

WELCOME TO COLLEGE OF SAINT MARY



Dear Students:

On behalf of College of Saint Mary, I welcome you to the 2019-2020 academic year. We are honored that you have given us the opportunity to impact your life through learning! Our staff and faculty are committed to providing you with an overall learning experience while at CSM, one which offers you the opportunities to discover the depths of your potential.

Still, we know that you are the key to your success in college. You will take away from your CSM experience what you bring to it in enthusiasm, interest, and time spent engaging with others. Therefore, I encourage each of you to become involved in campus life in some way. However you choose to become involved, be it in athletics, student senate, academic research, drama productions, or in any of the clubs and organizations on campus, you will undoubtedly learn and grow from the experience. It is a fact that college students who participate in meaningful out-of-class activities are more satisfied and perform better academically than those who choose not to participate. Learn from everything available to you!

Take a moment and get to know your CSM Student Handbook. This handbook contains important information about services and programs that you will want to know more about, as well as policies that affect CSM students that you'll be expected to understand and honor. Please read through it and reference it throughout the year. College of Saint Mary reserves the right to make any changes to the content of this document at any time without advance notice.

If we in Student Development and Success can assist you in any way, please call my office at 402-399-2422. My best wishes for a very successful school year.

Sincerely,

Tara Knudson Carl, Ph.D.

Vice President for Student Development and Success



Updated August 21, 2019

TABLE OF CONTENTS

MISSION AND CORE VALUES	3
HISTORY OF COLLEGE OF SAINT MARY	3
DECLARATION OF OPEN DISCOURSE.....	3
INSTITUTIONAL STUDENT LEARNING GOALS	4
KEY LEADERSHIP SKILLS AND QUALITIES CSM STUDENTS SHOULD DEVELOP	5
CAMPUS DIRECTORY	6
FACILITIES AND SERVICES	11
STUDENT ORGANIZATIONS	23
POLICIES AND REGULATIONS	27
APPENDICES.....	85

ABOUT COLLEGE OF SAINT MARY

MISSION AND CORE VALUES

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. Consistent with the works, values and aspirations of the Sisters of Mercy, this mission inspires us to:

Excellence • Service • Dignity • Compassion • Inclusivity • Integrity

HISTORY OF COLLEGE OF SAINT MARY

Catherine McAuley, the foundress of the Sisters of Mercy and an early 19th century Irishwoman, had a bold vision. She believed that “nothing was more productive of good to society than the careful education of women...since their example and advice will always possess influence.” Omaha’s College of Saint Mary is one of those schools.

Mother Mary Leo Gallagher, another Sister of Mercy, carried on the tradition and opened the doors of College of Saint Mary in 1923. In Omaha’s old Continental Hotel at 15th and Castelar Streets, the work began. The church schools needed teachers. To be effective in these positions, Mother Gallagher believed women needed a strong liberal arts education. Mother Gallagher accomplished this feat when women had won the right to vote just three years prior. Many at the time viewed educating women as a frivolous gesture, but a woman with a vision will not be deterred.

The dynamic leadership of women such as Mother Gallagher, the first president of the College, and Sister Mary Constance Walsh, the first academic dean, brought high standards to the fledgling two-year teacher’s college and led to its growth. Their dedication served as an example for those who followed.

In November 1950, the Sisters purchased 80 acres of land for \$150,000 next to a dirt road named 72nd Street and what would then become Mercy Road. The land was split evenly between College of Saint Mary (40 acres) and the Sisters of Mercy (40 acres). A \$3 million construction project began in March 1953 and by May 1955, College of Saint Mary was a reality. That year, 255 students enrolled and by 1958 College of Saint Mary had become a four-year fully-accredited college.

Today, CSM is proud to continue its tradition of educating female leaders formed in the values of service and compassion according to the Sisters of Mercy. CSM today enrolls over 1,000 students and hosts both graduate and undergraduate programs.

DECLARATION OF OPEN DISCOURSE

In the spirit of intellectual inquiry, College of Saint Mary is committed to the exchange of diverse ideas and viewpoints. In this environment, honest discourse is valued; demeaning remarks are not tolerated. Each member of the campus community is encouraged to:

- Recognize the basis of her or his own assumptions and perspectives
- Acknowledge the perspectives and assumptions of others
- Promote understanding and respectful dissent

INSTITUTIONAL STUDENT LEARNING GOALS

COMPETENCE AND WISDOM:

Students will be well-prepared to contribute to society as educated citizens

- a. Think creatively, critically, and reflectively, incorporating theory and practice
- b. Communicate effectively in writing, speech, and non-verbal expressions
- c. Understand, analyze, and draw reasoned conclusions using quantitative information.
- d. Utilize current technological media in a proficient manner
- e. Demonstrate financial literacy



CONTENT KNOWLEDGE:

Students will become professionally competent

- a. Demonstrate basic mastery in their disciplines
- b. Plan and think analytically and strategically
- c. Conduct primary and/or secondary research
- d. Understand the value of the liberal arts
- e. Demonstrate professionalism.



SPIRITUALITY:

Students will enrich their spirituality

- a. Appreciate religion and spirituality
- b. Develop moral and ethical principles
- c. Cultivate the integration of faith and reason
- d. Understand the Critical Concerns of the Sisters of Mercy
- e. Appreciate beauty and its link with peace



WORTH AND DIGNITY:

Students will deepen their sense of personal worth and human dignity

- a. Appreciate the fundamental dignity of all persons
- b. Engage in thoughtful self-reflection
- c. Exhibit work/life balance
- d. Develop confidence as a woman
- e. Work effectively within groups and teams



LEADERSHIP:

Students will be effective leaders

- a. Utilize effective leadership styles and approaches
- b. Experience opportunities to exercise leadership
- c. Understand the link between service and leadership
- d. Recognize human interdependence with the earth, its resources, and all of creation
- e. Contribute to the common good



GLOBAL AND CULTURAL COMPETENCE:

Students will broaden personal and professional perspectives

- a. Acknowledge the sources of personal perspectives and attitudes
- b. Evaluate historical, cultural, environmental, sociological, and political influences
- c. Create an inclusive environment that embraces differences
- d. Challenge bias and inequity
- e. Engage in thoughtful/respectful civil discourse
- f. Experience another culture within or beyond the United States



KEY LEADERSHIP SKILLS AND QUALITIES CSM STUDENTS SHOULD DEVELOP INCLUDE:

Becoming “self-aware and confident” includes developing self-knowledge, understanding one’s own strengths and weaknesses, and embracing those strengths and weaknesses in order to live authentic and balanced personal and professional lives.

Becoming “values-driven” means developing a high level of integrity and honesty, operating from a set of core values that honors the dignity of each individual.

Becoming an “effective communicator” means being able to communicate effectively, both verbally and nonverbally, at all levels (including interpersonal and group contexts) to build professional networking and presentation skills.

Becoming “other-oriented” includes developing an understanding of and respect for diverse populations and learning the value individuals can offer to achieve a common goal while respecting differences.

Becoming “action-oriented” includes being assertive, taking initiative, asking for both wants and needs, taking the lead in tasks, and being willing to take risks when appropriate.

Becoming a “strategic thinker” starts with acquiring a solid base of expertise, learning to be methodical and organized in gathering and processing new information, as well as developing the skills to facilitate group problem-solving and decision-making processes.

Becoming a “visionary” means being able to see long-range opportunities for themselves, their peers, and the groups, organizations, and communities in which they are involved.

CAMPUS DIRECTORY

(Phone numbers begin with 402-399-xxxx unless otherwise noted)

Office	Location	Phone Extension	Information
Academic Affairs	Walsh Hall, Room 166	2693	academicaffairs@csm.edu Monday-Friday 8am-5pm
Accommodations for Students with Disabilities	Achievement Center, Room 123	2446	ada@csm.edu
Achievement Center, Front Desk	Hixson-Lied Commons	2490	achieve@csm.edu Monday 8am-6pm* Tuesday-Friday 8am-5pm Weekend and additional evening hours by advance appointment only. * Tutoring and summer hours may vary (see AC website on MyCSM/Campus Services/Achievement Center)
Assistant Dean for Retention Programs	Hixson-Lied Commons Achievement Center, Room 120	2366	
Associate Director, Learning Support Services	Hixson-Lied Commons Achievement Center, Room 124	2634	
Director of Single Parent Success	Hixson-Lied Commons Achievement Center, Room 122	2474	
Director of Career and Financial Literacy Programs	Hixson-Lied Commons, Library, Room 116	2485	careercenter@csm.edu
Alumnae & Donor Relations	Walsh Hall, 1 st Floor, West Wing	2330	alumnae@csm.edu
Athletics	Lied Fitness Center	2451	
Campus Life Lounge	Hixson-Lied Commons Room 126	2389	

Associate Dean of Students	Hixson-Lied Commons Room 127	2411	
Campus Ministry	Hixson-Lied Commons Room 126	2389	campusministry@csm.edu
Director of Campus Ministry	Hixson-Lied Commons Room 128	2391	campusministry@csm.edu
Campus Store	Mercy Hall, 1 st Floor	2462	bookstore@csm.edu Monday-Thursday 9am-6pm Friday 9am-5pm Hours are subject to change.
Catholic Mass	Our Lady of Mercy Chapel, Walsh Hall ----- St. John Paul Newman Center on UNO's campus (1221 S 71st St)	N/A 402-557-5575	Monday-Friday 12:05pm info@jpiiomaha.org Monday-Wednesday 5:30pm Thursday 8:30pm with Community Night after Friday 5:30pm Saturday 9:30am Sunday 10:30am and 8:30pm
Christina's Place	Hixson-Lied Commons	1931	Fall/Spring: Monday-Thursday 7:30am-9pm Friday 7:30am-2pm Saturday 7:30am-1pm Sunday Closed Christina's Place is open year round, with the following exceptions. Christina's Place will have limited hours from 7:30am-2pm Monday-Friday, when the Dining Hall is closed, during the summer, or when school is not in session due to a scheduled break. Christina's Place will be closed on Saturday when school is not in session due to a scheduled break and during the summer.
Computer Labs	Walsh Hall, 2 nd Floor	5300	Fall/Spring: Monday-Thursday 8am-7pm Friday 8am-5pm Saturday 9am-5pm Sunday 1pm-5pm Summer: Monday-Friday 8am-5pm Saturday 9am-5pm Sunday 1pm-5pm

Copy Center/Mail Room	Walsh Hall, Ground Floor, Room 99	2473	copycenter@csm.edu Monday-Friday 9am-3pm (unless otherwise posted on MyCSM)
Counseling - Director	Walsh Hall, 1 st Floor, West Wing, Room 172	2374	swerth-sweeney@csm.edu
Dining Hall	Mercy Hall, 2 nd Floor	2649	csm dining@csm.edu Spring/Fall: Hot Breakfast (Monday-Friday) 6:30am-9am Lunch (Monday-Friday) 11am-1pm Dinner (Monday-Friday) 5pm-7pm Continental Breakfast (Saturday & Sunday) 9am-1pm Brunch (Saturday & Sunday) 11am-1pm Dinner (Saturday & Sunday) 5pm-7pm
Enrollment Services	Mercy Hall, 1 st Floor, Walking Woman Welcome Center	2355	enroll@csm.edu Monday-Friday 8am-5pm
Express Center	Walsh Hall, 1 st Floor, East Wing, Room 121	2429	expresscenter2@csm.edu Monday-Thursday 8am-5:30pm Friday 8am-5pm
Facilities Rental/Reservation	Walsh Hall, Hillmer Art Gallery Foyer, Information Center	2463	facilitycoordinator@csm.edu
Financial Aid	Walsh Hall, 1 st Floor, East Wing, Room 121	2362	finaid@csm.edu
Health Education	Hixson-Lied Commons Room 137	2445	
Inclusion and Diversity Officer	Walsh Hall, 1 st Floor, East Wing, Room 150	2365	
Information Center	Walsh Hall, Hillmer Art Gallery Foyer	2400	information@csm.edu Spring/Fall: Monday-Thursday 7:30am-7pm Friday 7:30am-5pm

			Saturday 8:30am-12:30pm Summer: Monday-Thursday 7:30am-6pm Friday 7:30am-5pm Saturday 8:30am-12:30pm
Institutional Technology	Walsh Hall, 2 nd Floor	5300	pchelp@csm.edu
International Students	Hixson-Lied Commons Room 127	2411	
Library	Hixson-Lied Commons	2471	Open 24 hours a day/7 days a week using swipe card access unless the college is closed. Fall/Spring Staffed Hours: Monday-Thursday 8am-10pm Friday 8am-5:30pm Saturday 10am-4pm Sunday 1pm-10pm Summer Staffed Hours: Monday-Friday 8am-8pm Saturday 10am-4pm Sunday 1pm-5pm
Lied Fitness Center		2451	Fall/Spring: Monday-Thursday 7am-10pm Friday 7am-7pm Saturday 10am-6pm Sunday 4pm-9pm Summer: Monday – Friday 8am-6pm Saturday – Sunday Closed Fall/Spring/Summer Pool: Monday, Wednesday, Friday 8am-4pm Tuesday, Thursday 10am-2pm Saturday – Sunday Closed
Mail Room/Copy Center	Walsh Hall, Ground Floor, Room 99	2473	copycenter@csm.edu Monday-Friday 9am-3pm (unless otherwise posted on MyCSM)
Maintenance		2600	workorder@csm.edu
Marketing & Public Relations	Walsh Hall, 2 nd Floor, North Wing	2472	marketing@csm.edu
President's Office	Walsh Hall, 1 st Floor,	2435	

	North Lobby		
Registrar's Office	Walsh Hall Room 121, 1 st Floor, East Wing inside Express Center	2443	registrar@csm.edu
Residence Life – Director of Residence Life	Walsh Hall, 1 st Floor, West Wing, Room 167	2483	reslife@csm.edu
Residence Life – Assistant Director of Residence Life/Health Education Coordinator	Madonna Hall, 1 st Floor	2674	reslife@csm.edu
Residence Life – Lozier Hall Director	Lozier Hall, 1 st Floor	2494	reslife@csm.edu
Residence Life – Lozier Tower Front Desk	Lozier Hall, 1 st Floor	6257	
Residence Life – Madonna Hall Front Desk	Madonna Hall, 1 st Floor	2448	
Residence Life – Resident Advisor 24/7 On Call Cell Phone		402-670- 5060	
Safety & Security – Office	Hixson-Lied Commons	Dial 1 or 402-670- 8848	csmsecurity@csm.edu
Safety & Security – Director	Walsh Hall Room 319	2319	csmsecurity@csm.edu
Student Development and Success	Walsh Hall, 1 st Floor, West Wing, Room 176	2422	
Student Leadership & Organizations Front Desk	Hixson-Lied Commons	2844	lead@csm.edu
Student Leadership & Organizations Director	Hixson-Lied Commons	2309	kczerwiec@csm.edu
Student Senate Office	Hixson-Lied Commons		senate@csm.edu

FACILITIES AND SERVICES



Achievement Center

The Achievement Center provides centralized services to help students improve individual academic performance through advising, tutoring, career services, ADA accommodations, writing assistance, workshops and innovative academic programs. Additionally, the AC offers resources for single parents, financial literacy and mentoring support programs. It is a "one-stop shop" within an environment that encourages students to attain their full academic potential. In addition, group and individual study areas are available.

Services Include:

Accommodations for Students with Disabilities

College of Saint Mary is fully compliant with the Americans with Disabilities Act (ADA) and is committed to providing reasonable accommodations for students with disabilities. These services are designed to facilitate their pursuit of academic and career goals. It is the student's responsibility to self-identify to the Accommodations Coordinator who serves as the contact person for students wishing to discuss eligibility policies, procedures, and concerns. Students must provide appropriate, recent documentation of the disability in advance of requesting specific accommodations (unless currently undergoing disability testing), and the Coordinator must have the opportunity to evaluate the documentation to ensure proper service.

The confidentiality of each student requesting accommodations will be honored; disclosure is at the discretion of the student and may change from semester to semester or class to class, dependent upon need.

Career Development Services

CSM's Career Advising area offers students resources designed for career exploration, development of life-long career skills and to assist in obtaining employment through individual counseling, career development workshops and collaborative programs with faculty and employers. Students gain the tools necessary to make career decisions, connect with employment opportunities and plan for their

future which may include graduate or professional study.

Financial Literacy Programming

CSM students have the opportunity to learn about how to plan their financial future while obtaining valuable knowledge and skills about financing through programming, individual meetings, and resources promoted through the AC staff. Students will learn about everything from what goes into a credit score to loans and budgeting.

CSMAdvantage Program

CSMAdvantage provides academic and personal support to first-year students. The kick-off for this program is an immersion experience involving student planning and skill assessment called CSMAdvantage Days. During CSMAdvantage Days, students meet other new students in small-group settings and get to know faculty members, staff, and student leaders. CSMAdvantage activities include academic preparation in critical thinking, study skills, test taking, time management, financial planning, in addition to other academic and interpersonal preparation exercises. The students also learn leadership through team-building activities and goal setting. During the year, students meet individually with the program's director for on-going assessment, mentoring and academic planning. CSMAdvantage is a valuable educational opportunity, as well as a fun-packed time at CSM.



IDS 121: Strategies for Success Course

Students have the opportunity to take this elective course that provides information on how to be the most effective in their academic success. The course allows students to learn about their personalized learning style and how to use their talents more effectively as well as insight into resilience strategies that will help them throughout their academic careers.

Testing and Tutoring Services

Academic Support Materials: Many of these are in electronic form on websites whose links may be found on MyCSM/Campus Services/Achievement Center. There are resource books, texts, and writing and grammar aids housed in the Achievement Center.

Content Study Groups: Content study groups link course content, cognitive skill development, and learning strategies in a series of out-of-classroom sessions. These voluntary sessions, organized by AC staff or students, allow students to work together to master course content.

