Center, in the hallways near the Mail Center and the Lions Den Game Room, away from outside windows.

K. POLICY ON PROHIBITED DISCRIMINATION, HARASSMENT AND RELATED MISCONDUCT (INCLUDING SEXUAL HARASSMENT, SEXUAL VIOLENCE, SEXUAL MISCONDUCT AND STALKING)

1. PROHIBITED CONDUCT

Mount St. Joseph University is committed to providing an environment for work and study free from discrimination on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status.

This prohibition against discrimination also includes harassment. Harassment of any person or group of persons, on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status, is prohibited by the University. Prohibited harassment includes any words or conduct (verbal, physical, graphic or written) directed against any person or group of persons because of their race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status.

Prohibited harassment also includes any words or conduct (verbal, physical, graphic, or written) that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for any person or group of persons. Such words or conduct include, but are not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

Sexual harassment of students and employees, which includes sexual misconduct including assault or acts of sexual violence, is a form of sex discrimination. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual battery, sexual assault, sexual misconduct, domestic violence, dating violence, and stalking. All such acts of sexual violence are forms of sexual harassment covered under Title IX and referenced and addressed in the Clery Act and the Campus Violence Elimination Act (SaVE Act), passed as part of the Violence Against Women Reauthorization Act (VAWA). These recent amendments to the Clery Act do not alter the University's responsibility under Title IX to respond to and prevent sexual violence.

Sexual harassment and inappropriate sexual conduct threaten the freedom and the very person of others. The University strives to eliminate all forms of sexual harassment and violence. Therefore, the University will not tolerate sexually harassing or violent conduct, including offenses of domestic violence, dating violence, sexual assault and stalking, against any member of the University community on University premises or any other locations where members of the University community are together because of assigned or University-sanctioned activities. Employees or students who violate this policy will be subject to disciplinary action up to and including potential termination of employment, or suspension or dismissal from the University. Inappropriate or unprofessional remarks or conduct may be reason for intervention and discipline whether or not they are actually harassing.

2. DEFINITIONS

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, electronic or physical conduct of a sexual nature when:

- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment; or
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.

Sexual Assault

An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The terms include: Forcible Rape, Forcible Sodomy, Sexual Assault/Sexual Misconduct With An Object, Forcible Fondling, Non-Forcible Sex Offenses, Dating Violence (42 U.S.C. 13925(a)), and/or Stalking (42 U.S.C. 13925(a) and Ohio Revised Code 2903.211.

Sexual Violence

Sexual violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.

Crimes-Sexual Assault

“Sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The terms include:

- 1) **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- 2) **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 3) **Sexual Assault/Sexual Misconduct With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will when the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- 4) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 5) **Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse including incest (non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and Statutory Rape (non-forcible sexualintercourse with a person who is under the statutory age of consent.)
- 6) **Domestic Violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. (42 U.S.C. 13925(a)).

Ohio Revised Code §2919.25 Domestic Violence*.

- No person shall knowingly cause or attempt to cause physical harm to a family or household member.
- No person shall recklessly cause serious physical harm to a family or household member.

- No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

* The full text of Ohio Revised Code §2919.25 is available at:

<http://codes.ohio.gov/orc/2919.25>.

7) **Dating Violence:** The term “dating violence” means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim and
- where the existence of the relationship shall be determined based on a consideration of the following factors:
- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship. (42 U.S.C. 13925(a)).

8) **Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would: cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. (42 U.S.C. 13925(a)). Ohio Revised Code §2903.211 Menacing by Stalking.

(A)(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person.

(A)(2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division (A)(1) of this section.

(A)(3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.

*The full text of Ohio Revised Code §2902.211 is at:

<http://codes.ohio.gov/orc/2903.211>.

Please note: Definitions of crimes may be legislatively modified at any time and specific crime elements may vary by jurisdiction. Additional offenses also may meet the defined elements of the crimes above (e.g. a trespass also may be considered stalking.)

Effective Consent

Consent is a key factor in determining sexual misconduct. Consent implies words and/or actions that demonstrate a voluntary agreement to engage in mutually agreed upon sexual activity.

1) **Both partners must clearly communicate their willingness and permission through mutually understandable words and/or actions.** Consent is a “yes” through words and/or actions, not the absence of the word “no”. Failure to resist sexual advances, silence, and/or prior dating or sexual relationship does not constitute consent. Both partners have the right to revoke their consent at any time during the sexual activity by actively (verbally or non-verbally) communicating their desire to stop the activity. Consent to one form of sexual contact does not constitute consent to any other form of sexual contact, nor does consent to sexual contact with one person constitute consent to sexual contact with any other person. Additionally, consent to sexual contact on one occasion is not consent to engage in sexual contact on another occasion. There is no requirement that an individual verbally or physically resist unwelcome sexual contact for there to be a violation of this policy.

- 2) **Both partners need to be fully conscious and aware of their actions.** A person is unable to give consent if they are asleep, drugged, intoxicated, unconscious, a minor, mentally impaired or incapacitated. Signs that a person is intoxicated, incapacitated, or otherwise unable to give consent include (but are not limited to) slurred speech, loss of coordination, passing out, vomiting and a verbalized feeling of being nauseous.
- 3) **Both partners must be equally free to act.** The decision to be sexually intimate must be made without coercion. Consent cannot be obtained by coercion or force or by taking advantage of one's inability to give consent because of incapacitation or other circumstances. Coercion or force includes conduct, intimidation, and express or implied threats of physical or emotional harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to persuade or compel someone to engage in sexual conduct.

3. EDUCATION, TRAINING AND RESOURCES

The Wellness Center provides confidential counseling and health services for all students at Mount St. Joseph University. In addition, the Wellness Center staff makes regular efforts to provide primary prevention, awareness, and risk reduction education regarding numerous health issues, including sexual and relationship health. Links regarding health resources are provided on the Wellness Center Counseling and Health Services pages on MyMount. The Wellness Center also has hard copy brochures and handouts regarding many health topics.

MSJ's new student orientation includes *Sex Signals*, a two-person team of highly-trained educators who take the audience of our incoming freshmen on an interactive and relevant exploration of beliefs, behaviors, and gender stereotypes related to dating and sexual interaction.

This nationally recognized collegiate interactive theatre touring company program is designed to:

- 1) engage audiences in a focused discussion on social pressures, gender stereotypes, unrealistic sexual expectations, and the role of alcohol surrounding hooking up and intimate relationships;
- 2) establish how these beliefs, attitudes and behaviors can lead to sexual violence; 3) delineate the difference between seduction and coercion; define the nature of sexual violence; and, 4) empower the audience to identify predatory behavior in others and intervene to support vulnerable members in their communities.