Personal Learning Program: Students who seek study skills or other learning assistance can meet with program staff to develop a plan of action.

Skill Building Workshops: Workshops are available each semester on topics such as time management, reading and study strategies, listening and note taking, exam preparation, test taking, and reducing test anxiety. Workshops on other learning skills topics can be designed and presented on request.

Testing Services: The following test services are available through the Achievement Center: ADA testing accommodations and limited administration of make-up exams.

***Please note:** A student should speak with her instructor before missing a regularly scheduled exam. The instructor will arrange for the make-up of that exam, following CSM's testing policy,

which is available in the “Shared Documents” section on the MyCSM AC website.

Tutorial Assistance: Academic tutoring is available on a drop-in basis; students may check the AC page on MyCSM to learn the hours of specific tutors. Tutors are specially trained CSM students who have already successfully completed the course for which they are tutoring. Tutoring is available in many subjects including developmental math and English, social sciences, algebra, and science. Students may call ahead to check on availability.

Professional tutoring: The Achievement Center has a professional math tutor and a professional writing tutor. This means that these individuals have Master’s degrees in their areas and can do more specialized tutoring and cover higher levels of content. Hours can be found on MyCSM/campus services/achievement center. Appointments are needed to see the writing tutor.

Resources for Single Parents

The Director of Single Parent Success provides resources for students who are parents and trying to balance their educational responsibilities with their role as a parent. This position provides students with encouragement, support and connections to resources in the community. Life skills workshops and one-on-one support are available, as well as a one credit class (IDS160: The Successful Single Mother) which provides single parent students with resources and connections to other students who have similar challenges.



Athletics

College of Saint Mary Flames boasts a rich tradition of intercollegiate athletics as a member of the National Association of Intercollegiate Athletics (NAIA). CSM student-athletes compete in the Great Plains Athletic Conference (GPAC) in nine sports: Basketball, Competitive Dance, Cross Country, Golf, Soccer, Softball, Tennis, Track and Volleyball. The Swimming program competes in the Liberal Arts Championship, while also being a NAIA national championship qualifying program. The Bowling program is sanctioned

as a dual-member through the United States Bowling Congress (USBC) and NAIA. The Flames Athletics program is supported by community partners, parents, friends and other local stakeholders. All current students may attend CSM home games free of charge with a valid student ID. CSM is a Five-Star Gold Status member institution for the NAIA Champions of Character program which is an educational outreach initiative emphasizing the core values of integrity, respect, responsibility, sportsmanship and servant leadership.

Banking Services

All College of Saint Mary students and their family members are eligible to join Creighton Federal Credit Union. Checking and savings accounts are available, in addition to cash cards, loans, credit cards, etc. For convenience, a Creighton Federal Credit Union Automated Teller Machine is located in the Hixson-Lied Commons. The nearest branch office is located at Bergan Mercy Hospital, 7500 Mercy Road. Students may also cash personal checks in the CSM Express Center, subject to set limits.

Bicycles

Bicycles are allowed on campus at the owner’s risk since the University’s insurance will not cover theft or damage. Bicycles should not be left in hallways or lounges. Bicycle racks are located in front of Lozier Tower, Madonna Hall, Hill-Macaluso Hall, Mercy Hall and in the courtyard of Walsh Hall.

Heartland B-cycle is the Greater Omaha Metro Area's bike sharing system. There are currently 152 B-cycles at 31 B-stations located throughout Council Bluffs and Omaha. There is a bike station located outside of Hillmer Art Gallery. CSM will provide an annual pass to any faculty, staff, or student who wants to participate for the 2018-19 academic year.

To use the system, students and employees register online at heartlandbicycle.com for the Heartland Pass (annual pass) using their CSM email address and the promo code provided by College of Saint Mary. The promo code will be provided at the beginning of each semester and will be posted on MyCSM. The pass allows unlimited access to the bikes and 1 hour of use as many times as wanted. Checkouts longer than an hour incur additional charges (\$4/hour). If a B-cycle is needed for more than an hour, the rider can check a bike into a B-cycle station and then check it back out immediately to avoid additional charges. A B-cycle can be picked up at any station and returned to any station.

Bus Program - CSM 2 Go

CSM 2 Go is a program that allows current CSM students to use their college ID as a Metro Transit bus pass – free of charge. Passengers may utilize the service any time buses are running, and need only to swipe their card to ride. No special activation required. Visit ometro.com for maps & schedules, tips on how to ride, and other helpful information.



Campus Card

Your campus card is a great tool which allows you to purchase meals and supplies without the need to carry cash. All students and employees should obtain a campus card which will provide access to the following services on campus:

- Official College of Saint Mary photo ID
- Meal card for Residential Students or cardholders who purchase meal blocks
- Debit card for use at the CSM Campus Store as well as Christina's Place, the Dining Hall and designated printers and copiers.

Money can be loaded on your Campus Card at the machine in the lobby of the Hixson-Lied Commons or in the Express Center. If you have any questions, please contact the Express Center by calling 402-399-2429.



Campus Information Center

Parking permits and regulations, student identification cards, and information of general interest to students are available from the Campus Information Center (402-399-2400) located at the south entrance of Walsh Hall in the Hillmer Art Gallery foyer.

Campus Ministry

Welcome to Campus Ministry! We invite and welcome students of all faith traditions, beliefs and cultures to participate in our many interfaith opportunities and experiences designed to encourage and explore the development of faith, spirituality and compassionate service to others. While rooted in our Catholic identity, Campus Ministry offers participation in non-denominational faith sharing groups, retreats, community service opportunities, social justice programming, alternative service trips and opportunities to experience other faiths and cultures through education and presentations. Take time to get involved with DUO, (Do Unto Others), which is a student led organization through Campus Ministry and provides ongoing opportunities for service, education and activities.



Campus Schedule

A campus schedule of activities is available on MyCSM.

Campus Store



The Campus Store provides a complete selection of all course materials for all CSM classes. The Store offers new, used, digital e-books and rental textbooks. In addition, you will find a large collection of CSM clothing and merchandise. The Store also has soda, snacks, school supplies, health/beauty products, electronics, greeting cards and nursing and health professions uniforms and equipment. The Campus Store website is available 24/7 at <http://campusstore.csm.edu/home.aspx>. The Store provides daily textbook buyback year

round with special buyback sessions at the end of every semester. See store for details.

Campus Wellness /Health education

College of Saint Mary is dedicated to offering health and wellness information for students to help them learn, produce, and sustain healthy habits and a healthy lifestyle. Some of the exciting programs and activities available to students living on or off campus could include: self-defense classes, life skills, women's health issues, intramurals, wellness clinics and an annual health fair. These programs and activities enrich students to overall health and wellness along with encourage participation and fun! Free memberships to the Lied Fitness Center are available to all CSM students.

Change of Name, Address, Phone, Major

Students are responsible for maintaining current contact information with the University at all times. Address and phone changes may be submitted via the Self Service web page: <https://selfservice.csm.edu/selfservice/Home.aspx>. All administrative offices have access to this information. When a student is admitted the home address is marked as preferred. If a student lives in the residence hall, the residence hall address is entered as a "local" address and it is marked as preferred. A student may change the address preference in self-service to determine where mail

should be sent. A student may use the Change of Major and Change of Minor form located on MyCSM, Forms to change their major or minor.

Chapel

Our Lady of Mercy Chapel is located on the first floor at the center of Walsh Hall. Weekday Mass, community liturgies, prayer services, and concerts are celebrated here. Everyone is welcome to use the chapel for quiet reflection and prayer. There are prayer resource books available for your use while there.

The back area of the Chapel is Our Lady of Mercy Oratory where people are invited to gather for prayer, reflection, discussion or other practices such as enjoying sacred music or other art forms. Use of the Oratory for private reflection, reading or silence is also encouraged.



Child Care

Students seeking short term or temporary childcare from another CSM student can place their request on MyCSM under the Campus Announcements section. CSM students are responsible for arranging and financing child care for their child(ren). The Spellman Child Development Center, located on CSM's campus, works with students on a private pay basis and Title XX. Students interested in Spellman must contact the Director of Single Parent Success at 402-399-2474. An application will be sent to the student and the student must return it to the Director of SPS. The application is reviewed and forwarded to Spellman for confirmation of a spot or placement on the waiting list. In addition, the student will be sent alternate daycare information if requested. There are childcare resources available on MyCSM:

<https://my.csm.edu/campuservices/singleparentsucces>.



Christina's Place

Take a break from your studies, or just hang out and relax at the Coffee Shop at Christina's Place. Enjoy your favorite espresso, tea, or fruit smoothie. The coffee shop offers a light breakfast of muffins, danishes and rolls. For lunch and dinner, pick up a sandwich, soup, or salad, or if you just want a snack, come enjoy fresh baked cookies, brownies, crispy rice treats or fruit.

Computer Labs

Several computer labs are available on campus for student use. All students may use the labs in Walsh Hall when not reserved for a class. Professional staff and student workers provide assistance to students with questions. Computer Lab hours are posted on MyCSM.

Counseling

CSM has a full-time (Monday-Friday) on campus Director of Counseling located in Walsh Hall, Room 172. Students can schedule appointments with the director by calling 402-399-2374.

CSM also partners with CHI Health to provide short-term counseling to all full-time students and their family members free of charge, when the Director of Counseling is not in the office. The Counseling Assistance Program (CAP) is a confidential, 24-hour access service with locations throughout the Omaha metropolitan area including one within walking distance of CSM's campus. Students who want to discuss issues that are interfering with academic or personal goals may call CAP (402-398-5566 or 1-888-847-4975) to set up an appointment. Anxieties, high stress, concern for a friend, or depression are among the many reasons students take advantage of this confidential, free service.

Dining Hall

College of Saint Mary Food Service is provided by Chartwells. With monthly features, theme, and holiday meals, your dining experience will be great. The dining hall is open to all on the CSM campus – residents on the board plan, non-resident students and for any guests that may want to join you in the Dining Hall. Additional Dining Hall information can be found in Chartwells Dining Hall Rules and Regulations for 2019/2020 School Year in Appendix A.



Non-resident students may purchase a voluntary food plan at the Express Center.

Directory

An on-line directory of each student's name, local address and telephone, and home address and telephone is available on-line on MyCSM under the Reporting Center. A student who does not wish to be included in the directory must notify the Registrar during the first two weeks of the semester. The Release of Information form located on MyCSM, Forms is used to designate-No Release of Information. Any student choosing to have this information withheld should note that her name will also not be released for Dean's list or other honors, nor will it be included in the commencement program. For further information, see the Family Education Rights and Privacy Act in the Academic Catalog. ***The student directory is for internal use only and is not to be released to anyone outside of the CSM community.***

Dropping or Adding a Course

Students may drop or add a course using Self Service on-line until the end of the first week of classes for Fall and Spring semesters for undergraduate students, and within 48 hours for graduate students for courses which are eight weeks or less. Summer semester courses must be dropped prior to the start date of the course. To change course sections after on-line registration ends, students must complete the online form (MyCSM, Forms) and obtain the signature of the instructor of the class they wish to add. Consult the college catalog for details concerning the refund schedule. Day courses may be added during the first five class days; weekend and summer courses may not be added after the first class meeting. Students receiving financial aid are advised to consult with Financial Aid staff to determine the consequences of any schedule change in advance of changing their schedule. After the add/drop deadline, students must withdraw from a class and the course remains on the transcript with a grade of "W".

Emergency Loans

Emergency loans up to \$200 are available to CSM students. An application, available in the CSM Express Center, must be completed. The total indebtedness that any one student may incur from this

program shall not exceed \$200 at any given time. Once a loan has approval from the Director of Student Accounts, a check will be available to the student within two business days. Fall semester loans must be paid by *December 1*, spring semester loans by *May 1*, and summer semester by *August 1*. No loans will be granted to students having been delinquent on any previous student financial obligation with the College. Any student with a delinquent emergency loan will not be granted any additional emergency loans; will have their transcripts withheld until the loan is repaid; will not be allowed any further registration until the loan is repaid; and will not be allowed to make Semester Financial Arrangements (SFA) until the loan is repaid. You must be enrolled in and SFA'd for the semester in which you apply for the loan.

Exams

Final exams are scheduled for two-hour blocks during final exam week. Students are obligated to take the exams at the scheduled times. The course instructor will provide information and the schedule is available on-line at

<https://my.csm.edu/campuservices/registraroffice/Pages/default.aspx>.

Express Center

The CSM Express Center is located in Walsh Hall and provides a combination of services. Financial Aid, Student Accounts, and the Registrar are the three offices represented in the Express Center. Students will be able to make one stop for the majority of their needs. The Express Center staff can answer questions concerning student billing, financial aid, and registration/grades.

Facilities Rental/Reservation

Reservations for the use of any campus facilities must be made and/or coordinated with the facilities coordinator by contacting the Facility Coordinator at 402-399-2463 or FacilityCoordinator@csm.edu.

Financial Assistance

For those who qualify, College of Saint Mary offers a variety of student financial assistance. Financial assistance from College of Saint Mary and from the federal and state governments is used to supplement the financial resources of the student and/or family. If you are seeking a Master's or graduate-level degree or you qualify for a tuition discount or you are not a full-time package rate student, you will not be eligible for CSM scholarships, grants, or other types of CSM institutional aid. Students must apply each year to determine their eligibility for financial aid by completing (as early as possible after October 1st) the Free Application for Federal Student Aid (FAFSA). The FAFSA Priority Filing Date is March 15. Detailed information regarding financial aid and the aid application process is available in the College catalog, the Express Center, and on CSM's web site.

Hixson-Lied Commons

The Hixson-Lied Commons houses the Safety and Security staff office, Library, Campus Ministry, the Achievement Center -- a one-stop shop for testing, tutoring, advising, mentoring and special accommodations, Christina's Place -- a cafe and lounge area -- and the Student Leadership and Organizations Office.

Inclusive Campus Department

The College of Saint Mary is dedicated to cultivating an inclusive campus and fostering global citizenship. Using high-impact practices, the College of Saint Mary invites the college community to participate in curricular and co-curricular programs that embrace cultural pluralism and engage in community partnerships. The office of Inclusion and Diversity is housed under the President's Office.

Leadership Programs

Leadership Leap



This is a pre-college experience for incoming students to CSM. Leadership Leap is an opportunity to engage with the CSM community, connect with other new incoming CSM students, learn valuable leadership skills and learn how to become involved on campus. Students stay the night in our residence halls, get familiar with campus and explore Omaha! This event is led by a dynamic group of student leaders who are motivated to help students discover ways to connect and get involved.

Leadership Launch

This is an exciting program designed to foster leadership in emerging leaders in the CSM community. Through this program, students learn the necessary skills to help them become leaders on campus, in their professions, and in their communities. Leadership Launch consists of eight sessions held in the spring designed to promote personal development and leadership by exposing students to several challenging topics.



Step it Up Series

This is a unique opportunity designed for upper class students (Juniors and Seniors). This series offers five workshops during the Spring semester. These workshops are offered in 45 minute sessions and the topics are diverse in nature. The workshops allow students to receive useful information as they prepare to enter the professional world. Students who participate in at least three of the workshops receive a certificate of completion.

For further information on these programs, please contact the Office of Student Leadership & Organizations at 402-399-2309.

Multicultural Programs

Special services and programs are planned by the office of Student Leadership & Organizations. All students are encouraged to participate in inclusivity, diversity awareness and cultural events. Examples of these programs can include: the Coffee & Movies series, a Diwali Celebration, a Chinese New Year Celebration, and events to celebrate Hispanic Heritage Month, Native American Heritage Month, and African-American History Month.

Library

Students may borrow books from the Library for 28 days and DVDs and CDs for seven days. Students use an online catalog and several databases to find materials. Most journals and magazines are online and can be accessed from on or off campus through the online catalog. Research assistance is available during normal staffing hours and by appointment. Students may also submit questions through the Ask a Librarian link on the web page, by email, or by phone. The Library provides desktop computers, laptop computers, and a wireless network for internet access. Study rooms are available for checkout. Each study room is equipped with a flat screen monitor and Blu-ray player with cables for connecting laptop computers. Materials may be borrowed from other libraries through the Interlibrary Loan Service at no charge. The CSM Library participates in a reciprocal lending agreement with other Nebraska university libraries. Students may borrow materials from participating libraries on presentation of their CSM ID card.

Lied Fitness Center

The college strongly encourages students' commitment to their own health and well-being. Leisure and fitness activities along with recreational sports opportunities are offered at the Lied Fitness Center. The swimming pool, gymnasium, indoor walking track and outdoor tennis courts are available to all CSM students when not in use for Athletic home events or practices, classes or other scheduled activities. Those using the center without a valid CSM ID must check-in at the front desk. CSM students with a valid ID may use the Fitness Center at no charge. Special classes, activities, and/or use of the Fitness Center by guests of CSM students require a daily drop-in fee.



Lost and Found

Lost and Found items may be brought to the Campus Information Center.

Mailbox

For security of federal mail, combination lock mailboxes are provided for all resident students. All members of the University community may distribute messages through the inter-office/on-campus mail service. Any outgoing addressed mail from a resident student, with proper postage already on it, may be brought to the front desk of their residence hall to be forwarded to the Copy Center for mailing. Non-resident students may bring outgoing mail directly to the Copy Center for mailing. All outgoing mail must include a return address. The Copy Center does not sell stamps, however; metered postage for mail and packages is available. Students must pay for this type of postage at the Express Center before the mail or package will be sent out.

FedEx, Ground UPS and USPS (United States Postal Service) drop off deliveries as well as pick up any return postage pre-paid packages at the Copy Center on most business days. FedEx Air requires the sender to schedule a pickup requiring a two hour window. Therefore when choosing the Copy Center as a pick up site, your FedEx Air envelope/package must arrive ready to go by 1:00p.m. USPS packages weighing over 30 pounds must be taken directly to the post office.

When any resident/student receives a package, they will be notified via e-mail from the Copy

Center. These packages may be picked up during Copy Center business hours, 9:00a.m.-3:00p.m. M-F At this time the student will be asked to sign for their packages in the mail log book prior to receiving their package. The Copy Center will remain locked during non-business hours. If a student is not able to pick up their package during regular business hours they must call the Copy Center (*2473) to make arrangements. If a friend or another student is picking up your package, you must share their name with the Copy Center staff, preferably by email (copycenter@csm.edu). Please be aware that delivery alerts by text or email that are not directly from the copy center, have not officially arrived on campus. Only alerts directly from the Copy Center will be available for pick up.

Maintenance

The need for repairs in the residence halls should be reported to a Residence Advisor (RA).

Emergency maintenance problems only should be reported directly to the security phone, at 402-670-8848, or by dialing “1” from any campus phone.

Messages

Emergency messages for students will be taken and distributed by the Campus Information Center.



Mothers Living & Learning Program

College of Saint Mary offers an innovative residential living option in Madonna Hall for undergraduate single mothers and their children, the Mothers Living & Learning program. This on-campus residential housing program allows the student to pursue a college degree full-time while living on campus with her one or two children, consistent with CSM's long tradition that focuses on the intellectual, spiritual, and personal development of women. For more information, please contact the Director of Residence Life at extension 2483. All interested students must be accepted to CSM prior to interviewing for the Mothers Living & Learning program. Please contact Enrollment at extension 2355.

New Student Registration

New Student Registration is a comprehensive event designed exclusively for undergraduate students, families, and guests. Once you have been accepted to College of Saint Mary and paid your tuition deposit, you are invited and encouraged to attend one of the many scheduled New Student Registration Days.

New Student Registration Days provide an opportunity to become better acquainted with the College to ensure a smooth beginning and transition to the academic year. Throughout the day, students will attend a resource fair and gain information regarding the following:

- Student Leadership & Organizations
- Study Abroad
- Campus Resources
- Financial Literacy
- Library
- Campus Living
- Campus Technology
- Campus Store/Textbooks

- Campus Security
- Financial Aid and Semester Financial Arrangements
- Athletics

Students will complete the following during a New Student Registration Day:

- Register for your first semester
- Parking permit (bring your vehicle license plate number, make, model, color)
- Student ID and photo
- Confirmation of your CSM username and password

Publications

The “News and Events” section of the Website (CSM.edu/events) helps inform the community about significant happenings at the University. Event news or photos may be submitted to marketing@csm.edu (Marketing and Public Relations Department) at any time, as “Events” are updated regularly.

Residence Life

Two residence halls, Lozier Tower and Madonna hall (which houses the *Mother’s Living & Learning* program, as well as upper-class students when space allows), as well as Maryview at the Villa which offers upper-class housing comprise the on-campus living options at CSM. The residence life staff plans a variety of programs and activities for campus residents. The Residence Life Handbook, which is available on the Residence Life web page at <http://www.csm.edu/student-life/campus-living/residence-halls>, outlines CSM’s policies and procedures for living on campus. All residential students must read and agree to live by provisions of the Residence Life Handbook.



Student Employment

Students with financial need may be awarded Federal Work Study funds along with other financial aid funds. This allows students the opportunity to find a work-study position on campus and receive a paycheck for hours worked up to their maximum work-study award amount. CSM also has work opportunities for students who do not qualify for the Federal Work Study Program. To view open positions, go to the Federal Work Study page under Billing & Financial on MyCSM. Information about off-campus student employment is provided through the Achievement Center’s Career Services page on MyCSM/Campus Services/Career Services.

Telephones

To make a local telephone call from a campus phone, you must dial 9 to get an outside line. 911 can be dialed from any phone on campus without dialing 9 first.

Vending Machines

Vending machines can be found in the Lozier Tower at ground level, 3rd floor of Walsh Hall, ground floor of Hill-Macaluso Hall, Lied Fitness Center, Hixson-Lied Commons and on the 1st floor of Madonna hall. Microwaves may also be found in several of these lounges.



Student Leadership & Organizations

The Office of Student Leadership & Organizations assists and supplements campus organizations in providing social and educational events for the campus community. College of Saint Mary has several clubs and organizations, as well as leadership and multicultural programs and opportunities to enhance the collegiate experience, whether a student is looking for ways to be involved with her academic major, providing service to others, or representing peers on Student Senate or the Residence Hall Council. There is something for everyone! The Office of Student Leadership & Organizations can help find an organization that meets the needs and interests of every student.

Student Organization Recognition

All student organizations are recognized through the Student Leadership & Organizations Office each year by providing an approved constitution and officer information to the Director. Students interested in forming new organizations should schedule an appointment with the Director of Student Leadership & Organizations to review the current policies. Call extension 2309 for more information.

STUDENT ORGANIZATIONS

Asian/Asian American & Pacific Islander (AAPIISO): The Asian/Asian American & Pacific Islander Student Organization is a brand-new addition to CSM! AAPIISO strives to promote the educational, professional, political, and social needs and goals of the Asian/Asian-American and Pacific Islander (AAPI) community. With this organization comes opportunities for servant leadership and for an overall awareness of the biases the AAPI community faces.

Campus Activities Board (CAB): Campus Activities Board is an organization that centers around engaging and involving students on the campus. The board helps to plan fun events and activities on campus and off-campus. The events range from educational to entertaining but all are fun and interactive! We aim to involve both students living on-campus and off-campus!

CSM Physician Assistant Student Society: The CSM Physician Assistant Student Society is a newly formed society for students to pursue integrity, equality, dignity, and competence for a physician assistant (PA) as a health practitioner.

Do Unto Others (DUO): is a student led branch under campus ministry focused on service and spreading the CSM mission. We dedicate one Saturday or Sunday a month to service, where students, faculty, and staff can get involved. These opportunities range from soup kitchens, to food banks, to one-on-one experiences that promote solidarity among our members and the community. We also host special awareness weeks.

Green Team: Our organization focuses primarily on inducting sustainable practices on a campus-wide scale. We will secondarily focus on fundraising for these projects and raising awareness about different environmental issues and practices. We will hold events for students, offer volunteer opportunities and plan some off-campus trips, all centered around environmental topics. We will also be focusing on involving community members of the greater Omaha area.

Honorable African/African-American Leadership Organization (HAALO): Promotes the educational, professional, political, social needs and goals of African and African-American communities, and empowers minority students to actualize their potential. HAALO organizes events on campus and in the community.

Knitting Club: CSM Knitting Club is an organization that has been started up by a student who enjoys knitting with her friends. If you want to learn how to knit or yourself want to have a fun group of girls to hang out and knit with, this is the club for you.

Latinas Empowering Others (LEO): Our main purpose is to educate others about the Latino Culture, as well as provide outside community service to make a difference in the community. Furthermore, to promote CSM commitment to learn, respect, and appreciate all diversity. In addition, this organization strives to empower others, but especially Latinas.

Math & Science Club: The Math and Science Club is a club committed to raising awareness at CSM towards any math and science field. The club strives to serve club members through finding outreach programs, having activities which serve to inform members about various career paths, and by finding science or math related volunteering opportunities that can help the community.

Multicultural & International Student Club (MISC): The Multicultural and International Student Club is newly formed and is geared up to welcome all ethnicities, countries of origin, and cultural identities, creating inclusive and safe spaces for students to learn the political, professional, educational, & social needs of each culture. This organization plans to engage in open discourse and to raise awareness of the many professional, academic, & volunteer opportunities for students of any culture.

Pre-Physician Assistant Org. (P-PAO): P-PAO is a new organization that welcomes any student who is interested in pursuing or learning about a career as a physician assistant (PA). Focusing on

application process to PA schools and providing resources to students, this organization is to offer an open community for all students sharing the same goal.

Rainbow Alliance: This organization is welcomed to campus in hopes of increasing the opportunities and visibility of the LGBTQI+ community at CSM. Rainbow Alliance aspires to teach CSM of the bias, struggles, & achievements of the LGBTQI+ community and to promote the educational, professional, political, & social needs of the LGBTQI+ community.

Residence Hall Council (RHC): Residence Hall Council is a student-run organization whose purpose is to provide communication, education, leadership, development, and community growth opportunities for students in the residence hall system. RHC shall have the responsibility to sponsor programs and activities for all residents on campus and assist student policy change transitions within the residence halls as determined by the administration of CSM.

Spanish Club: Students with any level of Spanish proficiency are welcome to join this community of Spanish-speaking students at College of Saint Mary, and take advantage of opportunities to interact, have fun, enhance their overall college experience, and serve the community.

Sparks: Sparks is dedicated to cheering on the sports teams here on campus. Started by a group of girls who want to see our student section at games grow, they help make signs and support the athletes at CSM.

Sports and Exercise Science Student Organization (SESSO): SESSO promotes fitness to students and advocates for a healthy lifestyle. Open to any student, this organization strives to make the students on the College of Saint Mary campus happy and healthy.

Student Education Association of Nebraska (SEAN):

Further the understanding of education as a profession, providing a united student voice in matters affecting the position and advancing the interests and welfare of students preparing for careers in education.

Student Nurses Association (SNA): SNA is a pre-professional organization for nursing students that fosters the personal and professional development of nursing.

Student Occupational Therapy Association (SOTA): The CSM Student Occupational Therapy Association (SOTA) is focused on building a community for occupational therapy students while supporting the profession through philanthropy, advocacy, promotion and service.

Student Paralegal Association:

This organization is for paralegal students or students interested in the law. We have speakers come in and discuss topics with us as well as campus activities, t-shirts, and having a volunteer activity at least once a semester.

Student Psychology Club (SPC):

The Student Psychology Club is a student organization for all CSM undergraduate students interested in the field of psychology. The purpose of the organization is to provide students with: 1) knowledge of the field, 2) resources (e.g., information and connections for graduate school and careers), 3) opportunities to interact with people with similar interests, and 4) opportunities to serve the community.

Student Senate:

The purpose of Student Senate is to: Create, promote, and encourage a sense of cooperation between students, faculty, and the administration. Create a sense of responsibility for student duties and obligations, as well as for student rights and privileges. Provide an opportunity for continuing development of responsible leadership. Be the CSM student voice on college-wide committees and task forces.

Students for Justice: The purpose and mission of Students for Justice is: To discuss issues of concern in our community, and to organize civic and political engagement on issues of concern. Students for Justice promotes civic and political activities on campus, and helps to develop support systems for women running for political office. They also promote the CSM commitment to learn, respect and appreciate all diversity.

Women in Business: This organization is a Professional Sorority that focuses on teaching business and professional skills in hopes of building success for post-graduate students and setting up study groups and internship opportunities for students studying Business.

POLICIES AND REGULATIONS

Academic Integrity

In keeping with its mission, College of Saint Mary seeks to prepare its students to be knowledgeable, forthright, and honest. Faculty, students, and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at CSM. Academic honesty relies on trust and includes adherence to institutional policies and guidelines established by the instructor in a given course and prohibits, among other things, the behaviors outlined below.

Policy summary: Each member of the academic community is responsible for maintaining and enforcing academic integrity and avoiding behaviors that undermine the education of others or result in an unfair academic advantage.

Examples of Academic Misconduct:

Violations of academic integrity can take many forms, including, but not limited to, the following:

1. Plagiarism - The representation of another person's words or ideas as if they were one's own. Examples of plagiarism include submitting a paper in one's own name that was written by someone else, including in a paper sentences or ideas taken from a source without giving credit to that source.
2. Cheating - Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor as part of any academic exercise.
3. Collusion - Unsanctioned collaboration on individual assignments
4. Deception and misrepresentation - Knowingly furnishing or facilitating the furnishing of false information, for example, forged signatures, lying about submissions or reasons for missed assignments or classes, falsifying recommendations, etc.
5. Other academic misconduct - Examples of other academic misconduct include, but are not limited to: multiple submissions (submitting the same work for more than one class without permission), sabotage or abuse of academic materials, behaviors that result in an unfair academic advantage, violations of professional clinical codes of conduct.

Students who are unsure whether a behavior is acceptable are expected to contact the instructor for clarification.

Suspected academic misconduct will be handled in accordance with the institutional policy. For the full policy see: [Academic Integrity Community](#).

Academic Policies

Refer to the academic catalog (located on-line at <http://www.csm.edu/academics/catalog>) for academic policies and requirements. These include Academic Advising, Academic Appeals Board, and Academic Integrity, as well as numerous other academic policies.

Alcohol and Drugs

College of Saint Mary does not encourage consumption of alcoholic beverages, nor does it promote the use or abuse of them. The University adheres to the laws of the state of Nebraska and does not

permit students under the age of 21 to possess or consume alcoholic beverages on campus. The following policies are in effect:

1. Students 21 years of age or older may consume alcohol in their own residence hall room, or the room of another resident who is 21 years of age or older, with no more than five individuals present.
2. Students 21 years of age or older may not possess or consume alcohol in the presence of minors (under 21).
3. Students 21 years of age or older are strictly forbidden from offering, providing, or selling alcohol to minors.
4. Consumption of alcohol and/or possession of open containers in any public areas, including parking lots and residence hall lounges, is not permitted on campus. Exceptions will be made for events sponsored by Student Senate, RHC or others where the Director of Student Leadership & Organizations grants specific permission for the event. Provisions for compliance with the legal age, safety, security, and availability of food and alternative beverages will be considered in determining approval. For these events, students must obtain a third-party vendor to serve and/or sell alcohol.
5. Kegs, home brews, and all other common bulk alcohol containers are not permitted on campus.
6. Any student who becomes intoxicated or who, while under the influence of alcohol, acts in a manner detrimental to her own good name or the good name of the University, will be subject to conduct sanctions, including potential notification of parents and possible expulsion. This expectation exists regardless of the location of the behavior (on- or off-campus), or whether the student is participating in University-related or sponsored activities.

College of Saint Mary prohibits the unlawful possession, use, or distribution of illicit drugs by any student on University's property or as part of any of the University's activities on or off campus.

College of Saint Mary strives for a drug-free environment and takes seriously the negative effects illegal drugs and controlled substances have on its students and community. The College expects students to comply with state and federal laws.

- a. The possession, sale, distribution, or use of illegal or controlled substances is prohibited.
- b. The presence of residue or paraphernalia, including but not limited to bong, scales, and pipes, is prohibited. Drug paraphernalia will be permanently confiscated.
- c. The use of prescription drugs for non-medical reasons is prohibited. Prescription drugs may only be used by the student to whom they are prescribed.
- d. Odors, such as in the case of marijuana, are considered evidence of drug use; students may be held accountable for violations based on smell alone.
- e. Operating under the influence is prohibited.

For more information regarding the Federal and Nebraska state legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol, see Appendix B.

As it is stated in our mission, CSM calls us to pay attention to the development of mind, body, and spirit. Therefore, CSM recognizes the use of alcohol and drugs have potential health risks. There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. For more detailed information regarding the health risks associated please see Appendix C. These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents. Consequently, when appropriate, CSM will refer students to the CHI Health Creighton University Medical Center Bergan Mercy Counseling Assistance Program (CAP) for an evaluation. This program is located at 7710 Mercy Road Omaha, NE 68124. 24-hour

telephone number (402) 398-5566. Toll Free 1-888-847-4975. Students will be expected to follow through with the recommendations CAP may suggest.

Any student in violation of our alcohol and drug policy will be referred to the conduct process outlined in the code of conduct, and may be subject to the prosecution and punishment by law enforcement.

Good Samaritan Policy

Student health and safety are the primary concerns of the College of Saint Mary community. In the case of a medical emergency, , students should call 911 first then contact the Safety and Security Department by dialing “1” on any campus phone or by calling 402-670-8848. Students that seek assistance from these sources, the individual assisted, and others involved will not be subject to university disciplinary action with respect to our alcohol policy. (This policy does not preclude disciplinary action regarding other violations of university standards, such as: causing or threatening physical harm, sexual assault, vandalism of university property, harassment, hazing, or any other policy violations not named. Students should also be aware that this university policy does not prevent action by local county or state authorities.) Safety and Security officers or other CSM staff members will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students’ well-being. Other information may also be recorded to allow any other appropriate follow-up.

College of Saint Mary’s Good Samaritan Policy ensures students that seek assistance for the individual and others will not be subject to university disciplinary action with respect to our alcohol policy. This policy is designed to promote and in accordance with Nebraska’s Good Samaritan Law. Nebraska’s Good Samaritan Law (LB439) provides minors (under 21) limited legal immunity if they call for medical assistance, remain on the scene and cooperate with law enforcement. The law does not provide protection for acts of sexual violence, threats, assaults, fake ID use, procuring for minors, harassment or hazing and other violations not named.

CSM’s policy does not preclude disciplinary action regarding other violations of university standards, such as: causing or threatening physical harm, sexual assault, vandalism of university property, harassment, hazing, or any other policy violations not named. Students should also be aware that this university policy does not prevent action by local county or state authorities. Safety and Security Officers or other CSM staff members will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students’ well-being. Other information may also be recorded to allow any other appropriate follow-up.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Severe or repeated incidents will prompt a higher degree of medical interest. Failure to complete recommended follow-up will result in disciplinary action and could also prompt the imposition of a medical withdrawal. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

Tobacco-Free Campus Policy

As a women’s University, College of Saint Mary has a special responsibility to lead efforts in recognizing and addressing smoking as a significant issue affecting women’s health. CSM also has a responsibility to its employees and students to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning/maintenance costs, and costs associated with student and

employee absenteeism, health care, and medical insurance. Consequently, **ALL TOBACCO PRODUCTS, INCLUDING E-CIGARETTES/E-VAPORS ARE PROHIBITED IN ALL CAMPUS BUILDINGS AND ANYWHERE ON CAMPUS PROPERTY.** College of Saint Mary will pursue avenues to provide free, accessible tobacco cessation treatment on campus—and will publicize the availability of such resources. College of Saint Mary asks its faculty, staff and student leaders to become advocates for the above policy to ensure a safe and healthy environment for all who study, work, or visit the campus.