The Wellness Center also promotes and monitors the **“Think About It”** program from Campus Clarity which is required for all new students. Campus Clarity developed “Think About It” to help colleges and universities comply with student education requirements relating to sexual misconduct under the Title IX of the Education Amendments Act of 1974 and Section 308(a) (8) of the Violence against Women Reauthorization Act of 2013 (known as the Campus SaVE Act). This interactive course promotes the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking for those who are required to take the course. “Think About It” was developed using a harm reduction model designed to encourage bystander intervention. It also provides new students with a copy of the university's sexual misconduct policies required by the April 4, 2011 Dear Colleague Letter, the Department of Education's Office for Civil Rights. Students must review and acknowledge those policies before completing the course. The current version of Think About It used by MSJU also covers primary prevention as well as disciplinary procedures and consequences of policy violations.

An addition to our primary prevention programming in 2017 is the **Step UP! Be a Leader! Make a Difference! Bystander Intervention Training Program** that teaches students how to intervene in problematic situations. Most problematic behaviors on college campuses involve bystanders. Step UP! Training provides a framework explaining the bystander effect, reviews relevant research, and teaches skills for intervening successfully, using the 5 Decision Making Steps, and the S.E.E. Model (Safe; Early; Effective).

The University has selected third party administrator for our online education program to promote the awareness of harassment, discrimination, sex discrimination, rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking for our faculty and staff. This is a required training that must be completed by all new University employees and is also available to existing employees. The Campus SaVE Act/ Title IX course includes Federal and Ohio state specific definitions. The training educates employees to recognize sex discrimination, helps employees protect against sexual violence, sends a strong message that sex discrimination and violence are prohibited by the University, and explains the importance of reporting sex discrimination promptly. The key concepts of the training include defining sex discrimination and sexual violence, explaining prohibitions against intimate partner violence and stalking, and covers the grievance procedures available and employee rights by providing detailed coverage of Title IX, pertinent details of the Clery Act and Violence Against Women Act, and references to how sex discrimination and violence may be covered by other laws, including criminal laws.

During the second semester of each academic year, a more concentrated effort is made to provide primary prevention, awareness and risk reduction information and education during **National Sexual Health Week in February**. During that week, the Wellness Center Counseling Staff offer a variety of interactive activities regarding healthy relationships and resources available to students who may be victims of rape, domestic violence, dating violence, stalking, and sexual harassment. Bystander intervention is also addressed in this programming. Counselors are also available to provide informational workshops to Resident Assistants and other student leadership groups regarding the Title IX, The Clery Act and the Campus SaVE Act. This workshop is provided upon request. During Sexual Assault Awareness Month in April, the Criminology Club and the Sexual Health and Safety Committee and faculty and students enrolled in MSJU's Domestic Violence course present several programming opportunities to promote awareness of sexual assault, dating violence, domestic violence, and stalking. These presentations include sexual assault and self-defense facilitated by a police detective, sexual assault information/education/prevention facilitated by Women Helping Women, email blasts and posters to raise awareness of domestic violence, small group Impact Projects to raise awareness of domestic violence on campus or in the community facilitated by students in the Domestic Violence course, and the presentation of a Domestic Violence awareness display during MSJU's annual Celebration of Teaching and Learning.

Mount St. Joseph University Police Department training includes an introduction and history of the Violence Against Women Act and the Campus SaVE Act followed by a discussion of the roles and responsibilities as outlined in the new regulations, greater law enforcement awareness of crimes against women and the importance of peace officer response. As with crime prevention and community policing, the importance of law enforcement response and investigation and what processes and contacts need to be completed by police is also discussed. This supplements current training regarding resources for victims of crime. Training also includes a review of revised MSJ policies and procedures related to sexual misconduct and pertinent sections of the Ohio Revised Code. The MSJ Police Department provides groups or individuals with crime prevention techniques and advice.

MSJ personnel charged with disciplinary investigations related to harassment, discrimination, sexual misconduct and violence participate in an annual training program consistent with Title IX obligations.

Additional resources regarding sexual violence can be found in the MSJ Sexual Violence Rights, Reporting and Resources brochure found on the [MSJ Police Department website](#).

4. REPORTING

The University encourages any student who has experienced or witnessed discrimination, harassment, sexual harassment, sexual violence, or retaliation of any kind to report such conduct immediately and in accordance with the procedures detailed below. An employee who has observed an act of discrimination, harassment, sexual harassment, sexual violence, or retaliation, or a supervisor or department chair who receives an informal complaint or who is aware of a situation which could possibly violate this policy has a duty to report the circumstances in writing to the Vice President of Compliance, Risk, and Legal Affairs/General Counsel (Title IX Coordinator), the Chief of Police, or the Director of Human Resources.

Crimes in progress should be reported immediately to Campus Police, 513-244-4226 or dial 0 from any campus phone.

The University strives to protect those who complain of discriminatory, harassing or sexually violent conduct and prohibits intimidation or retaliation against any individual who reports discrimination, harassment, or sexually violent conduct or who participates in any investigation into allegations of such misconduct.

Reporting discrimination, harassment, sexual harassment or retaliation

A student or employee who believes herself/himself to be the subject of discrimination, harassment, sexual harassment (not including sexual misconduct/violence), or retaliation may report the complaint to the following individuals:

- Paige Ellerman, Vice President of Compliance, Risk, and Legal Affairs/General Counsel, Office of the President, 513-244-4393
- Lisa Kobman, Director of Human Resources, Office of Human Resources, 513-244-4979
- Janet Cox, Dean of Students, 513-244-4466

Reporting sexual misconduct, violence, assault or retaliation

A student or employee who believes herself/himself to be the victim or subject of sexual misconduct, violence, assault, or retaliation may report the complaint to the following offices:

- 1) Criminal complaint
 - a. MSJ Police Department, 513-244-4226 or dial 0 from any campus phone; additional information regarding reporting emergencies can be found on the MSJ Police Website
- 2) Institutional complaint
 - a. Paige Ellerman, Vice President of Compliance, Risk, and Legal Affairs/General Counsel, Office of the President, 513-244-4393
 - b. Dean of Students, Janet Cox, Office of Student Affairs, 513-244-4466
 - c. Director of Human Resources, Lisa Kobman, Office of Human Resources, 513-244-4979
 - d. Other Campus Security Authorities (CSAs)
 - Wellness Center – Counseling and Health Services, Wellness Suite, Harrington Center, 513-244-4949*
 - Coordinator of Residence Life, Tina Hoesl, 1st Floor Seton Center, 513-244-4465
 - Resident Assistants – Reports from RAs will be forwarded to the MSJ Police Department through the Office of Residence Life

- Assistant Dean for Student Engagement and Leadership, Warren Grove, Harrington Center, 513-244-4627
- Director of Mission Integration, Sr. Karen Elliott, Office of Mission Integration, 513-244-4844
- Campus Ministry Coordinator, Charissa Qiu, Office of Mission & Ministry, 513-244-4866
- Assistant Director of Human Resources, Kayla Erhart, Office of Human Resources, 513-244-4854
- Chief Diversity and Inclusion Officer
- Children’s Center Coordinator, Janet Baltzersen, Harrington Center, 513-244-4972
- Executive Director, Ethical Leadership Development, Tim Bryant, 513-244-4504
- Faculty/Staff Advisors to student organizations
- Athletic Director, Steve Radcliffe, Jean Dowell Building, 513-244-4381
- Associate Athletic Director, Melanee Wagener, Sports Complex, 513-244-8585
- Athletic Coaches

**Wellness Center professional personnel may serve as confidential reporting resources rather than CSAs under limited circumstances as described below.*

Reports can also be filed through the University’s Misconduct Reporting Line but please note that the line is not intended for “911” or any safety or emergency situations which should be reported immediately to the MSJ Police Department or for off-campus emergencies, 911.