Attendance

No person is allowed to attend class unless she is officially enrolled on a credit or non-credit basis with the appropriate fees paid.

Regular attendance at classes is expected of all students. The student is directly responsible to the instructor for attendance at classes and for work missed due to late registration, illness, family issues, or any other cause. Each instructor will explain to his/her classes the procedures he/she wishes to follow in case of absence. This policy is to be included in the course syllabus and given to each student at the first class meeting. Each instructor is responsible for enforcing his/her stated attendance policy. In case of unsatisfactory work due to excessive absence, the instructor, after giving oral or written warning to the student, may initiate withdrawal action with the concurrence of her/his Associate Dean or the Vice President for Academic Affairs (Administrative Withdrawal). An administrative withdrawal in this case counts as an “F” in the GPA.

If a resident student is called home because of family illness or for other reasons or if a student is hospitalized suddenly, the Vice President for Student Development and Success will notify the faculty members concerned.

Building Access Policy

The College of Saint Mary Building Access Policy is designed to increase the safety of all faculty, staff, and students who work and study in our academic buildings. It also attempts to improve the physical security of the college’s buildings and properties. This policy establishes regular building access hours as well as procedures for requesting student access outside of normal academic building access hours.

This policy provides guidelines for entrance into campus buildings, offices, classrooms, library, and labs after normal operating hours here at College of Saint Mary. In order to provide the CSM community with as much convenience as possible and to maintain a secure and safe campus, faculty, staff, and students are asked to comply with the following guidelines when requesting access to a locked room or building.

For a list of regular operating hours, please refer to the Building Access Hours which can be found on the Student MyCSM page under Safety and Security.

After Hours Building Access

CSM students requesting access to a locked building, room, or lab must have prior permission obtained through a faculty member and the Director of Safety and Security. The faculty member will notify the Director of Safety and Security with a list of approved students permitted to access the labs after hours. Students must present their ID before being let into any building after hours and must have one additional person with them. A student will not be granted access if they are alone.

Tunnels

The tunnels are locked down and are not available for public access. The use of a code allows access to the tunnels and this code is provided to students, faculty, and staff. The doors from the tunnel to each of the residence halls are only available to students and designated staff with proxy cards. Students, faculty and staff will need to use their CSM ID card to gain access from the tunnel system into Hill-Macaluso Hall.

Closed Campus

Because CSM believes in allowing for rest and time away from campus during holidays, students, staff and faculty are strongly encouraged to take advantage of this time off and not come to campus unless there are extraordinary circumstances. Below is a list of the following dates during the 2019-20 Academic Year that the campus is closed, meaning all buildings are locked down.

- Labor Day Weekend August 31-September 1-2, 2019
- Thanksgiving Break November 28-December 1, 2019
- Christmas Break December 24, 2019-January 1, 2020
- Easter Break April 10-12, 2020
- Memorial Day Weekend May 23-25, 2020
- July 3, 2020

Except for Christmas break, student access is still available to Hixson-Lied Commons via CSM ID card and the residence halls via the residence hall proxy card.

Children on Campus

Responsibility for the safety and well-being of children on the CSM campus rests with parents/guardians or assigned chaperones. A parent, guardian, or caregiver must supervise children at all times while on campus. Children must be accompanied by a person 14 years of age or older. Parents, guardians, or caregivers are responsible for the behavior of accompanying children. If a child is with a parent, guardian, or caregiver, but is not being actively supervised and/or is acting inappropriately (such as distracting others or making noise), College of Saint Mary staff will attempt to locate the adult and inform him/her that the child must be supervised. If a child is left in the building without any caregiver or adult present, a staff member will ask the child for his/her telephone number and attempt to reach the child's parent or guardian by telephone. Children are not allowed in the classroom.

Code of Conduct

SECTION 1: CSM Student Conduct Philosophy

The College of Saint Mary community is committed to inspiring academic excellence, respecting the dignity of each person, developing the mind, body, and spirit, and fostering a commitment to compassionate service. Similarly, the student conduct process strives to be an individualized educational and developmental experience that balances the interests of each student with the interests of CSM.

SECTION 2: Scope of the Code

Students at College of Saint Mary are provided a copy of the *Code of Conduct* annually in the form of a link on the Student Development and Success webpage of www.csm.edu. Students are responsible

for having read and abiding by the provisions of the *Code of Conduct*, Student Handbook, Residence Life Handbook, and Academic Handbook.

The College expects its students to conduct themselves as responsible citizens and to comply with all College policies. Conduct that is unbecoming of a College student; that adversely affects the College community, mission or reputation; or that violated College policies may result in a student's required participation in the student conduct process, regardless of whether or not such conduct occurs on College premises.

The *Code of Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all CSM-affiliated student organizations. For the purposes of this document, CSM considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in CSM.

The CSM student conduct process is an educational process designed to resolve matters concerning student conduct within the framework of students' rights and responsibilities pursuant to College policies. The College strives to provide a fundamentally fair, equitable, and educational process for all participants. Student conduct proceedings are not a legal process, and is not intended to duplicate legal proceedings. Therefore, legal counsel within the student conduct process is not appropriate or permitted unless it is heard within the context of the college's Title IX policy.

The College of Saint Mary retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any alleged misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, and/or obtain transcripts. All sanctions must be satisfied prior to becoming eligible for re-enrollment. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, CSM may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The *Code of Conduct* applies to behaviors that take place on campus, at CSM-sponsored events, and may also apply off campus when the Associate Dean of Students or his/her designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of self or other; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of College of Saint Mary.

The *Code of Conduct* may be applied to behavior conducted online, via e-mail or other electronic mediums such as blogs, web postings, chats, and social media. These public postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. The College does not regularly search for this information, but may take action if and when such information is brought to the attention of College officials.

The *Code of Conduct* applies to guests of members of the college community whose hosts may be held accountable for the misconduct of their guests. The code may also be applied to resident non-students, camp attendees, and participants in the College's summer academies. Visitors to and guests

of CSM may seek resolution of violations of the *Code of Conduct* committed against them by members of the CSM community.

There is no time limit on reporting violations of the *Code of Conduct*; however, the longer a complainant waits to report an offense, the harder it becomes for College officials to obtain information and statements to make determinations regarding alleged violations.

Anonymous complaints are permitted, however doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of perceived misconduct are encouraged to report it as soon as possible to the Associate Dean of Students, Residence Life, or Campus Safety and Security.

CSM e-mail (@csm.edu) is the College's primary means of communication with students. Students are responsible for all communication delivered to their College e-mail address.

The Associate Dean of Students may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in the CSM *Code of Conduct*. The Associate Dean of Students may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Code of Conduct* will be referred to a joint committee of the Director of Residence Life, Associate Dean of Students, and Vice President of Student Development and Success. The committee's interpretation is final. CSM's *Code of Conduct* will be subject to annual review under the direction of the Associate Dean of Students or his/her designee. A comprehensive revision process will be conducted every 3-5 years.

SECTION 3: Violations of Local, State, and Federal Law

As the CSM *Code of Conduct* is separate from criminal and civil proceedings, alleged violations of federal, state, and local laws may be investigated and addressed under the *Code of Conduct*. When an offense occurs, the College's conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed by the Associate Dean of Students or the Director of Residence Life until a hearing can be held, typically within 10 working days. Within that time, the suspended student may request an immediate hearing in writing to the Associate Dean of Students to show cause for why the interim suspension should be lifted. If an immediate hearing is held, this hearing will serve to determine whether the interim suspension is continued, but will not serve in place of the conduct hearing.

SECTION 4: Community Behavioral Standards

College of Saint Mary considers the behaviors described in the following sub-sections as inappropriate for the College community and in opposition to CSM's core values and the values of the student conduct process set forth in this document. These expectations apply to all students regardless of academic program or residency. The College encourages all community members to report to College officials all incidents that involve the following actions. Any student found to have committed, or to have attempted to commit, the following may be subject to the sanctions outlined in Section 7: Conduct Procedures.

Excellence— CSM students share a commitment to achieving academic distinction, fostering leadership, and nurturing a love of lifelong learning. The following behaviors, though not limited to these, stand in opposition to this value:

1. **Alcohol:** Use, possession, or distribution of alcoholic beverage or paraphernalia except as expressly permitted by law and the College's Alcohol Policy located on page 26 of the student handbook.
2. **Drugs:** Use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the College's Drug Policy. This policy includes the abuse, misuse, sale, or distribution of prescription or over-the-counter medications. This policy can be found on page 26 of the student handbook.
3. **Tobacco:** Smoking or tobacco use within the bounds of the College campus, including the use of e-cigarettes or vaporizers.
4. **Violations of Law:** Violation of local, state, or federal laws, regardless of whether law enforcement intervened.
5. **Unauthorized Entry:** Unauthorized entry or use of College facilities, including trespassing, propping or unauthorized use of alarmed doors, or unauthorized possession or duplication of College keys, access cards, and codes.
6. **Damage and Destruction:** Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another.
7. **Weapons:** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as, but not limited to, arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than 4 inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property.
8. **Violation of Residence Life Policies:** Violation of published Residence Life policies or rules, which are found in the Residence Life Handbook located at <http://www.csm.edu/student-life/campus-living/residence-halls>.

Service— CSM students are committed to servant leadership and social responsibility. Behaviors that violate this value include, but are not limited to:

1. **Fire Safety:** Violation of local, state, federal or campus fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury;
 - b. Failure to evacuate a College-controlled building during a fire alarm;
 - c. Improper use of College fire safety equipment; or
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property.
2. **Health & Safety:** Creation of health and/or safety hazards (failing to maintain a healthy/safe residence hall room, dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)
3. **Animals:** Animals, with the exception of animals that provide assistance, and pets as outlined in the Residence Life Handbook, are not permitted within campus buildings except as permitted by law.
4. **Wheeled Devices:** Skateboards, roller blades, roller skates, bicycles, hover boards, and similar wheeled devices are not permitted inside College buildings, residence halls or on athletic fields. Additionally, wheeled devices may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to College property caused by such activities.
5. **Disruptive Behaviors:** Behavior which causes substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, or other authorized non-College activities which occur on campus.

6. **Rioting:** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.

Dignity— CSM students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

1. **Harm to Persons:** Intentionally or recklessly causing physical or mental harm or endangering the health or safety of any person, including self.
2. **Threatening Behaviors:**
 - a. **Threat:** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - b. **Intimidation:** Implied threats or acts that cause a reasonable fear of harm in another.
3. **Bullying/Cyberbullying:** Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally verbally, in writing, or via an online platform.
4. **Hazing:** Encompasses any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person.
5. **Intimate Partner/Relationship Violence:** Violence or abuse by a person who has been in romantic or an intimate relationship with another. Please see CSM's Title IX policies found on page 77 of the student handbook.
6. **Stalking:** Engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Please see CSM's Title IX policies found on page 77 of the student handbook.
7. **Sexual Misconduct:** Includes, but is not limited to, sexual harassment, sexual violence, and/or sexual exploitation. Please see CSM's sexual misconduct and Title IX policies found on page 77 of the student handbook.

Compassion— CSM students extend mercy in all relationships as they care for others in their communities. Behaviors inconsistent with this value include, but are not limited to:

1. **Bystanding:** Complicity with or failure of any student to address known or obvious violations of the Code of Conduct or law.
2. **Collusion:** Action or inaction with another or others to violate the *Code of Conduct*;
3. **Noncompliance:** Failure to comply with directions of College officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Inclusivity— College of Saint Mary students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing College community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. Conduct that violates this value include, but is not limited to:

1. **Discrimination:** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College's educational program or activities.

2. **Harassment:** Any unwelcome conduct based on actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status).
3. **Abuse of the Conduct Process:** Abuse or interference with, or failure to comply in, College processes including conduct and academic integrity hearings including, but not limited to:
 - a. Falsification, distortion, or misrepresentation of information;
 - b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - c. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
 - d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a conduct hearing;
 - e. Failure to comply with the sanction(s) assigned by the hearing officer;
 - f. Influencing, or attempting to influence, another person to commit an abuse of the conduct process.

Integrity—College of Saint Mary students exemplify honesty, honor, and strong moral principles. Behavior inconsistent with this value includes, but is not limited to:

1. **Falsification:** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
2. **Forgery:** Alteration or misuse of College documents, records, or identification, or knowingly providing false documentation to the College.
3. **Academic Dishonesty:** Academic policies are outlined in the Academic Catalog.
4. **Unauthorized Access:** Unauthorized access to any College building (ex: keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any College building or failing to make a timely report of a lost College access card.
5. **Trust:** Violations of positions of trust within the community.
6. **Theft:** Intentional unauthorized taking or possession of College property or the personal property of another, including goods, services, and other valuables.
7. **Trademark:** Unauthorized use (including misuse) of College or organizational names and images.
8. **Acceptable Use:** Violations of the College's institutional use and computing policy, found online at <http://www.csm.edu/student-life/student-support/technology>.

SECTION 5: Overview of the Student Conduct Process

This section is intended to give an overview of how the College of Saint Mary student conduct proceedings operate, but it should be noted that not all situations are of the same severity or complexity.

The student conduct process and all applicable timelines commence with notice to an administrator of a potential violation of College policies, including residential community standards. Notice is defined as when any source (complainant, staff member, 3rd party, online post, etc.) is in contact with a College official regarding allegations of a policy violation.

A formal hearing may be held between the student accused of a policy violation and a hearing officer who acts on behalf of the College. A formal notice of the complaint will be issued to the student at the time when they are informed of the meeting. At CSM, hearing officers include, but may not be limited to, the individuals who serve in the positions listed below:

- Madonna Hall Director

- Lozier Hall Director
- Assistant Director of Residence Life
- Director of Residence Life
- Associate Dean of Students
- Vice President for Student Development and Success

Unless unusual circumstances are present, Hall Directors and the Assistant Director of Residence Life will only hear cases involving residential students. Generally within 5 business days, a finding will be determined and that decision is final unless a student completes a successful formal appeal.

A student found responsible for a policy violation will be issued an educational sanction congruent with the individual student and his/her violations. More information about sanctions can be found in Section 6.

SECTION 6: Conduct Procedures

A. Role of Conduct Procedure Participants

The Associate Dean of Students or his/her designee will be the convener of each action outlined in this section. For Residence Life policies, the Director of Residence Life or his/her designee will serve as the convener. Definitions of roles within this section include:

- **Responding Student:** The person who is alleged to have violated the *Code of Conduct*.
- **Complainant:** The party bringing the complaint, who may be a student, employee, visitor, guest, or law enforcement.
- **Witnesses:** Persons who may offer information regarding the allegation or incident.
- **Hearing Officer:** College representative whose role is to facilitate discussion about the incident and to have an educational conversation with all parties before making a determination of responsibility in the matter. The hearing officer is also responsible for the assignment of sanctions and follow-up with students as needed.

B. Group Violations

A student group or organization, including athletics teams, and its officers and/or membership may be held collectively and individually responsible when violations of the *Code of Conduct* by the organization or its member(s):

- Take place at an organization-sponsored or co-sponsored event, whether sponsorship is formal or implied;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

C. Good Samaritan Policy:

Nebraska's Good Samaritan Law (LB439) provides minors (under 21 years of age) limited legal immunity if they call for medical assistance, remain on the scene, and cooperate with

law enforcement. The law does not provide protection for acts of sexual violation, threats, assaults, fake identification use, procuring for minors, harassment or hazing and other violations not named.

Student health and safety are the primary concerns of the College of Saint Mary community. College of Saint Mary's Good Samaritan Policy ensures students that seek assistance for an intoxicated individual and others will not be subject to university disciplinary action with respect to the CSM alcohol policy. (This policy does not preclude disciplinary action regarding other violations of university standards, such as: causing or threatening physical harm, sexual assault, vandalism of College property, harassment, hazing, or any other policy violations not named. Additionally, this CSM policy does not prevent action by city, county, or state authorities.) Safety and Security Officers, other CSM staff, or Resident Advisors will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students' well-being. Other information may also be recorded to allow any other appropriate follow-up.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Severe or repeated incidents will prompt a higher degree of interest. Failure to complete recommended follow-up will result in a student being referred to the student conduct process. Likewise, groups or organizations involved in an incident must agree to take recommended steps to address medical concerns.

D. Notice of Alleged Violation

When a student has been accused of violating a College policy or the *Code of Conduct*, a hearing officer will be assigned to the incident. In the event of multiple students' alleged involvement, the same hearing officer will work with all parties. Usually within 10 business days, the hearing officer will contact the respondents via CSM e-mail to set up a time to meet with each of the students. At the time of this contact, the respondents will be notified of the Code of Conduct or College policy they are accused of having violated as well as the date, time, and location of the incident. Additional resources for learning more about the policies will be noted in the contact letter.

Most notices of alleged violation will contain information about a meeting that has been set up in advance between the responding student and the hearing officer. If the responding student needs to select a different meeting time, he/she must notify the hearing officer via CSM e-mail a minimum of 24 hours prior to the meeting to reschedule.

E. Formal Conduct Hearing

This meeting is intended to be an educational discussion that allows students the opportunity to learn more about expectations of the College community and how to foster good citizenship. This meeting will also serve to gather information regarding the alleged incident. At the start of the meeting, the hearing officer will offer an explanation of the student conduct process prior to beginning conversation about the alleged incident.

All meetings are closed and neither the College nor the student(s) are permitted to bring attorneys to student conduct meetings.

Witnesses may be permitted if it is believed that the witness personally observed, or has direct knowledge of, information relevant to the incident. Character witnesses are prohibited. The hearing officer reserves the right to determine whether witness commentary will be permitted. Students wishing to have a witness' statement considered must notify the hearing officer prior to the hearing, and the hearing officer will be responsible for setting up a meeting between the hearing officer and the witness. Witnesses may not be brought to a responding student's hearing.

If the responding student fails to appear for a scheduled hearing and does not attempt to reschedule the meeting, the hearing officer may make a determination regarding the student's responsibility based on the information available (including, but not limited to, incident reports, formal complaints, information presented by others involved, etc.) and may impose sanctions as a result of violations. If a student does not attend the hearing, the student forfeits his/her right to appeal the decision.

F. Alternative to Formal Hearing

In the case of first-time alleged conduct violations, the hearing officer may opt to send the responding student a letter that serves as a reminder of the College policy in lieu of a formal hearing. Within this letter, the alleged violation, date of alleged violation, time of alleged violation, location of alleged violation, and an explanation of the College policy will be presented. The responding student will be granted the opportunity to opt for a hearing, and must do so prior to the date listed in the letter, usually 5 business days. A student's choice to not respond to the letter will be interpreted as acceptance of the written warning, and the written warning will be documented as the sanction for a finding of "responsible."

G. Determination of Responsibility

Following the student conduct meeting, the hearing officer will take into consideration all information in the case including, but not limited to, students' previous conduct records, conversation and statements during hearings, written complaints, incident reports, witness statements, and other relevant information. No decisions regarding any of the responding students will be made until all parties conduct meetings have concluded. After review of this information, the hearing officer will make a determination to:

- 1) Find the accused student was not responsible for a violation of the *Code of Conduct* or College policies.
- 2) Find the accused student was responsible, more likely than not, for violating the *Code of Conduct* or College policies.

Regardless of outcome, each responding student will be contacted via CSM e-mail to be notified of the decision, usually within five business days.

If responsible, the hearing officer will outline relevant sanctions that a responsible student must complete. An explanation of the sanction, including a timeline for completion, will be presented.

Notes and statements recorded as a part of the student conduct meeting are the property of the College. Student conduct records are maintained for a period of seven years.

H. Conduct Sanctions:

One or more of the following sanctions may be imposed upon any student for any single violation of the *Code of Conduct*:

Educational Sanctions

1. Apology: A written or oral apology to a person or group affected by the actions of the student.
2. College Service: For a student or organization to complete a specific supervised College service.
3. Educational Programs: Requirement to attend, present, write, and/or participate in a program related to the violation.
4. Online Course: For cases involving alcohol or marijuana, CSM partners with 3rd Millennium Classrooms to offer an online course that teaches more about these substances. The student will be responsible for the \$35 course fee, paid directly to the 3rd-party provider.
5. Referral: Hearing officer may refer a student to counseling or another appropriate community resource.

Administrative Sanctions

1. Warning: An official written notice that the student has violated CSM policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at College of Saint Mary.
2. Restitution: Compensation for damage caused to the College or any person's property. This could also include situations such as failure to return a space to proper condition—labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property damaged, consumed, destroyed or stolen.
3. Fines: Reasonable fines may be imposed.
4. Holds: A hearing officer may issue a hold to a student's account with the college if terms of a sanction are not completed by the stated deadline. These holds may result in a student's inability to register for classes, apply for on-campus housing, or receive transcripts.
5. Loss of Privileges: The student will be denied specified privileges for a designated period of time.
6. Confiscation of Prohibited Property: Items whose presence is in violation of College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Associate Dean of Students or Director of Residence Life.
7. Exclusion: Student may be excluded for a definite or indefinite period of time from all or a portion of College premises, property, buildings, or residence areas, which would be specifically outlined in the sanction.
8. Restriction of Visitation Privileges: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
9. No Contact Directive: Prohibits contact in any form or capacity (written, face-to-face, electronic, etc.) with a stated person or persons.
10. College Probation: The student is put on official notice that, should further violations of College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed at the discretion of the hearing officer.

11. Social Probation: The student is deemed “not in good standing” with the College for a specified period of time. Specific limitations or exceptions may be granted by the Associate Dean of Students or his/her designee. Terms of this sanction may include, but not be limited to:
 - a. Ineligibility to hold any office in any student organization recognized by College or hold any elected or appointed leadership position at the College; or
 - b. Ineligibility to represent the College to anyone outside the College community in any way including: participating in the student abroad program, attending conferences, or representing the College at an official function, event, or intercollegiate competition as a player, manager, or student coach, etc.
12. College Suspension: Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. If residential, the student is required to vacate the campus within 24 hours of notification of the sanction, though this deadline may be extended at the discretion of the Director of Residence Life. During the suspension period, the student is banned from College property, functions, events, and activities without prior written approval from the Associate Dean of Students.
13. College Expulsion: Permanent separation from the College. The student is banned from College property and the student’s presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action if necessary. This sanction will be noted as a Conduct Expulsion on the student’s official academic transcript.

Residency Sanctions

1. CSM Housing Reassignment: Reassignment to another CSM housing assignment. Residence Life personnel will decide on the reassignment details such as location, timeline for move, etc.
2. Residence Hall Probation: Official notice that, should further violations of Residence Life or College policies occur during a specified probationary period, the student may immediately be removed from CSM residence halls. Regular probationary meetings may be imposed at the discretion of the hearing officer.
3. Removal from CSM Residence Halls: Removal from CSM housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to College housing may be specified. Under this sanction, a student is required to vacate College housing within 24 hours after notification of the action, though this deadline may be extended at the discretion of the Director of Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for College housing, the student must gain permission from the Director of Residence Life or his/her designee. This sanction may include restrictions on visitation to specified buildings or all College housing during the suspension. A residential student may be removed from college housing for no less than the remainder of the semester or for an indefinite period of time. No refund for semester room/board will be granted.
4. CSM Housing Expulsion: The student’s privilege to live in, or visit, any CSM Residence Life structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary at the discretion of the Director of Residence Life.

The following sanctions may be imposed upon groups or organizations found to have violated the *Code of Conduct*

1. One or more of the sanctions listed above; or
2. Deactivation, de-recognition, loss of all privileges (including status as a College-registered group/organization), for a specified period of time. Specific instructions for reinstatement will be provided at time of sanction.

I. Parental Notification

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and other drug violations. Parental notification may also be utilized discretionarily by College officials when permitted by the Federal Education Rights and Privacy Act (FERPA) or consent of the student.

J. Notification of Outcomes

The outcome of a student conduct hearing is part of the education record of the responding student and is protected from release under FERPA, except under certain conditions.

As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or nonforcible sex offense, the College will inform the party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

FERPA defines “crimes of violence” to include:

- 1) Arson
- 2) Assault offenses (including stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and nonnegligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offense
- 10) Non-forcible sex offense

K. Failure to Complete Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the hearing officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or a hold being placed on the student’s account.

SECTION 7: Appeal Review Procedures

Any party may request an appeal of the decision of the hearing officer by filing a written request to the appropriate party as outlined below within 5 business days of when the notice of outcome was delivered, except in cases where the student chose not to participate in the initial hearing:

Original Hearing Officer:

Lozier Hall Director
Madonna Hall Director
Assistant Director of Residence Life
Director of Residence Life
Associate Dean of Students
Other

Appeal Officer:

Director of Residence Life
Director of Residence Life
Director of Residence Life
Associate Dean of Students
VP for Student Development and Success
VP for Student Development and Success or designee

Appeal requests are limited to the following grounds, which the student must address in the appeal letter in order to have the appeal considered:

1. A procedural error occurred that significantly impacted the outcome of the hearing; or
2. To consider new evidence, that was unavailable during the original hearing, which could substantially impact the original decision or sanction. A summary of this new evidence and its potential impact must be included.

The appeal officer will conduct an initial review to determine if the appeal request meets the limited grounds and was submitted in a timely manner. If it is determined that the appeal does not meet the requirements, the original findings and sanction will stand and the decision is final. The appeal officer will notify the student if the appeal will not be heard within 5 business days of the filing of the appeal.

When new evidence is presented, the appeal officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it will be reviewed by the appeal officer. For instances of appeals on procedural grounds, the appeals officer will make determinations in the case. The appeal officer may ask that the student schedule a meeting with him/her to discuss the appeal, or may determine that there is enough information to make a determination without an additional hearing. From the date of the submission of the appeal, the appeal officer usually responds to the appeal with either a final decision on the matter or a request to meet within ten business days.

The original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party to show clear error. The appeal officer will limit his/her review to the grounds presented. On reconsideration, the appeal officer may affirm or change the findings and/or sanctions of the original hearing. All decisions of the appeal officer are final. A student may not submit an appeal to the appeal officer's decision.

SECTION 8: Conduct Records

All conduct records are maintained by the College for seven years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

SECTION 9: Approval and Implementation

This revised *Code of Conduct* was approved on July 18, 2017, by Senior Leadership Team, and implemented on August 10, 2017.

The College of Saint Mary *Code of Conduct* is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

Complaint Processes

In the spirit of providing our students with a quality education and offering an appropriate array of support services to the community, College of Saint Mary has taken steps to create an accessible complaint process.

The complaint procedures have been established to address concerns that arise within the University community. In addition, the University has a federal obligation to track student and stakeholder complaints to help us monitor the quality of our operations and services.

Informal Complaint Process

A complaint is defined as occurring when an individual believes that any decision, act or condition affecting them is illegal, unjust or creates unnecessary hardship.

When an individual encounters a problem on campus or feels there has been unfair treatment, he/she should first try to resolve the issue informally with the faculty, staff or department personnel directly involved. Many issues can be resolved by making an appointment to appropriately discuss the concern.

If a complaint is not resolved through this action, the individual should contact the supervisor, program director or Associate Dean. For some types of complaints, CSM has established complaint procedures. In those cases, the procedures found in those policies will be followed. University personnel will be able to help identify these types of complaints and direct to individual to the appropriate policies and procedures.

College of Saint Mary seeks to resolve all complaints in a timely and effective manner.

Formal Complaint Process

If an individual cannot find a resolution for the concern informally, a formal complaint can be submitted. The intention is to provide a procedure whereby complaints are processed promptly and resolved fairly. Individuals will submit a formal complaint using the [Online Formal Complaint Form](#). The complaint will be forwarded to key individuals who will address the concern and communicate with the individual who submitted the formal complaint.

Damage or Theft

College of Saint Mary is not responsible for the theft, destruction, or other loss of or damage to the property of the student. (See Code of Conduct.) Purchase of personal insurance is encouraged.

Delinquent and Past Due Student Accounts

Students are expected to keep their financial accounts with the University current.

Past Due Student Accounts

The definition of a past due student account is any account which has not received a payment within five (5) days of the required due date. The college will place a financial hold on the student's account. The hold will remain until the past due payment plus the late payment charge is paid in

full. Financial hold status will preclude the student from receiving any diploma or transcripts, and will not permit the student to register for additional courses until such time that the amount in arrears is paid in full. Each month the college will send each such student an itemized statement of the balance that is past due.

Delinquent Student Accounts

If a balance remains following the conclusion of the current semester, the account is considered delinquent and the University will transfer the student account to delinquent status. An attempt will be made to collect the amount due or make appropriate payment arrangements. Payment arrangements will require a new promissory note to be signed and all payments to be made by automatic monthly bank debit. If a student has not made payment arrangements after the delinquency procedures, the account will be placed with a collection agency and reported to the credit bureau.

Email Use Policy

College of Saint Mary's (CSM) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to CSM's established culture of openness, trust and integrity. CSM is committed to protecting our community from illegal or damaging actions by individuals, either knowingly or unknowingly. Because email services are provided to administration, faculty, staff and students in support of the College of Saint Mary's mission, only CSM administration, faculty, staff, and students are allowed to use the CSM email system. Furthermore, it is the purpose of this policy to ensure adequate availability of email services for all users.

This policy covers appropriate use of any email sent from a CSM email address and applies to all students.

The CSM email system shall not to be used for the creation or distribution of any disruptive, pornographic or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, religious beliefs and practice, political beliefs, or national origin. Students who receive any emails with this content from any CSM student or employee should report the matter to the Institutional Technology department immediately.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use of the Email system.

1. Introduction of malicious programs into the network or server.
2. The use of the Email system shall not result in financial gain for the student.
3. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

CSM students shall have no expectation of privacy in anything they store, send or receive on the CSM email system. College of Saint Mary may monitor messages without prior notice upon request and with authorization of the President or any Vice President. CSM is not obliged to monitor email messages.

Email accounts will remain active up to 90 days following separation, or graduation from College of Saint Mary.

It is the student's responsibility to check her CSM Email account on a regular basis. It is also the student's responsibility to regularly maintain her mailbox size and stay below the mailbox limit of 75 MB. Exceeding this soft storage limit will result in an inability to send messages from the account. A warning is provided to the student prior to reaching this mailbox limit. A hard limit will be placed at 200 MB. Exceeding this hard limit will result in an inability to send or receive messages using this account. It is the student's responsibility to make and/or retain their email backups.

It is the student's responsibility to protect her password. If a password is forgotten or a student believes that the account may have been compromised, she should contact the IT Department to have the password changed. The student must supply proof of identity before a password will be changed. The proof of identity may be a photo ID supplied in person, or if over the telephone, information such as the student's Power Campus ID, birth date, etc., may be required before the password is reset. The student may also change her password while signed on any CSM computer. Under no circumstances will a person other than the student be allowed to change her password. See a member of the IT Department for assistance.

This policy and any revisions thereof will be communicated to all new students in an Email upon creation of the user's account.

Any student found to have violated this policy may be subject to disciplinary action, up to and including revocation of CSM email rights, revocation of network rights or termination.

Definitions:

Email – The electronic transmission of information through a mail protocol such as SMTP, MAPI, IMAP, etc. Typical email clients include Microsoft Outlook.

Forwarded email – Email resent from an internal network to an outside point.

Chain email or letter – Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

Spam – Unauthorized and/or unsolicited electronic mass mailings.

Network Acceptable Use Policy

College of Saint Mary's (CSM) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to CSM's established culture of openness, trust and integrity. CSM is committed to protecting our community from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail or messaging, and Internet browsing, are the property of College of Saint Mary. Effective security is a team effort involving the participation and support of every CSM student and employee who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. The purpose of this policy is to outline the acceptable use of computer equipment, software, or all Internet/Intranet/Extranet-related systems owned or operated by CSM and by students that use the College of Saint Mary's data networks. These rules are in place to protect the students, faculty and staff as well as CSM. Inappropriate use exposes CSM to risks including virus attacks, compromise of network systems and services, and legal issues. This policy applies to students and employees wishing to participate in network related activities on the data networks at College of Saint Mary including all personnel affiliated with third parties. While CSM's network administration desires to provide a reasonable level of privacy, users should be aware that administration cannot guarantee the

confidentiality of information stored on any network device connected to CSM's network. Students are responsible for exercising good judgment regarding the reasonableness of personal use. For security and network maintenance purposes, authorized individuals within CSM may monitor equipment, systems and network traffic at any time. College of Saint Mary reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy. The following activities are, in general, prohibited. Students may be exempted from these restrictions for legitimate academic purposes as long as the environment is physically or logically isolated from all other routable networks (e.g., a Business Information Systems classes may have a need to port scan a host on the student network). Under no circumstances is a student or employee of College of Saint Mary authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing CSM owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use. The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the student.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which CSM or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and friends.
6. Using the CSM network to actively engage in procuring or transmitting material that is in violation of discrimination or harassment laws, including sexual harassment laws, and/or in violation of CSM's policy.
7. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
8. Port scanning or security scanning is expressly prohibited unless prior notification to Institutional Technology is made.
9. Executing any form of network monitoring which will intercept data not intended for the student's host.
10. Circumventing user authentication or security of any host, network or account.
11. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
12. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
13. Providing unauthorized private information about, or lists of, those affiliated with CSM (current or past students, employees, donors, etc.) to parties outside College of Saint Mary including distribution groups or other information specifically intended for the exclusive use of CSM.

14. Disclosing information and/or opinions posted to private forums, discussion boards, and Email or classroom discussions without prior expressed consent.
15. All users of network resources are required to logon to the workstations using the credentials supplied at the time of the account's creation. Any anonymous logons must be limited to guest privileges.

Wireless Communication Policy

This policy prohibits access to College of Saint Mary (CSM) networks via unsecured wireless communication mechanisms. Only wireless systems that meet the criteria of this policy are approved for connectivity to College of Saint Mary's networks.

This policy covers all wireless data communication devices (e.g., personal computers, cellular phones, tablets, etc.) connected to any of College of Saint Mary's internal networks. This includes any form of wireless communication device capable of transmitting packet data. Wireless devices and/or networks without any connectivity to College of Saint Mary's networks do not fall under the purview of this policy.

All wireless Access Points / Base Stations connected to all internal networks must be approved by the Chief Institutional Technology Officer. These Access Points / Base Stations are subject to periodic penetration tests and audits. All wireless LAN access must use CSM-approved vendor products and security configurations. All computers with wireless LAN devices must utilize a CSM-approved encryption configured to route all unauthenticated and unencrypted traffic to a separate logical network from our production network. To comply with this policy, all implementations must support and employ strong user authentication which checks against an external database such as RADIUS, Active Directory (Windows Internet Authentication Service) or something similar. Furthermore, each user is required to use the user account that has been assigned him or her. Under no circumstances shall generic logons be allowed to gain access to the network through wireless means.

The SSID(s) shall be configured so that it does not contain any identifying information about the organization, such as the company name, division title, employee name, or product identifier. Any student found to have violated this policy may be subject to disciplinary action, up to and including expulsion. Any employee found to have violated this policy may be subject to disciplinary actions up to and including termination.