A student or employee may file a criminal complaint or report, an internal report with one or more offices, or both. Reporting the incident does not obligate the victim to prosecute or have the accused individual notified, but does allow gathering of information by appropriate campus authorities. Each office is prepared to assist students and employees with deciding on where complaints may be filed and to assist with notification to the MSJ Police Department if appropriate. Each office is able to refer a student for interim measures to stop and prevent the recurrence of harassing behavior and for health care services.

For reports involving alleged dating violence, domestic violence, sexual assault or stalking, personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and the daily crime log. MSJ recognizes its responsibility to protect a complainant’s confidentiality while also recognizing that, in some cases, we may need to disclose some information about a complainant to a third party to provide necessary accommodations or protective measures. The Title IX Coordinator, in consultation with the Dean of Students or Director of Human Resources will determine what information about a complainant should be disclosed and to whom this information will be disclosed. Ordinarily in such cases, the complainant will be informed before sharing personally identifying information that MSJ believes is necessary to provide an accommodation or protective measure.

Interim steps as appropriate may be taken to stop and prevent the recurrence of harassing behavior. Such steps may include “no contact” orders, transportation assistance or security escorts, and/or adjustments in employment, academic, housing and extracurricular arrangements and activities. Such steps will be designed to minimize the burden on the complainant’s employment or educational program. MSJ is obligated to comply with a student’s reasonable request for a living and/or academic situation change following an alleged sex offense. Interim measures are ordinarily determined by the Dean of Students or Director of Human Resources in consultation with the Vice President of Compliance, Risk, and Legal Affairs/General Counsel. Reporting parties will be directed to medical, counseling, and pastoral resources available through the University or through external referral sources when appropriate.

Victims of sexual violence including domestic violence, dating violence, sexual assault or stalking are provided with a written statement of his/her rights, reporting options and resources. While the University strongly encourages students or employees to report incidents of sexual violence, we recognize the victim's right to decline such reporting. Such a declination does not eliminate the University's obligation to investigate offenses that come to our attention, with or without the cooperation of the victim.

Mount St. Joseph University is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual violence. There is a distinction between making a report to the University or law enforcement through the designated reporting options identified above and seeking confidential assistance through confidential resources.

Making a report to the University by contacting a reporting option from the list included in section D of this policy means that the report will be shared with the MSJ Police Department and the Title IX Coordinator and the reporting party will be provided with resources and support to identify the appropriate action to respond to the reported incident. If a student or employee tells a Campus Security Authority (CSA) about a criminal incident that was not reported to the MSJ Police Department, the CSA is required to report the information to MSJ Police but will not include the name of the reporting party or other individuals in the report if the person making the report requests confidentiality. A reporting party is encouraged to make a report even if that individual is not seeking disciplinary action against the alleged perpetrator. The University will make every effort to respect a reporting party's autonomy in determining how to proceed. Support and resources are always available to a reporting party regardless of the chosen course of action. Receiving a report of the incident permits the University to keep records of reported incidents and determine appropriate response and the potential need to alert the MSJ community to potential danger. Reported incidents will also be included in the University's annual crime statistics.

MSJ will evaluate requests for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all members of the MSJ community. Requests for confidentiality will be weighed against the seriousness of the alleged incident, the ages of the individuals involved, other complaints that may have been filed about the alleged perpetrator, and the alleged perpetrator's right to receive information maintained by MSJ as an education record as defined by FERPA.

Information shared with a confidential resource will not be disclosed to anyone else, including the University, except under very limited circumstances. Incidents reported to a confidential source will not be included in annual crime statistics. Any individual may choose to seek support from confidential professionals on campus, including Wellness Center Counselors and licensed health care professionals including Nurses and Physicians. These trained professionals can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about an individual (including whether that individual has received services) without the individual's express permission, unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information. These individuals are also available to help an individual make a report to the University.

Good Samaritan/Amnesty Policy

Mount St. Joseph University values a safe environment conducive to learning and is committed to ensuring the safety and well-being of each student. The University is also committed to providing guidance so that students can learn to develop a responsible approach to social challenges, including whether to use alcohol, how to do so in moderation, and how to comply with local, state, and federal laws governing alcohol consumption. In support of this commitment, the University has implemented a Good Samaritan/Amnesty Policy, the full text of which can be found in the Student Handbook.

MSJ encourages reporting of sexual misconduct and seeks to remove any barriers to making a report. MSJ recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. An individual that reports sexual misconduct, either as a reporting party or a witness, will not be subject to disciplinary action by MSJ for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violation did not and do not place the health or safety of any other person at risk.

Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Student Code of Conduct. If a student received amnesty for a prior incident, the availability of amnesty for a subsequent incident is at the discretion of the Dean of Students or his/her designee. If other infractions are concurrent at the time of intoxication including but not limited to physical or sexual assault, distribution of illicit substances or property damage, this policy does not apply. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

5. INVESTIGATORY PROCEDURES

Criminal Complaints

Ohio state and/or federal law will apply and the matter will follow criminal processes through a police investigation, a referral to the Hamilton County Prosecutor's Office and the criminal court system for resolution.

Institutional Complaints

Investigation of allegations against a faculty or staff member by another faculty or staff member or a student will be conducted by the Director of Human Resources in consultation with the appropriate administrative officer(s) and the Title IX Coordinator.

Investigation of allegations against a student by another student will be conducted by the Dean of Students with the Assistant Dean for Student Engagement and Leadership in consultation with the Title IX Coordinator.

The University's Title IX investigation is different from any law enforcement investigation, and a law enforcement investigation does not relieve the University of its independent Title IX obligation to investigate the conduct. In cases involving potential criminal conduct, University personnel must determine, consistent with State and local law, whether appropriate law enforcement or other authorities should be notified. Conduct may constitute unlawful sexual harassment under Title IX even if law enforcement determines that it does not constitute a crime. All incidents of sexual misconduct involving students and employees that are reported to the Mount St. Joseph University Police Department will also be referred to the Title IX Coordinator and the Dean of Students for follow up and investigation into whether it constitutes sexual harassment or discrimination in violation of this policy.

The University will make every effort to maintain the confidentiality and privacy of individuals and information involved in any complaint of discrimination, harassment, sexual harassment or misconduct, or retaliation consistent with this policy. Complainants and others involved in such investigations should recognize, however, that the University will conduct a full investigation into such complaints, and it may be necessary for the University to disclose the identity(ies) of those involved, or other information gathered in the course of the investigation, when investigating or taking appropriate corrective action.

Notwithstanding the above disclosures, the University will withhold as confidential the names of victims of sexual violence when issuing timely warnings to the campus community that may be required.