Explosives, Firearms and Weapons

The following actions and behaviors are prohibited at College of Saint Mary or at University-sponsored events.

Possession of explosives, dangerous chemicals, and weapons including, but not limited to: firearms, bows and arrows, sling shots, hunting and other knives, blowguns, BB guns, pellet guns, air soft guns, Tasers, etc.

All faculty, staff, students and all other persons visiting campus are prohibited from carrying a weapon of any kind, including a concealed weapon, onto College of Saint Mary property or into any College of Saint Mary facility.

A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Code of Conduct. Further, CSM may contact the appropriate law enforcement agency if it learns that a student has violated or is violating

the policy. The student may also be subject to arrest. If a student believes that a fellow student intends to or has brought a weapon or a concealed handgun onto the premise the student should alert the Safety and Security Department (402-670-8848) or by dialing “1” on any campus phone or by contacting Student Development and Success at 402-399-2422.

Financial Aid Requirements

Satisfactory Academic Progress Requirements

To maintain eligibility for all types of financial aid, satisfactory progress toward completion of a degree must be maintained on qualitative and pace standards while students attend College of Saint Mary. Satisfactory Academic Progress (SAP) review is completed annually at the end of spring term and/or at the end of summer term, if the student receives financial aid for summer enrollment. SAP requirements for financial aid recipients are defined below.

Qualitative standard

- At the end of each SAP review period:
 - Undergraduate degree or certificate-seeking students must maintain a cumulative grade point average (GPA) of at least 2.0
 - Graduate degree-seeking students must maintain a cumulative GPA of at least 3.0
 - Repeated coursework is allowed, according to the CSM Academic Catalog, for C, D, and F grades. The highest CSM grade earned will be used by the Registrar’s Office to calculate cumulative GPA.

Pace standards

- Degree or certificate-seeking students must successfully complete at least 67% of the cumulative credit hours attempted at the end of each SAP review period.
 - To earn hours at CSM, one must receive a grade of A, B, C, D, P, or SA. All other grades do not earn hours.
 - Classes from which a student withdraws after the drop/add period count as attempted but not earned hours. Withdrawing from classes after the drop/add period will negatively affect students’ ability to satisfy the hours earned standard.
 - Credits accepted for transfer to the student’s current program count as both attempted and earned hours.
 - For repeated coursework taken at CSM, both the repeated and the original attempt count as attempted credit hours, while only successfully completed courses will count as completed.
 - Classes with an incomplete grade will count as attempted but not earned hours until the grade is confirmed and then will count as attempted and earned hours, if a passing grade is earned.
- Students may not exceed 150% of the program requirements measured in credit hours attempted. For example:
 - Students working toward a Bachelor degree requiring 128 credit hours may not exceed 192 attempted credit hours.
 - Students working toward an Associate Degree requiring 64 credit hours may not exceed 96 attempted credit hours.
 - Students working toward a Certificate requiring 44 credit hours may not exceed 66 attempted credit hours.

Financial Aid Ineligibility

Students not maintaining satisfactory progress according to Qualitative and/or Pace Standards at the time of SAP review are no longer eligible to receive any federal, state, or institutional financial aid. While ineligible, a student will need to make other payment arrangements for any CSM credits.

Financial Aid Appeals & Financial Aid Probation

Students who are ineligible may appeal to request a Financial Aid Probation semester or term. Financial Aid Appeals include, a written request detailing the extenuating circumstances which led to failure to meet SAP, documentation of these circumstances, a graduation plan, and an explanation of what has changed to allow the student to meet SAP in the future. The request for Financial Aid Probation will be reviewed and a written response will be provided to the student. Extenuating circumstances may include, but are not limited to, serious illness or injury, death in the immediate family, or other special circumstances beyond the student's control. For students on Financial Aid Probation, SAP will be evaluated at the end of each semester or term according to the terms of their Financial Aid Probation. Failure to meet SAP requirements set forth by their Financial Aid Probation will result in financial aid ineligibility.

Financial Aid Reinstatement

Students who are ineligible or have been granted a Financial Aid Probation term may reestablish eligibility by taking CSM classes which bring the cumulative GPA back to 2.0 or above and successfully complete 67% of credit hours attempted. A student may request in writing that financial aid eligibility be reinstated. If financial aid ineligibility is due to reaching the maximum time frame of 150%, financial aid eligibility cannot be reinstated without an approved appeal. Reinstatement establishes eligibility for federal and state financial aid. Institutional aid will be reinstated at the minimum academic scholarship amount.

Mid-Year Grade Review

The Financial Aid Office reviews academic records at the end of each semester or term that a student receives financial aid. Students with a cumulative GPA below 2.0 and/or have not completed 67% of the cumulative credit hours attempted at CSM will be notified that they are in danger of becoming ineligible for financial aid at the subsequent SAP review. Academic records are not reviewed mid-year relating to the maximum time frame of 150% of the program requirements.

Students who have questions about the satisfactory academic progress policy for financial aid recipients or any of the procedures may contact Financial Aid at (402) 399-2362 or finaid@csm.edu.

Return of Title IV Funds

Students who receive Title IV financial aid (Federal Pell grant, Iraq and Afghanistan Service Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), TEACH Grant, and/or William D. Ford Federal Direct Loans) are subject to federal refund calculations if the student completely withdraws from College of Saint Mary or ceases attendance in all classes during the enrollment period. For all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period.

The withdrawal date is considered to be the date of official withdrawal. If the student does not officially withdraw, the withdrawal date is considered to be the midpoint of the payment period

unless documentation exists in the financial aid office that the student attended through a later date. If this is the case, the last date of attendance will be used for the refund calculation.

The refund amount is determined using Return of Title IV Funds calculation in CSM's PowerFAIDS software. Return calculations are done based on US Department of Education requirements. If you received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. CSM will return any unearned Title IV funds it is responsible for returning as soon as possible but no later than 45 days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 days of that date. The following is the calculation process performed by Return of Title IV funds in PowerFAIDS.

- 1) Determine institutional charges (institutional charges include tuition; it includes room and board only if the student is living on campus).
- 2) Determine the amount of Title IV financial aid received and subject to return.
- 3) Calculate the percent of payment period completed by dividing the number of days attended by the total number of days in the payment period.
- 4) The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period (as determined in step three), you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of your payment period, you earn all the assistance that you were scheduled to receive for that period.
- 5) If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. This occurs in very rare cases. If your Post-withdrawal disbursement includes loan funds, you must give your permission before loan funds can be disbursed. Your Post-withdrawal disbursement of grant funds may automatically be used for tuition and room and board charges.
- 6) The *percent* of unearned Title IV aid is calculated by subtracting the percentage of earned Title IV aid (step four) from 100%. The *amount* of unearned Title IV aid is calculated by multiplying the amount of Title IV aid received and subject to return (step two) by the percentage of unearned Title IV aid. The amount of unearned Title IV aid must be returned.
- 7) If you receive excess Title IV aid that must be returned, CSM must return a portion of the excess equal to the lesser of either your institutional charges (step one) multiplied by the percentage of unearned Title IV aid (step six), or the entire amount of excess funds. Any refund amount is applied in the following order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Direct PLUS Loan (Graduate Student), Direct PLUS Loan (Parent), Federal Pell Grant, Federal SEOG, and TEACH Grant.
- 8) Title IV aid returned by CSM will likely result in a balance due on your CSM student account for which you must make satisfactory repayment arrangements with the Express Center.
- 9) If CSM is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a Parent PLUS Loan) repay in accordance with the terms of the promissory note. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the

unearned grant funds. This occurs in very rare cases, most of the time, CSM is required to return the grant and/or loan funds (steps seven and eight).

The College of Saint Mary refund policy is a separate policy which pertains to refunds of tuition after withdrawal and applies to CSM students not receiving Title IV aid as well.

Fire Evacuation Plan

If a fire alarm sounds, the Omaha city fire department and Safety and Security will be responding to the affected building. Every building on campus, including the residence halls, are connected directly to Safety and Security by electronic monitoring. If you notice a fire in your building, you should still contact both the Safety and Security department at 402-670-8848 and 911 for Omaha fire.

When a fire or other evacuation alarm sounds, every person must follow these procedures:

- Take your keys and CSM ID with you, if you have time and is safe for you to do so.
- Carefully and calmly exit via the closet fire exit route.
- **DO NOT USE THE ELEVATORS.**
- Check each door for heat or hazard prior to opening. If your door feels hot or the exit path is hazardous, remain in the building.
- If there is a designated fire exit through your window, use it.
- Leave the room door closed.
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- If you notice that individuals cannot negotiate the exit, move them laterally away from any obvious danger to a safe place.
- Persons with disabilities, such as those who cannot walk or must be assisted down the stairs, may elect to remain in the building until emergency personnel arrive.
- Report the status and location of anyone remaining in the building to campus responders (Safety and Security) and public officials (Police, Fire). Repeat this message often.

Stay together at a safe distance (100 yards, upwind) from the building until Campus Safety and Security indicates you can return to the building.

In The Event of a Fire:

If you notice a fire: Alert others in the immediate area and activate the nearest fire alarm on your way out of the building.

- Call 911 and state that you wish to report a fire. (You do not need to dial 9 first) State your name, building name, street address (7000 Mercy Road), street intersection (72nd Street and Mercy Road), office number, location of fire, extent of fire, and your telephone number. Then call Safety and Security by dialing “1” on campus phones or on your cell phone at 402-670-8848.
- Do not fight a fire if you have not been trained or are unsure about what type of fire extinguisher to use. Most portable extinguishers are appropriate for only small contained fires, such as a fire in a wastebasket.
- Remember to never fight a spreading or growing fire and never block your escape.
- Close doors to help prevent the fire from spreading.
- Advise emergency personnel about the size and location of the fire.
- Do not re-enter a building that is on fire.

- Advise emergency personnel if you know that someone is in the building.

The Alarm May Not Sound Continuously:

- If by some chance the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- Leave the building and move at least 100 yards up wind away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter the building until given the all-clear from the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make him/herself available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

Evacuation Procedures

The evacuation procedures shall be as follows:

1. Never Ignore a Fire Alarm!
2. It shall be the responsibility of every person to immediately leave campus buildings whenever the fire alarm is activated or a fire emergency exists.
3. All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.
4. Feel the door from top to bottom
 - If hot, Stay calm and do not open door, see tips below for if you are trapped.
 - If door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present. If clear, exit via nearest stairwell. Stay low if smoke conditions exist.
5. If you encounter heavy smoke in stairwell, go back and use an alternate route.
6. Never use an elevator during a fire.
7. Once outside of building go directly to a safe assembly point
 - **100 yards, upwind away from the building**
 - Keep away from power lines, poles, gas lines

If You Are Trapped

- Stay calm. There are many things you can do to protect yourself.
- If possible, go to a room with an outside window and use a flashlight or light to get people's attention.
- Close the door between you and the fire. Stuff the cracks around the door with towels, rags, or bedding and cover vents to keep the smoke out of the room.
- Use your cell phone or a land line to call the fire department and tell them exactly where you are. Do this even if you can see fire trucks on the street below.
- Wait at window and signal for help with a flashlight, if you have one, or by waving a sheet or other light-colored cloth.
- Be patient. Rescuing all the occupants of a residence hall can take some time.

Do Not Jump from the Room - Any rescue attempts will be made by the Fire Department.

If You Are On Fire:

- **Stop, Drop, and Roll** - If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.



Using a Fire Extinguisher

If a slight fire seems controllable, instantly contact the Omaha Fire Department and Safety and Security Department at CSM. Never try to fight even a small fire until the alarm system has been activated, evacuation has begun, and the fire department has been called. Then only if you have been trained, promptly direct the charge of the fire extinguisher toward the base of the flame. Ideally you should have one person make the emergency phone calls while the trained person uses the fire extinguisher. When using an extinguisher, always have a clear escape route at your back. If the fire doesn't die down immediately or starts to spread, leave at once.

Multi-purpose ABC fire extinguishers are located throughout all the university buildings and residence halls for use by trained persons on most types of small fires.

When using a fire extinguisher use the P.A.S.S. method:

- P** - Pull the pin.
- A** - Aim.
- S** - Squeeze the trigger.
- S** - Sweep the fire.

From a safe location (Assembly point) call 911 and be prepared to give:

- Building Name
- Floor
- Room Number
- Type of Incident

Responding to Residence Hall Fires

Safety and Security staff will respond and perform the following steps when responding to fire alarms in a Residence Hall:

- Safety and Security Officer (s) will proceed to the fire alarm panel and determine where the alarm originated.
- Safety and Security Officer (s) will then proceed to the area of origin to determine if there is a fire or what set off the alarm. If at any time, a real fire is suspected or confirmed, Campus Safety and security will again call 911 and make sure everyone has finished evacuating the building.

- If there is no apparent cause or the cause of the alarm is contained, Safety and Security Officer (s) will notify Residence Life Staff appropriately. Safety and Security Officer (s) will then reset the fire alarm panel and silence the alarm

Residence Life Staff will respond and perform the following steps when responding to a fire alarm in a Residence Hall:

- During an alarm or actual fire emergency, staff will carry out agreed-upon protocols, knocking on doors to awaken sleeping residents. But never putting themselves in danger.
- CSM Students still in a room are required to vacate immediately.
- CSM Students who refuse to vacate the room or who are found to be hiding somewhere in the room, will be held accountable for their actions and sanctioned accordingly by the appropriate CSM Judicial Hearing (at a later date).
- CSM Students should not wait for Residence Life Staff or Safety and Security to come to their room. Each resident is expected to provide for their own safety.
- At no time are Residence Life Staff allowed to place themselves at risk. Staff members are required to vacate a building immediately if their own safety is in jeopardy.
- Once procedures have been completed, exit the building and direct residents 100 yards, upwind away from the building and continue crowd control.

After the “All Clear” signal is given by either the Fire Department or Safety and Security, allow CSM Students to enter the hall. This signal must come from a member of the fire department or the professional Residence Life staff member.

In the event of a residence hall fire, an academic building will be opened by Safety and Security personnel to provide shelter until the building is either deemed safe to re-enter or temporary living arrangements can be made.

Fire Watches

Whenever it is brought to the attention of Safety and Security or Residence Life Staff that the fire alarm or sprinkler system is inoperable or has been placed out of service, a fire watch shall be established.

- Responsible personnel (safety and security department) shall be assigned to the fire watch.
- The entire building shall be toured at least twice during each hour of the fire watch.
- A log sheet will be completed by the officer assigned to fire watch.
- The fire watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.

2015-17 Fire Stats

2017- Campus Housing Fire Statistic Report	Arson	Mechanical	Electrical	Act of Nature	Smoke Investigated	Other	Treated Injuries	Death	Property Damage
Lozier Hall	0	0	0	0	0	0	0	0	0
Madonna Hall	0	0	0	0	0	0	0	0	0
Maryview	0	0	0	0	0	0	0	0	0

2016- Campus Housing Fire Statistic Report	Arson	Mechanical	Electrical	Act of Nature	Smoke Investigated	Other	Treated Injuries	Death	Property Damage
Lozier Hall	0	0	0	0	0	0	0	0	0
Madonna Hall	0	0	0	0	0	0	0	0	0

2015- Campus Housing Fire Statistic Report	Arson	Mechanical	Electrical	Act of Nature	Smoke Investigated	Other	Treated Injuries	Death	Property Damage
Lozier Hall	0	0	0	0	0	0	0	0	0
Madonna Hall	0	0	0	0	0	0	0	0	0

Health Insurance Requirement

The University recognizes that good health is essential for any student to achieve her educational objectives. It is important that all students have access to health care services while attending the University.

Full Time Students

CSM ***strongly recommends*** that all students have comprehensive health insurance for the entire academic year. Students who are not covered by a health insurance plan are strongly encouraged to enroll in one of the medical insurance plans offered by Blue Cross & Blue Shield of Nebraska.

Information on these plans can be found at: <https://www.nebraskablue.com/>.

International Students

It is especially critical that international students have access to health care services in the United States, since it may be impossible for an international student to travel to her home country in the event of a health emergency due to illness or accident. Accordingly, the College requires that all international students be covered by a health insurance plan that will pay for health care services rendered by health providers in the United States, as well as covering repatriation of remains back to the international student's home country in case of death. International students may meet this requirement by:

- Providing the College a certificate of insurance coverage evidencing coverage for health care services rendered in the United States. Such certificate shall be a condition of admission to the College. The certificate must identify the duration of the insurance coverage (e.g. beginning and ending dates of coverage). If coverage expires while the student is attending the College, a new certificate of insurance must be provided in the same manner to the Student Development and Success Office, or the student will not be allowed to register for classes in subsequent semesters.
- Companies who provide this type of insurance include:
 - International Student Insurance – www.internationalstudentinsurance.com or 877-758-4391
 - HTH Worldwide – www.hthstudents.com (Plan name: Global Student USA)
 - ISO – www.iso.org
 - IMG – www.imglobal.com

Hoverboards

Safety is the responsibility of the entire College of Saint Mary community. Due to safety concerns, the University bans the possession of hoverboards (also known as self-balancing scooters or smart boards) on University campus and prohibits the use of these devices on campus grounds. This ban extends to any and all property owned, rented, leased, and controlled by College of Saint Mary. The University prohibits the use of any and all hoverboards devices on campus grounds due to the potential fire hazard that results from the device's lithium-ion batteries. While these devices elevate the risk of fire hazards on campus, they also raise University concern over the potential for injuries, including concussions, fractures, contusions, and internal organ injuries that may result from operating a hoverboard.

Identification Card

All students are encouraged to carry their CSM identification card at all times while on campus. The card allows for access to campus activities, the Lied Fitness Center, library services, entrances into the buildings Hixson-Lied Commons and Walsh Hall after hours. Campus safety and security officers as well as other persons in authority may request to see ID cards if it is needed to verify student status. ID cards may be obtained at the Campus Information Center. If an ID card is lost, the student should first go to the Express Center to pay the \$5 and bring the receipt with them to the Campus Information Center.

Immunization Requirements

College of Saint Mary requires that all students entering our University be immunized against measles, mumps, and rubella. As these are preventable and contagious diseases, CSM wants to prevent the possibility of an epidemic. All students must submit accurate immunization records to

Student Development and Success that show evidence of immunity to measles, mumps, and rubella. Submission of this record is mandatory, and failure to comply will result in future registrations being cancelled or restricted.

College of Saint Mary also reserves the right to deny access to campus facilities, including residence halls, if documentation of compliance has not been provided. Further, in accordance with public health recommendations, non-immune students may be excluded from the CSM campus in the event of an outbreak of any of these diseases. According to the recommendations of the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control (CDC), a student may demonstrate immunity to measles, mumps, and rubella in one of the following ways:

- Students born before January 1, 1957 are considered immune to Measles, Mumps, and Rubella.
- Documentation of a positive antibody titer proving immunity to Measles (rubeola), Mumps, and Rubella (German measles) is acceptable.
- Documentation of two doses of MMR vaccine separated by at least one month on or after the first birthday and after January 1, 1968, must be provided.

In addition to the above immunization requirement for all students, new residential students are required to receive one dose of the meningitis vaccine MCV-4 or submit records to indicate they have had one dose within the last five years. Certain academic programs may also require a physical examination and additional immunizations prior to acceptance into the program. Students should review any specific program requirements prior to beginning their course work at College of Saint Mary. All athletes are also required to submit a medical form. Athletes return completed forms to the Athletic department. International students are required to share proof of health insurance to Enrollment Services.

Students in the MLL residence program must provide immunization documentation for their child/children to the Director of Residence Life at the beginning of each semester (fall, spring, and summer).

Contact Student Development and Success at 402-399-2422 to obtain exemption forms to complete and return.

Medical exemptions can be demonstrated by having a licensed physician or nurse practitioner certify in writing that one or more of the required immunizations may be detrimental to the student's health or is otherwise medically contraindicated. The requirements will then be waived until such immunization is determined no longer detrimental or otherwise medically contraindicated. Students who have temporary medical exemptions will be kept on a separate listing and will be notified in writing of need to submit immunization records after the temporary medical exemption date. Medical exemptions will not be accepted for residents of Madonna Hall, due to institutional responsibility for the young /vulnerable population of children who reside in this hall.

Religious or personal exemptions will not be accepted.

Tuberculosis (TB) Testing

College of Saint Mary requires TB testing of any international student arriving from a location with an increased incidence of TB according to those identified by the American College Health Association (ACHA). Testing of high-risk students should be conducted in the United States, no sooner than 3-6 months prior to college entrance and should be completed by the beginning of

registration in their first semester. These test results must be turned in to the Student Development and Success office. Any student with a positive TST must undergo chest radiography and a medical exam, and follow treatment recommendations according to the results. To find a listing of countries with an increased incidence of TB, please go to this link on the ACHA's website:

http://www.acha.org/documents/resources/guidelines/ACHA_Tuberculosis_Screening_2017.pdf

Inclement Weather

If winter weather necessitates the closing of CSM for any duration of time, the following process will be followed:

1. No later than 6 a.m. (for day classes) or 4 p.m. (for evening classes), College of Saint Mary will post an appropriate text message on the CSM Alert System and an announcement on MyCSM.
2. College of Saint Mary will contact TV channels, KMTV 3, WOWT 6 and KETV 7 to ensure that CSM will be included in the reporting on the status of schools. Students may either use the Text Alert System, check announcements on MyCSM, or tune in to one or more of these TV stations for information on the status of the College, whether it is opened, closed or has a delayed start.
3. If you are not signed up for text alerts, please go to MyCSM and click on "CSM Alert" (located on the left side of the HOME page) to sign up. This will be the easiest way for you to know if CSM is closed due to weather.

If classes are not officially cancelled but roads are questionable, students should use their own judgment about driving to school. If a student decides not to try to drive although classes are not cancelled, the student should notify the instructor directly. If the University has not cancelled classes, the faculty member is expected to hold class. Any weekend classes cancelled for any reason are expected to be made up.

Medical Emergencies

In any emergency, it is important to stay calm and, if necessary, help keep others calm. If you come across someone who appears to be injured, remember:

- **DO NOT** approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- **DO NOT** move a seriously injured person unless they are in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.
- **DO NOT** bend or twist the injured person's body.
- **Please** contact Safety and Security at 402-670-8848 or by dialing "1" on any campus phone after calling 911. All Safety and Security Officers at CSM are trained in CPR/AED/First Aid, and are skilled to assist. Someone must remain with the student and, if possible, others should be asked to stand at the main entrance of the building to direct emergency personnel.

Please be prepared to give the 911 dispatcher the following information:

- Location of the emergency
- What happened?
- Number of persons injured
- Is the injured person conscious?

- Is the injured person breathing?
- Is there severe bleeding?

AED Location	Building
Hill-Macaluso Hall	1 st Floor near Gross Conference Center
Hixson-Lied Commons	Near Room 126
Lied Fitness Center	Lower level near Room 3
Lozier Hall	1 st floor near front desk
Madonna Hall	1 st floor near front desk
Mercy Hall	1 st floor near Room 112
Walsh Hall	1 st Floor near Chapel & 2 nd Floor Near Room 220

- If you are injured on campus, please contact Safety and Security so that an injury report can be filed.
- Please Contact Safety and Security to file an injury report if you're injured off campus during a CSM Event.
- It is the personal responsibility of each student to provide her own transportation for medical emergencies as well as for routine doctor appointments, dental appointments, etc. CSM employees cannot be responsible for transportation of medically ill students.
- Any expenses incurred are the sole responsibility of the student.

Medical Hardship Policy

College of Saint Mary recognizes that medical issues may make it necessary for a student to withdraw completely from all classes during a semester. If this situation occurs, the student should meet with the Director of Student Accounts to obtain information to develop a plan to manage the financial burden that may be incurred. If approved, this plan may allow her to re-take the same number of credits from which she withdrew with no additional tuition charge, provided these classes are taken during the same semester, and within one year of the withdrawal.

Documentation should be submitted to the Director of Student Accounts within two weeks of withdrawal. The Medical Hardship Committee will make the final determination about accommodations.

Missing Students Procedure

In compliance with the Missing Person Procedures 20 USC 1092 C (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Student Development and Success, and the Office of Security to investigate any report of a missing student who resides at College of Saint Mary. CSM's practice, procedures, and policy are as follows:

The term ***missing student*** shall refer to any College of Saint Mary student living on campus who is reported missing from her residence.

Upon check-in to the campus residence halls, all students will have the opportunity to identify an individual to be contacted by the University in case the student is determined to be missing. Students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in the furtherance of a missing person investigation may have access to this information.

- For students under the age of 18, that notification will be made to the student's parent or guardian within 24 hours of the time that the student is determined to be missing.
- Any notification to parents, guardians, or designated contacts will be made by the Vice President for Student Development and Success or Associate Dean of Students.

If a member of the CSM community has reason to believe that a student is missing, a report should be made to the Vice President for Student Development and Success at 402.399.2422 and/or tknudsoncarl@csm.edu; or the Associate Dean of Students at 402.399.2411 and/or vpetak@csm.edu, who will in turn notify the Office of Security. All possible efforts will be made to locate the student to determine her state of health and well-being through collaboration of the Division of Student Development and Success, the Office of Security and the missing student's friends and floor mates. Within 24 hours, a University official will call the emergency contact for this purpose on file in the student's confidential records to report the student missing.

If not located after 24 hours have passed, appropriate family members, associates or a University official will make a confidential official missing person report to the law enforcement agency with jurisdiction. The University will also contact the missing student's custodial parent or guardian. The Office of Security will cooperate with, aid and assist the primary investigative agency in all ways prescribed by law.

Social Media Policy

Overview

College of Saint Mary recognizes that social media sites have become important and influential communication channels for internal and external constituencies. To assist students in posting content and managing these sites, the University has developed a social media policy. This policy applies to students, faculty and staff, and must be used in connection with social media accounts directly associated with College of Saint Mary.

The purpose of using social media on behalf of College of Saint Mary is to support the University's mission, goals, programs, etc. CSM encourages students to use social media but reminds users that at any time they can be perceived as a spokesperson of the University. When using an officially recognized social media channel, you are representing College of Saint Mary.

Approval Process

Prior to establishing any social media directly representing College of Saint Mary, student organizations must receive permission from the Marketing & Public Relations Department.

Please follow these steps:

1. Permission from the Marketing & Public Relations Department – contact marketing@csm.edu.
2. Have a minimum of two administrators for each site – with one being the staff or faculty advisor. This requirement provides CSM access to the account in case of an emergency, changing of personnel or policy violations.
3. Review the Social Media Guidelines found on MyCSM's Campus Services tab for social media best practices.

Confidentiality

Confidential or proprietary information should not be shared publicly on these social media channels. Always exercise discretion, thoughtfulness and respect.

Review Process and Enforcement

Members of the Marketing & Public Relations Department will monitor content on CSM social media sites to ensure site administrators adhere to the social media policy. Any individual or student organization found to have violated this policy may be subject to disciplinary action. If you have any doubt about posting content, please consult the Director of Public Affairs and University Communications (Walsh Hall 296, ext. 2407).

Contact

To contact the Marketing & Public Relations Department please send an e-mail to marketing@csm.edu.

This policy will serve as an addendum to the *College of Saint Mary Rules of Conduct and Network Acceptable Use* policies.

Posting Policy

Several large bulletin boards and digital signs are available for general use by registered student organizations. All items to be posted on general campus bulletin boards and/or digital signs must be proofread by the sponsoring group or organization advisor. The sponsoring group or organization must be named on all posted flyers. Final approval must be given by the Director of Student Leadership & Organizations. Send flyers to kczerwiec@csm.edu.

It is the responsibility of the posting organization to remove all campus postings within 48 hours after the advertised event is over.

Flyers and posters should only be posted on bulletin boards. Requirements for the flyers/digital signs can be found on MyCSM under the Campus Services tab, then Marketing & PR.

- Flyers and posters should only be posted on bulletin boards. Nothing should be posted on wood doors, windows or painted surfaces.
- The Marketing & Public Relations Department retains the right and responsibility to remove any or all material that does not meet the quality standards of the institution and its image guidelines.

Printing Resources

College of Saint Mary recognizes the need of students to print and copy paper documents in the course of doing academic work. The University also recognizes its responsibility to promote responsible use of the printers and copiers on campus.

The purpose of this policy is to outline an appropriate cost structure for students who make use of College of Saint Mary's printing and copying facilities. These rules are in place to help promote ecological responsibility and reduce operational costs.

Students shall be given a standard number of prints on their campus card each semester based on the student's academic plan.

	Fall Semester	Spring Semester	Summer
Full Time Students	100	100	100
Part Time Students	50	50	50

Number of prints issued will not carry over to subsequent terms and can only be used for printing and copying services. At the end of each term all prints will be set to zero. New prints will be credited to the CSM Campus Card on the first day of each semester as described above to those students who have made the appropriate Semester Financial Arrangements (SFA) at the Express Center.

Once the initial number of prints have been used, students can add credit to the CSM Campus Card through self-service, the Campus Card Station located in the Hixson-Lied Commons (cash only), or at the Express Center (cash, check, credit card). Additional prints or copies are \$.05 per printed page.

Students may also request black/white or color copies and a small selection of finishes from the Copy Center by submitting a Print Request form. This form is found by selecting the Forms icon button located at the top of MyCSM, and following to the Quick Links banner on the lower right-hand side of the page. Once filled out, this form can be emailed directly to the Copy Center. Print requests are handled on a first-come, first-served basis with a 24 hour grace period from the time that the print request is sent until the print request is completed. Upon completion of the request, the student and the Express Center will be notified of the cost. Once the student has paid, the Express Center will notify the Copy Center and she is free to come pick up her copies.

Release of Records

CSM complies with the Family Education Rights and Privacy Act (FERPA). In compliance with FERPA, any student may personally inspect, review, and at the student's expense, have a copy made of her CSM records (except discipline record or another school's transcript). Where information regarding a student is commingled with that relating to other students, the student may receive an oral report of her own information only.

Listed below are all of the records presently kept by the University. A student wishing to examine any record should make a request from the appropriate administrator. Requests must be in writing; the record will be made available within 10 days.

STUDENT RECORD

Academic Record
Department Record
Discipline Record
Student Statement
Financial Aid Record
Graduation Checklist

ADMINISTRATOR

Registrar
Advisor/Program Director*
Student Development and Success
Financial Services
Financial Aid**
Academic Advisor

* Where a student has declared a major, the student should file a request with the program director or her advisor.

** Students may not examine any item revealing financial information about their parents.

In order to protect a student's right to privacy, the University will not make any personally identifiable records available without the student's written consent. However, records may be released to CSM officials, other schools where the student has applied for admission, certain government officials, and certain persons in connection with an application for financial aid. For

further information, see the Family Education Rights and Privacy Act in the Academic Catalog, online on MyCSM/Campus Services/Registrar's Office.

Transcripts may be requested using a form or requested on-line using the National Student Clearinghouse Service at <http://www.csm.edu/alumnae-friends/request-transcripts>. There is a small service charge for the National Student Clearinghouse services.

Reporting Emergencies

Crime Reporting:

College of Saint Mary encourages students and employees to report all crimes in a prompt and timely manner to the Safety and Security Department and/or the Omaha Police Department. If you are a student, you may report a crime to the either safety or security or the local police, seek internal college support, and/or pursue judicial sanctions. Safety and Security is available to all college community members, and will arrange a neutral meeting place for your initial meeting with the police and, if you wish, a representative of the College can accompany you. Once you report a criminal instance to the police, the college has no control over the investigation and the legal process that may result. To contact Safety and Security Department you can dial "1" on any campus phone or call 402-670-8848 on your cell phone.

When to call 911:

You should call 911 in ALL emergencies. You will also need to contact Safety and Security.

What is an Emergency?

An emergency is any immediate threat to life and/or property that requires an immediate response from police, fire or EMS. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, it is still ok to call 911 when an immediate response is needed.

When Reporting an Emergency:

- Stay on the line with the dispatcher.
- Provide the address, location, and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

Phone Numbers

The following numbers are provided for both emergency and non-emergency situations. Use of non-emergency numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TTY.

Department	Phone Number
Omaha Police, Fire, EMS (Emergency)	911
Omaha Police, (non-emergency)	402-444-4877
Omaha Fire/EMS (non-emergency)	402-444-5700
Safety and Security	402-670-8848

Criminal Activity

If you observe a crime in process or behavior that you suspect is criminal, immediately notify Safety and Security at 402-670-8848 or Omaha Police at 911.

Please be prepared to provide as much of the following information as possible:

- Where the activity is taking place? (building name or address)
- Where is it happening?
- What is the person doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?



DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information until Safety and Security or the police arrives.

Report things that are unusual or suspicious.

Required Residence Policy

All **First or Second-Year Full-Time Undergraduate Students under the Age of 21 ARE REQUIRED** to live in the residence halls unless they meet one of the following exemptions, have submitted the Required Residence Exemption/Exception Form and received approval from the Director of Residence Life one month before classes begin each semester.

Exemptions:

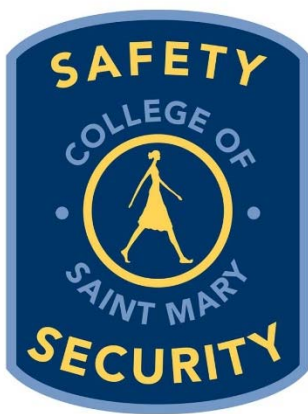
- Married or has dependents
- Junior status (60+ credit hours.) This does not include first or second year students who have transferred in college credit from high school.
- Students who are over 21 years of age
- Living at home with parents within a 40-mile radius of College of Saint Mary

First or Second-Year students who do not meet any of the above exemptions and want to request an **exception** from the Required Residence policy should complete the online Required Residence Exemption/Exception form and attach a typed letter of explanation and any necessary documentation. This form must be submitted by **July 12, 2019** for fall 2019 semester request or by **November 29, 2019 for the spring 2020** semester.

If the exception is not approved and the student wishes to appeal the decision, the appeal must be received by the Associate Dean of Students, in writing, within five business days of receiving the decision.

Any student who wants to request a medical exception from the Required Residence Policy should complete the Residence Life Medical Exception Form and return it to College of Saint Mary's ADA Coordinator as soon as possible so requests can be considered. This office is located in the Achievement Center.

- a) Students receiving room and board as part of a scholarship or grant **ARE REQUIRED** to live in the residence halls. Should scholarship or grant students receiving room and board funds choose to live off campus, they will forfeit the scholarship or grant dollars that fund room and board.
- b) **Full-Time Undergraduate Students** at College of Saint Mary have first priority for all on-campus housing.
- c) Campus housing is restricted to those full time students studying for undergraduate degrees at CSM. However, if a student completed her undergraduate work at CSM and is continuing on as a full time student for a graduate degree at CSM, she may live in the residence halls for the duration of her graduate studies, if space permits. This is only applicable for students who have been living on campus and are renewing the contract for the following year.
- d) Students who are over the age of 35 prior to August 1 of the contract year may not reside in the residence halls at College of Saint Mary.
- e) Criteria to reside at Maryview at the Villa:
 - Have a minimum overall GPA of 3.0.
 - Be at least a 3rd year student by the beginning of the semester in which the student wishes to reside in Maryview.
 - Must be in good conduct/social standing with the college (no disciplinary record).
 - Must not have a record of any failed health and safety checks during current and all prior academics years.
 - Be a current residential student at CSM.
- f) **All students living in the residence halls MUST participate in CSM's full board plan.**



Safety and Security

A trained Safety and Security officer is available 24/7 - 365 days a year. If you have any safety concerns, feel free to contact the department at 402-670-8848 (dial "1" if using a campus phone). If you desire a safe walk from a building or your vehicle, use the same phone numbers. College of Saint Mary completes and posts an ***Annual Campus Security and Fire Safety Report every October*** in compliance with Higher Education Act provisions for Campus Crime and Security reporting (Clery Act). Copies are available at <http://www.csm.edu/student-life/campus-living/campus-safety-and-security>.