Any attempt by a member of the faculty, staff, administration, or student body to penalize or retaliate in any way against a person bringing a complaint of discrimination, harassment, or sexual harassment or misconduct, or retaliation is prohibited and will be treated as a separate incident to be reviewed and investigated in its own right.

Informal Resolution

Note: Informal resolution is not considered appropriate to resolve sexual violence or assault complaints.

In appropriate circumstances, and with the approval of the complainant, the Vice President of Compliance, Risk, and Legal Affairs/General Counsel (Title IX Coordinator), the University Provost, the Dean of Students, or the Director of Human Resources may attempt informal methods to resolve the alleged complaint without the need for additional proceedings. Pursuing informal resolution is voluntary and access to a formal investigation is available at all times to the complainant. Effort will be made to resolve a complaint within thirty (30) days of the complaint using an informal process.

The objective of the informal process will be to provide appropriate relief to the aggrieved party, sensitize the alleged harasser to the effects of such behavior, and resolve the complaint to the mutual satisfaction of both parties.

Formal Investigation and Resolution

In instances where formal methods are warranted and/or requested by the complainant, a formal investigation will be conducted in an expeditious and confidential manner. Formal investigations can be conducted by the Dean of Students, the Assistant Dean for Student Engagement and Leadership, the Director of Human Resources, and/or the Title IX Coordinator, all of whom complete training on an annual basis. The annual training includes but is not limited to a review of key Clery Act principles, an overview of requirements imposed by the SaVE Act (VAWA), select discrimination concepts, the role of the investigator, how to conduct an investigation, select legal concepts, how to evaluate evidence, fashioning appropriate remedial actions, and drafting/disseminating reports/notices of outcomes.

Preponderance of the evidence will be considered the appropriate standard for investigating allegations of sexual harassment or violence. Any real or perceived conflicts of interest between the investigator or decision-maker and the parties will be disclosed and resolved prior to the start of the investigation. The investigation will continue through completion regardless of whether a grievant files a similar complaint with a local, state, or federal agency or court.

- The complainant will be given an opportunity to identify any witnesses or other evidence to support the complaint of discrimination, harassment, sexual harassment, sexual misconduct, sexual violence, or retaliation. The respondent will be given an equal opportunity to identify any witnesses or other evidence to respond to the complaint of discrimination, harassment, sexual harassment, sexual misconduct, sexual violence, or retaliation.
- The complainant and the respondent will each be given timely notice of meetings during which they will be expected to be present.
- The complainant, the respondent, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings. Note that access to information does not include access to notes in the possession of the maker of the notes, which are not provided to others except substitutes for the maker.
- The University will interview the complainant and the respondent, and, where possible, interview witnesses. The investigation will also involve a review of the statements, if any, and evidence presented by the complainant and respondent, and other evidence gathered within the reasonable scope of the investigation.

- In instances involving sexual violence, including but not limited to alleged domestic violence, dating violence, sexual assault or stalking, the complainant and respondent will be entitled to the same opportunity to have others present during an internal disciplinary proceeding, including the opportunity to be accompanied to any related meeting by an advisor or support person of their choice. An advisor or support person can be any person the complainant and respondent feels comfortable confiding in, and need not be affiliated with the University (i.e. a friend, a family member, a person from a support or advocacy agency). An advisor or support person may accompany the student to any part of the formal investigation and resolution, including any meetings with the investigators and decision makers. The advisor or support person does not participate in the process and, as such, will not be permitted to speak for the complainant or respondent, address investigators, or question the complainant, the respondent, or witnesses, nor can the advisor be a witness to the allegations in the complaint. Anyone who is actively involved in a complaint may not serve as an advisor or support person. An advisor or support person must agree to the limitations of the advisor role and to maintain the confidentiality of the process.
- Effort will be made to complete the investigation within 30 days of receiving the initial complaint. If the University is unable to complete the investigation within 30 days of receipt of the complaint, it will notify the complainant and the respondent in writing of the need for additional time, the reason(s) that additional time is needed, and an approximate date for completion of the investigation. If the University determines in its good faith discretion that a faculty or staff member has engaged in conduct in violation of this Policy, the offender will be promptly disciplined, up to and potentially including termination of employment, depending on the seriousness of the offense and individual circumstances. Possible sanctions and corrective actions include required discrimination or harassment education, counseling, reassignment, no contact orders, demotion, suspension, non-reappointment, and termination from employment.
- If the University determines in its good faith discretion that a student has engaged in conduct in violation of this Policy, the sanction for the offender will be determined through the Student Life Standards and Disciplinary Policy and Procedures, but may include penalties up to and including suspension or dismissal. Other sanctions include disciplinary warning, disciplinary probation, disciplinary probation with restrictions, no contact orders, fines, restitution, notification to others, educational/work assignment/community service, counseling, loss of privileges, restricted access, room transfer, termination of housing contract, or mandatory withdrawal from University housing.
- Both the complainant and the respondent will receive simultaneous written notice of the outcome of the investigation, the University's appeal procedures, any change to the original outcome, if any, as a result of an appeal, and when the results are considered final. Compliance with this provision does not constitute a violation of section 444 of the General Education Provisions Act, commonly known as the Family Educational Rights and Privacy Act (FERPA).
- Faculty and staff concerns regarding the outcome of this process may be addressed through the Mediation and Resolution of Disputes and Appeal Process provided that the request for review is filed within 10 days of being informed of the result of the investigation and resolution.
- Student concerns regarding the outcome of this process may be addressed through appeal consistent with the Student Life Standards and Disciplinary Policy and Procedures provided that the appeal is filed within 10 days of being informed of the result of the investigation and resolution.

- If the University determines in its good faith discretion that any individual involved in an investigation of misconduct under this Policy has deliberately or knowingly provided false information to those investigating, the individual will be subject to discipline, up to and potentially including termination of employment, or suspension or dismissal from the University.
- In substantiated cases of discrimination, harassment, sexual harassment, sexual misconduct, sexual violence, or retaliation, the University will take appropriate steps to prevent recurrence and to correct discriminatory effects on the complainant and others, if appropriate.

If, at any point during the informal or formal grievance procedure, it becomes known or apparent that the grievance or concern relates to the University's obligations under Section 504 of the Rehabilitation Act (e.g., to provide reasonable accommodations and physical access to students with disabilities), the grievance or concern will be promptly referred to the Director of the Learning Center & Disability Services pursuant to the University's Disability-Related Grievance Procedure. In such cases, the University will conduct a single investigation pursuant to the applicable policy and procedures.

Nothing in this process should be construed as impeding or prohibiting an employee or student from pursuing a criminal complaint with the appropriate internal or external law enforcement agency or in filing a discrimination complaint with the appropriate external governmental agency. Although an employee or student with a concern or complaint is encouraged to attempt to resolve his/her grievance within this procedure when appropriate, he/she has the right to file a grievance/charge directly with the Office of Civil Rights or the Ohio Civil Rights Commission.

Laws and regulations prohibiting discrimination, harassment and retaliation in institutions of higher education include Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. The Campus Sexual Violence Elimination Act (SaVE Act) amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act). The Vice President of Compliance, Risk, and Legal Affairs/General Counsel is the individual responsible for the coordination of efforts to comply with these responsibilities.

L. DISCIPLINARY PROCEEDINGS

1. DISCIPLINARY PROCEDURES FOR MINOR VIOLATIONS OF UNIVERSITY REGULATIONS OR POLICIES (CASES OF STUDENT MISCONDUCT WHICH WILL NOT SUBJECT A STUDENT TO SUSPENSION OR DISMISSAL)

Authorized personnel as designated by the Dean of Students will handle minor violations of any University regulation or policy stated in the *University Catalog*, *Student Handbook* or published or announced by the University in any other manner. Disciplinary action in such cases may include one or more of the sanctions listed in Section IV.K.3, up to but not including the level of suspension or dismissal.

The Coordinator of Residence Life (or other authorized personnel designated by the Dean of Students) will handle all cases of a nature not subjecting the student to suspension or dismissal from the University. In these proceedings an accused student will be directed to meet with the Coordinator of Residence Life or designated personnel and discuss the information surrounding an incident appearing to be in violation of policy. Information is collected from all sources surrounding an incident. Based on the information, the Coordinator of Residence Life will determine if a policy violation occurred and the level of responsibility of involved student(s). If a student is found in violation of a policy, sanctions will be imposed. Sanctions imposed for a first offense typically include (but are not limited to): Fines, Disciplinary Probation (for time periods of no less than 4 weeks), and an Educational/Work Assignment/Community Service Project related to the violated policy. Depending on the circumstances of the incident, other sanctions may be imposed. *See section IV.K.3 for further definition.*

If there is a second offense within a disciplinary probationary period, fines will increase, disciplinary probation will be extended, and the educational sanction will become more involved. Again, other sanctions may be imposed based on the circumstances of the incident. Students who are disciplined for such infractions may file a written appeal to the Dean of Students. Such appeal shall identify the case and contain a concise statement of the reason for the appeal and shall be filed within 72 hours of written or verbal notification of the sanction(s) decision. The Dean of Students shall consider the appeal as promptly as possible and may, in the exercise of his or her sole discretion, seek to gather additional information, including, but not limited to, additional statements or explanations from the appealing student. The decision of the Dean of Students in such cases is final and shall not be subject to review by or appeal to any higher authority.

2. DISCIPLINARY PROCEDURES FOR MORE SERIOUS MISCONDUCT AND/OR INFRACTIONS (CASES OF STUDENT MISCONDUCT WHICH MAY SUBJECT A STUDENT TO SUSPENSION OR DISMISSAL, BUT NOT INCLUDING SEXUAL VIOLENCE)

The focus of inquiry and goal of the University's disciplinary procedures is to determine whether standards of conduct or rules and regulations have been violated and to impose sanctions for any such violations as effectively and fairly as reasonably possible under the circumstances. The following procedures can be employed in evaluating misconduct or infractions of a more serious nature. If at any time it appears to the Dean of Students that the student's conduct may present clear and present danger to the campus community, the Dean of Students, in consultation with the University Provost, may suspend the accused student immediately, pending further investigation into the matter.

STEP 1.

Upon being advised of or discovering potential student misconduct, including, but not limited to, the items listed in Section IV.I.1 above, one or more authorized representatives within the Student Affairs Office shall conduct a reasonable investigation into the nature of the alleged misconduct, which may include a personal interview of the accused student. If, as a result of such investigation, it appears that there are facts supporting a conclusion that the student engaged in misconduct, the matter will be referred to the Dean of Students or Coordinator of Residence Life.

STEP 2.

The Dean of Students and/or the Coordinator of Residence Life when appropriate will review the allegations and evidence obtained in the course of the investigation. The Dean of Students and/or the Coordinator of Residence Life may also, in either of their sole discretions, seek to gather additional information, including, but not limited to, additional statements or explanations from the accused student. After such review, the Dean of Students and/or the Coordinator of Residence Life when appropriate may render a decision regarding whether the alleged misconduct or infraction occurred and what, if any, disciplinary action will be taken.

STEP 3.

The vast majority of decisions made by the Dean of Students shall be final, with no further right to appeal. Unhappiness or disagreement with the disciplinary action is not grounds for appeal. When an appeal is permitted, the decision appealed from will remain operative pending the appeal. A student may appeal a determination of the Dean of Students only in the following very limited circumstances:

- a. There is clear and convincing evidence of a procedural error or irregularity that affected the decision. (Deviations from prescribed procedures do not necessarily invalidate a decision or proceeding. Such errors will only be grounds for reevaluation of a disciplinary decision when it is shown that the accused student or the University was significantly prejudiced by the error or irregularity).

- b. New and significant evidence has become available that was not available at the time of the hearing.
- c. The discipline imposed was suspension, dismissal or termination of the student's housing contract.

All appeals of decisions by the Dean of Students shall be made in writing to the University Provost within 3 business days of written or verbal notification of the challenged decision, or within 10 days of a decision rendered as a result of a formal investigation of violations of the **Policy and Procedures on Prohibited Discrimination, Harassment and Related Conduct (including sexual harassment, sexual violence, sexual misconduct and stalking)**.

- a. An appeal must present specific information in writing that grounds for appeal exist. Appeals will be reviewed only if grounds exist.
- b. Appeals are reviewed solely on the basis of the written statements of the individual involved in the matter except for the appeals based on the discovery of new information. In such cases, the student will be presented with a reasonable opportunity to present new information not available at the time of the investigation.
- c. The University Provost will review the appeal and render a decision within a reasonable period of time, considering such factors as the University Provost's schedule, other commitments, vacation periods and absence from the University.

3. SANCTIONS

All violations of policy can result in suspension, immediate removal from University property, or arrest based on the severity of the violation and the actions of the individuals involved. The following sanctions will be utilized as deemed appropriate and no sanction listed will require previous disciplinary action as a prerequisite to its imposition.

- a. **Disciplinary Warning:** A written statement of reprimand for specified conduct, which also indicates that future violations will result in more severe sanctions.
- b. **Disciplinary Probation:** A sanction which defines a student's status for a specific amount of time; future infractions may result in either probation with restrictions, suspension or dismissal.
- c. **Disciplinary Probation With Restrictions:** A sanction that defines a student's status for a specified amount of time and includes restrictions and/or revocation of campus privileges. The privileges that may be impacted include, but are not limited to, any or all of the following: holding office or membership in any campus student organization; participating in intercollegiate sports; representing the University or its organizations in any public event; or other privileges that seem appropriate. Future infractions may result in suspension or dismissal.
- d. **Disciplinary Suspension:** A student who earns disciplinary suspension will be excluded from the University campus, classes and other on and off campus University activities for a specific period of time. The period of time may range from several days or weeks to the remaining portion of a semester or for a period of time beyond one semester. The student may be asked to seek and/or complete counseling as a condition or term of suspension.

A student given the sanction of suspension is excluded from classes with no right to take tests or make up work missed during the period of suspension. Reinstatement following suspension may be conditional on the continuation of sanctions or restrictions and/or the issuance of new or additional sanctions or restrictions.

This sanction will be noted on the official University transcript including the specific period of time the sanction is in place.

- e. **Disciplinary Dismissal:** Disciplinary dismissal results in the permanent termination of a student’s status with the University. The dismissed student is not allowed on campus, permitted to attend classes, or participate in University activities on or off campus. Disciplinary dismissal is permanent and will be noted on the student’s official transcript.
- f. **Fines:** The amount of fines will be set at the sole discretion of the University. The fine schedule listed below is a general starting point of possible fines. (*Fines can be less or more based on the severity of the violation and the circumstances surrounding the incident.*)

Alcohol Policy	min. \$50.00
Candle Policy	min. \$50.00
Drug Policy	min. \$100.00
Entrances Policy	min. \$50.00
Failure to Comply	min. \$100.00
Fire Policy	min. \$50.00
Guest and Escort	min. \$50.00
Improper Checkout	min. \$25.00
Lost Key.....	min. \$75.00
Lost Student ID.....	min. \$15.00
Noise Policy	min. \$25.00
Noxious Odor.....	min. \$50.00
Theft.....	min. \$50.00
Tobacco Policy	min. \$25.00
Unauthorized Entry Policy.....	min. \$50.00
Vandalism/Damage Policy	min. \$50.00
Visitation Policy	min. \$15.00

This list of violations and fines is **NOT** all-inclusive. Other violations can occur and will result in appropriate fines. Second and subsequent violations will result in higher fines than the ones listed above. This list is simply a general gauge to outline possible sanctions.

- g. **Restitution:** Reimbursement for damage, destruction, theft, or misappropriation of property. This is not a fine, but a charge to repair, replace or compensate for property.
- h. **Notification to Others:** Informing those deemed appropriate. Notification can include the student’s parents or legal guardians when the student is defined as a “dependent” under the law pertaining to such notification, and faculty, advisors, coaches or Student Affairs staff. Notification also may be sent to appropriate University departments (i.e., Student Engagement, Athletics, etc.). Additionally, both parties (complainant and respondent) will be informed of the outcome, including sanction information, on any institutional proceeding alleging a sex offense.
- i. **Educational/Work Assignment/Community Service:** An assignment to be completed by a specified time in a satisfactory manner. It can include cleaning, repairing or restoring property, accompanying staff during responsibilities, making signs, coordinating and/or presenting programs, writing reports, meeting with University officials, assisting staff with responsibilities, or writing one or more letters of apology.

- j. **Counseling:** Students may be asked to seek counseling or other professional assistance when it is believed that conduct is a result of the student's personal issues or problems.
- k. **Loss of Privileges:** Loss of privileges can include the privileges of visitation, participation in intramurals, representation of the University on athletic teams and/or student organizations, or the use of entertainment units for a specified period of time.
- l. **Removal of Property:** Removal of property (i.e. entertainment units, etc.) from University property or a designated area.
- m. **Restricted Access:** Restrictions from entering certain designated areas for a specified period of time.
- n. **Room Transfer:** Transfer of one or more resident students to another room, floor, section, etc.
- o. **Termination of Housing Contract:** Discontinuation of housing for students assigned to a residential unit.
- p. **Mandatory Withdrawal from University Housing:** In addition to other sanctions set forth herein, students will be subject to mandatory withdrawal from Seton Residence Hall if they:
 - 1. Engage, or threaten to engage, in behavior that poses a danger of causing physical harm to self or others; or
 - 2. Engage, or threaten to engage, in behavior that would cause significant property damage, or directly and substantially impede the lawful and the educational activities of others.

Noncompliance with disciplinary restrictions or sanctions can result in a hold being placed on a student's registration for the upcoming semester and/or additional disciplinary action.



**MOUNT ST. JOSEPH
UNIVERSITY**

V. UNIVERSITY POLICIES

A. NON-DISCRIMINATION POLICY

Mount St. Joseph (“the University”) is committed to providing an educational and employment environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, or other minority or protected status. This commitment extends to the University’s administration of its admission, financial aid, employment, and academic policies, as well as the University’s athletic programs and other university-administered programs, services and activities.

The University has designated the Vice President of Compliance, Risk, and Legal Affairs/ General Counsel, (513) 244-4393, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The University has designated the Director of the Learning Center & Disability Services, (513) 244-4524, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.

B. PROTECTION OF MINORS POLICY

Mount St. Joseph University values the health, safety, and wellbeing of minors and is committed to providing a safe environment for minors on campus and who participate in University programs. In keeping with this value and to fulfill this commitment, the University has adopted this Protection of Minors Policy (“Policy”). This Policy applies to all members of the University community and all offices, divisions, and departments of the University. Failure to comply may lead to disciplinary action, up to and including dismissal, and revocation of the opportunity to use University property or facilities. For purposes of this Policy, a minor is a person, other than an enrolled University student, who is less than 18 years of age. When participating in University sponsored or University affiliated programs and activities that involve minors, students and faculty and staff must:

- Always be vigilant in protecting the wellbeing and safety of minors with whom they interact on campus or elsewhere.
- Review the informational material about the signs of abuse and neglect of minors in our Protection of Minors Training Program.
- Watch for signs of minor abuse or neglect and promptly report suspected instances of abuse or neglect, or violations of this policy or law, as provided in the Protection of Minors Training Program.
- Before engaging in any University sponsored or University affiliated program or activity involving contact with minors, meet the requirements of the Protection of Minors Procedures and meet any additional requirements that relate to the specific program or activity.

All camps, events, programs, and activities that are intended for minors and that take place on campus, in University facilities, or under the supervision of the University, whether operated by the University or third parties (“Programs”), are subject to this Policy with the following exceptions: (1) undergraduate and graduate academic programs in which minors are enrolled for academic credit; (2) research programs subject to the review and approval of an Institutional Review Board (IRB) sponsored by the University or authorized by the University to provide oversight concerning such research programs; (3) events on campus which are open to the general public and which minors attend at the sole discretion of their parent(s) or guardian(s); (4) Discovery & Get Acquainted Days, single day campus visits by prospective students not involving an overnight stay

and such other similar, ongoing programs as may be designated from time to time by the appropriate administrative officer in advance and in writing as exempted from this Policy. Any requests for clarification as to whether a particular program or activity is subject to this Policy, or a request for a waiver to this Policy, should be sent to the Vice President of Compliance, Risk, and Legal Affairs/General Counsel.

This policy applies to such programs and activities whether they are limited to daily activities or involve the housing of minors in the residence hall or other facilities. In order to promote the safety and general welfare of all minors participating in programs at the University, it is the policy of Mount St. Joseph University that all minors participating in programs must be reasonably and appropriately supervised by an Authorized Adult who will be considered the Program Director (“Program Director”).

C. ADVERTISING POLICY

The University has adopted standards for placement of advertisements on campus. Advertisements posted on campus are for events sponsored by University departments and student organizations ONLY. Advertisements on campus can be no larger than 11”x17”. The following steps must be taken to approve and post advertising on campus:

1. Provide a copy of the advertisement to one of the following offices for review and approval:
 - a. Office of Student Engagement and Leadership (Harrington 139)
 - b. Office of Student Affairs (Seton 132)
2. Approved advertising will be stamped by an office representative, and the sponsoring office or organization can make copies for posting on general-use bulletin boards. Approved advertisements must include the following:
 - a. Event name
 - b. Time/date (start and end)
 - c. Location
 - d. Description
 - e. Who to contact

For best visual impact, create posters with fewer words, larger fonts and avoid using light colored font on light colored backgrounds.

Advertising can be posted in the following ways on campus:

1. **Email:** Advertising can be sent to appropriate audiences via MSJ email. Please limit posts to no more than three times per event.
2. **Mount Roar!:** A JPEG or PDF file of the approved advertisement for posting to the Mount Roar! student app can be provided to the Student Technology Engagement Manager, Sierra Henline, at sierra.henline@msj.edu.
3. **Flyers:** Flyers can be posted on all general-use bulletin boards on campus. Do not post flyers on departmental bulletin boards unless you receive permission from the department to which it belongs.
 - a. A complete list of general-use bulletin boards is held in the Offices of Student Engagement and Leadership and Office of Student Affairs.
 - b. Twelve copies of the approved advertisement can be provided to the Office of Residence Life for Resident Assistants to post in Seton Residence Hall.
4. **myMount:** Campus events should be added to the myMount University calendar. Departments and student organizations can post to myMount through their respective calendars on their myMount groups.

5. **Sidewalk chalking:** Sidewalk chalk is permitted on sidewalks in the University Quad and campus sidewalks..
6. **Table tents and napkin holders:** Posting using table tents and inserts for napkin holders in the Harrington Food Court and Fifth Third Dining Hall tables are permitted. Contact AVI Foodsystems (513-244-4633) for approval.

Easels/Standalone advertisement boards: Easels and/or standalone boards are not intended for Advertising, and can ONLY be placed on the day of the event outside the event space room or event building main entrance. No more than two easels are permitted at building entrances. Signage size is limited to 24"x36".

All items not approved or posted in areas that are not permitted will be removed.

D. CANCELLATION OF CLASSES

In the event that **INCLEMENT WEATHER** or **SOME OTHER REASON NECESSITATES THE CLOSING OF THE UNIVERSITY**, the decision will be announced on the local radio and TV stations that announce local school and business closings. The decision is usually made by 6:00 AM for day classes, and by 3:00 PM for evening classes. Information about the closing will also be communicated to current students, faculty and staff through the Mount's MountSafe network. Three types of announcements are possible:

No Classes - means that classes are canceled and the faculty and students should not report for classes. Staff, however, are expected to report.

University Closed - means that classes are canceled and University offices are closed. Faculty, students, and staff should not come to the campus. Essential personnel are expected to report. The announcement that the university is closed will include information about whether the closure is for the day, the evening, or both.

Delay - when a delay is announced, a start time will always be announced with it. Faculty, students, and staff should come to campus at the announced start time. Classes that are 50-75 minutes long, and scheduled to begin before the start time, are canceled and University offices closed until the start time. Classes scheduled to begin at or after the start time will begin at their regular time. Classes that are longer than 75 minutes, and scheduled to begin before the start time, will meet for a shortened class period, beginning at the start time.

For example, if the University opens at 10 AM:

- a 50-75 minute class scheduled prior to 10 AM will not be held.
- a 120 minute class scheduled to meet from 9-10:50 AM will meet for 50 minutes.
- a 50 minute class scheduled to meet at 10 AM would begin meeting at 10 AM and meet for the full time scheduled.

Students should check their course syllabus or speak with their instructor regarding any additional policies related to the inclement weather attendance policy that impact that particular class.

Information about canceling Evening and Saturday classes is not necessarily the same as that regarding day class cancellations or delays. It is possible that the University would be open during the day but closed in the evening if the weather worsens. In that case, a decision to close for the evening will be made by 3 PM.

Canceling classes for a Friday evening does not necessarily mean that they are cancelled for Saturday. The decision to close Saturday will be made early in the morning (by 6 AM) and once again announced over the radio and TV stations.

Whenever an accelerated class is canceled, it will be made up at the discretion of the faculty member. If rescheduled, the course instructor is responsible for working out with students in the course, when and where the make-up class will be held.

The Mount is very reluctant to cancel classes without necessity. Weather conditions throughout the area are often not uniform. Each student must make a responsible decision about whether to come to the University when driving conditions are bad. Instructors will be considerate of students who feel it necessary to make the decision not to come because of weather conditions. If the University is open and an instructor is unable to attend, he/she is responsible for notifying the students and will make arrangements for making up the content missed. If the University is open and the instructor is not in the classroom at the scheduled class time, students are expected to allow faculty 30 minutes before leaving.

E. FUNDRAISING

To protect institutional and donor interests, the following fund raising policies will apply to all employees and students of Mount St. Joseph University.

For the purposes of this policy, fundraising is defined as any effort by an individual or group employed by or enrolled at Mount St. Joseph University that is intended to secure gifts or grants for any purpose directly or indirectly related to the University from any external source, including government agencies, corporations, foundations, individuals, and organizations.

1. All fundraising programs conducted by or associated with Mount St. Joseph University must be pre-approved by the Division of Institutional Advancement. This includes all personal, telephone, event, and mail solicitations. Exempted from this policy are campus-based fundraising efforts that do not involve off-campus activities and/or audiences.
2. All applications for support to government agencies, foundations, corporations, and individuals, that directly or indirectly involve Mount St. Joseph University, must be submitted, first, to the department chair and, then, to the appropriate line officer for approval, along with a one- or two-page summary of the proposed project. Upon approval, the application/summary is, then, to be submitted to the Division of Institutional Advancement, to ensure coordination of all grant requests.
3. All information on alumni, non-alumni individuals, corporations, foundations, and other University gift sources is to be maintained by IA. No individual may establish or maintain a database for purposes of individual, departmental, or institutional fundraising apart from the official database maintained by personnel in the Division of Institutional Advancement.
4. All in-kind contributions (gifts of equipment, supplies, services, etc.) must be approved by the Division of Institutional Advancement before acceptance. Donated equipment must be in working order and have a remaining useful life of at least two years.
5. No employee, student, or alumna/alumnus of Mount St. Joseph University may use the University's mailing list to promote products, services, or personal opinions, unless such use is approved by the Division of Institutional Advancement and President's Cabinet.
6. No off-campus agency, organization, or individual may use the University's mailing list to promote products, services, or personal opinions, unless such use is approved by the Division of Institutional Advancement and President's Cabinet.
7. Requests for fundraising activities will only be considered if the "agency" is qualified as a non-profit charity. (The "agency's" mission will be pre-reviewed by the VPIA for appropriateness.)

The Institutional Advancement office is prepared to provide a full range of fundraising services to the campus community. These include the identification of potential gift sources, assistance with grant preparation and submission, suggestions about fundraising strategies and tactics, the production of mailing-lists, and donor recognition and management.

To receive approvals for and assistance with a fundraising project or to use the institutional mailing lists, contact must be made at least two months prior to the grant application deadline or proposed date for the fundraising program. In all cases, University fundraising priorities are approved by the Office of the President, in consultation with the President's Cabinet.

F. LOBBYING AND POLITICAL ACTIVITY

As a non-profit, private institution of higher education whose activities are regulated in part by Section 501 (c) (3) of the Internal Revenue Code (IRS), the University is prohibited from participating in political campaigns for candidates or ballot initiatives and is restricted in conducting lobbying activities. Violation of IRS regulations could have serious ramifications for the University, including loss of its tax-exempt status.

1. LOBBYING ACTIVITY

Lobbying is generally defined as communicating, directly or indirectly, with policymakers for the purpose of trying to influence legislation, whether federal, state, local, or foreign (non-U.S.).

Mount St. Joseph University faculty, staff and students with an interest in engaging in lobbying in their capacity as a member of Mount community must notify the appropriate administrative officer who will consult with President's Cabinet. If it is determined that a lobbying activity is appropriate, it will be coordinated through the Office of the President. Such activity includes, but is not limited to, "call to action" letters often encouraged by professional interest or membership groups associated with higher education.

Where lobbying activity is permitted, it is Mount St. Joseph University's policy to adhere strictly to limitations on lobbying expenditures imposed by the Internal Revenue Service, the Higher Education Opportunity Act, foundation, government, and other funders. The University is specifically prohibited from using any funds under the Higher Education Act to attempt to influence a member of Congress in connection with any federal grant, contract, loan, or cooperative agreement and must demonstrate and certify to the Secretary of Education that we have not used any funds under the Higher Education Act for purposes covered in this policy. No student aid funding under HEA may be used to hire a registered lobbyist or to pay for securing an earmark. The University is also required to report lobbying expenditures annually to the IRS on Form 990.

2. POLITICAL ACTIVITY

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. The prohibition applies to all campaigns at the federal, state and local level. Violation of this prohibition may result in denial or revocation of our tax-exempt status and the imposition of certain excise taxes.

Political campaign intervention includes any and all activities that favor or oppose one or more candidates for public office. The prohibition extends beyond candidate endorsements to include contributions to political campaign funds or public statements of position (verbal or written) made by or on behalf of the University in favor of or in opposition to any candidate for public office, distributing statements prepared by others that favor or oppose any candidate for public office, or allowing a candidate to use the University's assets or facilities if other candidates are not given an equivalent opportunity. These prohibitions extend to both the content of the public and inside pages of the University's website as well as links to related and unrelated organizations that encourage, recommend or otherwise urge viewers to use the link to get information about specific candidates and their positions on specific issues.

Certain activities will require an evaluation of all the facts and circumstances to determine whether they result in political campaign intervention. Plans to invite a candidate for public office to campus or to host an election-related activity must be discussed with the Vice President of Compliance, Risk, and Legal Affairs/General Counsel and approved by President's Cabinet prior to issuing an invitation or arranging the event.

All employees of the University are entitled and encouraged to participate or not, off hours, as they see fit, as individuals in the election process provided that speaking or acting in the name of Mount St. Joseph University is prohibited; and further, if Mount St. Joseph University is identified, that the opinions that are expressed are clearly identified as those of the individual and not the University.

Faculty, staff and students may decide to run for public office while at Mount St. Joseph University. To ensure compliance with IRS regulations and University policy, including conflict of interest and/or a conflict of commitment, a plan to manage potential conflicts must be established upon declaration of candidacy. An employee intending to seek public office must inform his/her supervisor and appropriate administrative officer to develop a plan to avoid conflicts of interest. It is requested that this notification come as soon as the employee is considering becoming a candidate, but in all cases, notification must be made no later than immediately upon declaring candidacy. Students intending to seek public office must contact the Office of Student Affairs as early in the process as possible but no later than the declaration of candidacy. Student Affairs will then work with the student(s) to develop an appropriate plan.

G. MISSING PERSONS

All reports of missing persons are taken seriously and investigated fully until the person is located. Any on campus resident student who is deemed missing, regardless of length of time, should be reported immediately to the MSJ Police Department in person or by calling 513-244-4226 or from any campus phone. Anyone receiving a missing student report should immediately bring it to the attention of the MSJ Police Department. ADD: Students who reside off campus should contact their local police department having jurisdiction where the residence is located to report a missing person.

Resident students may name a confidential contact person or persons whom University officials, MSJ Police Department, or other law enforcement can notify if they are missing. Residents wishing to utilize this resource should do so by obtaining a missing person contact card at the Office of Student Affairs. REASON: The card cannot be a "confidential record" if it is a record maintained by the Police Department. This would be considered a "Public Record" based on Ohio Public Records Law and no "confidentiality can be promised. However, if it is a record maintained by the Office of Student Affairs, it is likely "confidential" because of FERPA guidelines. . Completed cards may be accessed only by authorized campus officials. Those officials may disclose the contact information only to law enforcement officials and only for the purpose of a missing student investigation.

In the event the student is under the age of 18 a custodial parent or guardian will be notified. Notifications to confidential contacts, custodial parents or guardians will occur within 24 hours. . When appropriate, a missing person notice will be reported through Regional Crime Information Center (RCIC). Notification may also be made to law enforcement in the missing student's home location. All reports of missing students who reside within campus housing will be investigated thoroughly by the MSJ Police Department. All procedures as outlined in sections 2901.30, 2901.40 and 2901.41 of the Ohio Revised Code will be followed.

H. SALES AND SOLICITATION POLICY

Sales and solicitations are not permitted at the University. Exceptions are subject to the discretion of the Dean of Students. Sales and solicitations within the residence hall are subject to the discretion of the Coordinator of Residence Life.

I. STUDENT COMPLAINT POLICY

Students may register concerns in a variety of ways ranging from informal conversations, formal appeals, to feedback on evaluation surveys. If a student wants to register a formal complaint it must be submitted in writing or by email (the official communication medium at the Mount). Written/emailed formal complaints should describe the issue or concern and must include the student's name, signature (electronic signature acceptable), and date. Formal complaints should be submitted to the Provost, the Associate Provost for Academic Support, the Dean of Students, or the President, who will determine if further action is necessary.

Before filing a general complaint, students may wish to consider if alternate complaint or grievance procedures are more appropriate for their specific concern. These include, but may not be limited to, Academic Grade Appeal, Academic Dishonesty Appeal Process, Appeals/Petitions for Reinstatement, Disability Related Grievance Procedures, Informal Resolution and Formal Investigation and Resolution of concerns related to discrimination, harassment, sexual harassment, misconduct, and retaliation, and student disciplinary procedure appeal process. Information on these procedures can be found in the Student Handbook and/or the Graduate and Undergraduate Catalogs.

The University also has established an anonymous tip line that you can call, text or email:

Call 513-244-TIPS

Text 244-TIPS

Email 244TIPS@msj.edu



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