Campus Safety Alerts

Timely Warnings

Purpose

The purpose of this policy is to state the College of Saint Mary Safety and Security Department's Procedure for Timely Warnings. Per the provisions of the *Jeanne Clery Disclosures of Campus Security Policies and Campus Crime Statistics*, the CSM Safety and Security Department must issue Timely Warnings to the Campus Community under certain circumstances. These circumstances are, but not limited to:

1. Murder and non-negligent manslaughter
2. Negligent manslaughter
3. Forcible and non-forcible sex offenses, including rape, sodomy, sexual assault with an object, fondling, statutory rape, and incest.
4. Robbery
5. Aggravated Assault
6. Burglary
7. Motor vehicle theft
8. Arson
9. VAWA crimes, which includes any incidents of domestic violence, dating violence and stalking.
10. Hate crimes which involve any of the above-mentioned offenses, and, in addition, any incidents of larceny-theft, simple assault, intimidation, and any other crime involving bodily injury, or destruction/damage/vandalism of property that were motivated by bias. Hate crimes will be reported by the following applicable category of prejudice: those crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity.
11. Arrest and referrals for disciplinary action for weapons (including carrying and possession); drug abuse violations, and liquor law violations.

And any other offense that the Director of Safety and Security designates which would be of benefit for the campus community. CSM will also publish an Annual Security Report or Statistics of all of the crimes mentioned above.

Procedure

In compliance with the Clery Act, the CSM Safety and Security Department and CSM will issue Timely Warnings to the campus community with information necessary to make informed decisions about their health and safety. This applies to all on campus property, public property, non-campus buildings or property. These are defined as follows:

On Campus; Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls and any building that is within or reasonably contiguous to the above, that is owned by the institution but is controlled by another person.

Public Property; All property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus Buildings or properties; Any building or property owned by or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The Timely Warnings shall be published and distributed by six methods;

1. A timely warning will be sent via text message to all members of the campus community.
2. The Timely Warning shall be sent via e-mail with the following in the subject line: "CSM Crime Alert – Nature of Incident" to all students, staff, and faculty. This shall be done by the individuals that have access to the CSM Alert Service: Safety and Security Director, the President, or a member of Senior Leadership Team.
3. Timely Warnings shall be posted on MyCSM.
4. Voice Message sent to campus phone lines.
5. Desktop alerts on all classroom computers.
6. CSM Safety and Security Twitter Account.

The Timely warnings will provide the following information if possible;

1. A succinct statement of the incident
2. The date which the alert was issued
3. Physical description of the suspects
4. Other relevant and important information

Unless stated, the timely warnings shall expire after two weeks. If necessary, the warnings may be extended for a longer period of time.

Copies of all timely warnings will be kept in the Safety and Security Office for up to seven years.

Emergency Notifications

The purpose of this policy is to state the College of Saint Mary Safety and Security Department's Procedure for Emergency Notifications. Per the provisions of the *Jeanne Clery Disclosures of Campus Security Policies and Campus Crime Statistics*, the CSM Safety and Security Department must issue an Immediate Emergency Notification to the Campus Community under certain circumstances. These circumstances are, but not limited to:

- Outbreak of meningitis, norovirus or other serious illness.
- Approaching tornado, or other extreme weather conditions.
- Earthquake.
- Gas leak.
- Terrorist incident.
- Armed intruder.
- Bomb threat.
- Civil unrest or rioting.
- Explosion.

Definition:

Emergency notifications are triggered by a far broader range of potential threats than a timely warning. An Emergency notification will be issued when there is any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus of College of Saint Mary.

This could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents, such as an outbreak of a communicable illness, an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities pre-identified by the institution in their annual Clery Act reports.

Policy:

Under Clery, CSM is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat, such as an approaching tornado as well as a fire in one of your buildings.

1. Emergency notification shall be sent via text message to all members of the campus community.
2. Emergency notifications shall be sent via e-mail and text message with the following in the subject line “CSM Emergency Alert!” to those subscribers of the CSM Alert service as well as those having CSM email accounts. This shall be done by the individuals that have access to the CMS Alert Service: Safety and Security Director, the President, or a member of Senior Leadership Team.
3. Will be posted on MyCSM.
4. Voice Message sent to campus phone lines.
5. Desktop alerts on all classroom computers.
6. CSM Safety and Security Twitter Account.

Emergency notifications will provide the following information if possible;

1. A succinct statement of the incident
2. The date which the alert was issued
3. Physical description of the suspects
4. Other relevant and important information

Copies of all Emergency Notifications will be kept in the Safety and Security Office for up to seven years.

CSM will also maintain a fire log that will be open for public inspection, in compliance with the Clery Act.

Crime Statistics

The crime statistics reported herein accurately reflect crimes occurring at College of Saint Mary, as defined by the Campus Security Act of 1990, and reported to the Vice President for Student Development and Success. CSM issues this report in the interest of its students, employees, and

prospective students, and meets the requirements of the Campus Security Act of 1990. Questions regarding this report should be directed to the Vice President for Student Development and Success at 402-399-2422.

Clery Act Statistical Information

A federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, establishes the requirements for collecting and reporting campus crime statistics. The classifications of crimes used in these reports are defined in the United States Department of Justice and Federal Bureau of Investigation Unified Crime Reports; or for sex offenses, the National Incident Based Reporting System. The College of Saint Mary Clery Reporting Officer is the Director of Safety and Security and works with not only the Safety and Security Department but with Student Development and Success, Residence Life, Judicial Affairs and Omaha City Police Department to compile an accurate account of campus crimes for the designated year.

The following is the report of statistics for years 2015 through 2017. The 2018 Annual Campus Security and Fire Safety Report is located on the CSM website at this address: <http://www.csm.edu/student-life/campus-living/campus-safety-and-security>.

Offense	Location	2015	2016	2017
Aggravated Assault	On Campus	0	0	1
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	1	1	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Manslaughter- Negligent	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Murder / Non-Negligent Manslaughter	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	1
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offense (Rape)	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offense (Fondling)	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offense (Incest)	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offense (Statutory Rape)	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Hate Crimes

Regarding Hate Crimes Statistics for 2015, 2016, and 2017—College of Saint Mary is required by federal law to include in this report all incidents reported to the Safety and Security Department or to other campus security authorities that involved any of the crimes listed above, as well as for larceny-theft, simple assault, intimidation, and vandalism of property, if these crimes also manifested evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, or disability.

Reported Hate Crimes

Hate crimes on campus:

- 2015—No hate crimes were reported.
- 2016—No hate crimes were reported.
- 2017—No hate crimes were reported.

Hate crimes in on-campus housing:

- 2015—No hate crimes were reported.
- 2016—No hate crimes were reported.
- 2017—No hate crimes were reported.

Hate crimes non-campus:

- 2015—No hate crimes were reported.
- 2016—No hate crimes were reported.
- 2017—No hate crimes were reported.

Hate crimes on public property:

- 2015—No hate crimes were reported.
- 2016—No hate crimes were reported.
- 2017—No hate crimes were reported.

ARRESTS

Offense	Location	2015	2016	2017
Liquor Law Violations	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations	On Campus	0	1	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possessions	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

REFERRED FOR DISCIPLINARY ACTIONS

Offense	Location	2015	2016	2017
Liquor Law Violations	On Campus	7	6	3
	Residence Halls	7	6	3
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations	On Campus	5	3	1
	Residence Halls	5	3	1
	Non-Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possessions	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

VAWA ACT (Violence Against Women Act)

Offense	Location	2015	2016	2017
Dating Violence	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus	0	1	0
	Residence Halls	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	3	2	1
	Residence Halls	3	2	1
	Non-Campus	0	0	0
	Public Property	0	0	0

Crimes reported in the *Residence Halls* are also included in the *On-Campus* category.

Per federal mandate, requests for crime statistics were made to the Omaha Police Department and other jurisdictions.

Clery Act Crime Definitions

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence - A felony or misdemeanor crime 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 or intimate partner; By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 in which the crime of violence occurred.

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - The killing of another person through gross negligence.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Assault or Offense Forcible (F) - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent: rape, forcible rape; forcible sodomy; sexual assault with an object; forcible fondling and attempted rape.

Sex Offense Forcible (Rape) (New 2015) The 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.

Sex Offense 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 incapacity.

Sex Offense Non Forcible (N) – Unlawful, non-forcible sexual intercourse: incest; statutory rape.

Sex Offense (Incest)-Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sex Offense (Statutory Rape)-Sexual intercourse with a person who is under the statutory age of consent.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to Fear for the person's safety or the safety of others; or Suffer substantial emotional distress.

Disciplinary Referrals - Incidents in which a student was not arrested but was referred for campus disciplinary action for liquor law violations, drug law violations, or illegal weapons possession. Do not include disciplinary referrals for violation of university policy if there was no violation of the law. For example, if a student of legal drinking age violates a "dry campus" policy and is referred for disciplinary action, this statistic should not be included in the crime statistics.

Liquor Law Violation - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; any attempts to commit any of the foregoing violations. This list does not include public drunkenness and driving under the influence.

Drug Law Violation - Violations of State and local laws related to the possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Weapon Law Violation - The violation of laws or ordinances regulating weapons.

Hate Crimes - Any crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim's actual or perceived race; religion; gender; sexual orientation; ethnicity; national origin; gender identity, or disabilities.

The following crimes only apply to hate crime reporting:

Simple Assault - Assaults and attempted assaults where no weapon was used and which did not result in serious or aggravated injury to the victim. (This only applies in hate crime reporting).

Larceny-Theft - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism - To willfully or maliciously destroy, injure, disfigure, or deface any public or private property; real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation - To intentionally say or do something which would cause a person of ordinary sensibilities to be fearful of bodily harm.

Clery Act Location Definitions

Campus – (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

Housing - Residence halls or other university-owned residences.

Affiliated/Non-Campus - (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Include in this category repeated use of a non-campus location. For example, if every year students in the debate club take a trip to Washington, DC and stay at the same hotel, you must report any Clery crimes occurring in certain portions of the hotel such as hotel rooms rented to students, elevators, lobbies, etc.

Public Property - "Public property" is defined by the Clery Act regulations as all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus. Include the sidewalk across the street from the campus, but do not include public property beyond the sidewalk.

State Statutes

State Penalties and Sanctions for Illegal Possession of Controlled Substances

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws which establish penalties for various drug related offenses which are summarized below.

Crimes Involving Minors: Any person 18 years of age or older who distributes, delivers, or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second offense involving drugs such as heroin, speed, cocaine, LSD, or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416(4) and (5) (Cum. Supp. 2016).

Being Under the Influence of Any Controlled Substance for Unauthorized Purpose: It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other

than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417(1) (g) (Cum. Supp. 2001).

Drug Paraphernalia Offenses: It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue 1995). "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 1995).

A violation of Neb. Rev. Stat. § 28-441 is punishable by a fine of not more than \$100 for first offense, not less than \$100 and not more than \$300 for second offense, and not less than \$200 and not more than \$500 on third or subsequent conviction. Neb. Rev. Stat. §§ 28-441 and 29-436. The penalty for violation of Neb. Rev. Stat. § 28-442 is not more than six months imprisonment or \$1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 2001) and § 28-106 (1) (Cum. Supp. 2016). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for not more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-443 and § 28-106 (1) (Cum. Supp. 2016).

Imitation Controlled Substances: It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver, or possess with intent to distribute or deliver an imitation controlled substance. "Imitation controlled substance" is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Cum. Supp. 2014). First offense violations of this law are punishable by a three-Month imprisonment, or \$500 fine, or both. A second offense violation of this statute is punishable by not more than six months imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-445 (Cum. Supp. 2014) and § 28-106 (1) (Cum. Supp. 2016).

Controlled Substance Analogue: For purposes of Nebraska's Uniform Controlled Substance Act, analogue controlled substances (often called "designer drugs") are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (30) (Cum. Supp. 2016).

Selected Nebraska Alcohol Offenses

Minor in Possession: It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Cum. Supp. 2001). Violation of this law is punishable by a three-month imprisonment, or \$500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Cum. Supp. 2015).

Procuring Alcohol: It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1 year imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Cum. Supp. 2015).

Anti-Harassment, Non-Discrimination and Anti-Bullying

Policy Statement:

CSM is committed to maintaining a humane atmosphere in which individuals do not abuse their personal power in interpersonal relationships. CSM will not condone actions or words that a reasonable person would regard as discrimination or harassment.

Definitions:

Harassment is a deliberate act, verbal or non-verbal, which is threatening, abusive, or physically harmful to another person.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment. (See Title IX policy on page 77 for procedure.)

Discrimination may be defined as any distinction, derogatory reference, or favor for or against an individual compared to others that is based upon an individual's gender, race, color, sexual orientation, creed, national or ethnic origin, or physical or mental disability.

Investigation and Appeals Procedure:

A faculty member, employee, or student who believes her/himself to be the subject of discrimination or harassment should report it to the Vice President for Student Development and Success or the Vice President for Academic Affairs. One or both of the above-named individuals will conduct an investigation of the complaint. The investigation will be conducted in an expeditious manner, which ensures confidentiality consistent with the principles of due process and fairness as follows:

- A. The complaint must be in writing with sufficient specificity;
- B. A person bringing a complaint founded in good faith will be protected from retaliation;
- C. If a complaint is found to be valid, appropriate counseling may be made available to the offender and/or disciplinary action consistent to the degree of seriousness of the complaint may be instituted, which may include expulsion.

Some forms of harassment including physical contact or blatant sexual nature or behavior that constitutes clear and unwanted intimidation, are grounds for immediate dismissal, contractual obligations notwithstanding.

Sexual Misconduct and Harassment Policy (Title IX + VAWA)

College of Saint Mary's Commitment

It is the policy of College of Saint Mary (CSM) to provide equal employment and educational opportunities to faculty, staff, students, and applicants without regard to race, color, religion, gender, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any group protected by federal, state, or local statutes. Sexual violence and sexual harassment are prohibited by law and by CSM policy. CSM will not tolerate sexual violence or sexual harassment in any form, including but not limited to, sexual assault, stranger, acquaintance or date rape, stalking, domestic or dating violence, sexual cyber harassment or bullying.

CSM's Sexual Misconduct and Harassment Policy strives to ensure that our institutional mission and values are upheld in order to maintain a community free from the harmful consequences of sexual and gender-based harassment. CSM will take appropriate action to prevent, correct, and discipline harassing or violent behavior that is found to violate this policy.

What is Title IX and VAWA?

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs and activities at universities that receive federal financial assistance. Independent undergraduate programs may be single-sex programs, and an exemption is contained for religiously affiliated colleges if a conflict exists between Title IX and their religious tenets. Title IX prohibits sex discrimination in both the educational and employment settings.

Under the Department of Education's Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom."

The Violence Against Women (VAWA) Reauthorization Act (2013), also prohibits sexual assault, domestic violence, dating violence, and stalking. This federal legislation is sometimes referred to as the Campus Sexual Violence Elimination (SaVE) Act.

Title IX and VAWA prohibits:

- Sexual Harassment
- Sexual Assault
- Domestic Violence
- Dating Violence
- Stalking

Title IX Coordinator

Jessica Hochstein, Director of Human Resources
Walsh Administration Building, Room 280
(402) 399-2664
TitleIX@csm.edu or jhochstein@csm.edu

Reporting

All CSM employees are considered Responsible Employees and are required to immediately report possible acts of sexual harassment or sexual violence to the Title IX Coordinator. Only the Director of Counseling can offer confidentiality to individuals who are not ready to report to the Title IX Coordinator.

Resources

- While many victims of sexual assault are ready to file a formal complaint against an alleged offender right away – others want time and privacy to sort through their next steps. CSM's Director of Counseling is the only employee that can offer confidentiality as part of her official role at the College. Stacey Werth-Sweeney can be reached at (402-399-2374) and offers confidential, professional counseling for CSM students.
- CSM has also partnered with CHI Health to offer free, confidential, professional counseling to students and employees.
- Students can utilize CSM's Counseling Assistance Program (CAP) and employees can utilize the Employee Assistance Program (EAP) by calling (402) 398-5566 or (888) 847-4975.
- Women's Center for Advancement (WCA) also offers a hot line and free short term crisis counseling to survivors of sexual assault and domestic violence. They can be reached at (402) 345-6555 (Business Hours) or (402) 345-7273 (Evenings and Weekends).

How to Report

There are several ways you can report possible acts of sexual harassment or sexual violence.

- Report to the Title IX Coordinator directly in Walsh Hall Room 280
- Send an email to TitleIX@csm.edu
- Call Title IX Coordinator at 402-399-2664
- Use the online form at <http://www.csm.edu/student-life/student-support/title-ix>

Anonymous Reporting

- An individual may report the incident without disclosing one's name, identifying the respondent, or requesting any action. Anonymous reports can be made online at <http://www.csm.edu/student-life/student-support/title-ix>

Title IX and Pregnancy/Maternity Leave

Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

In addition, a school must excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.

- CSM has the duty to make a good faith effort to accommodate and work with each pregnant and/or maternity leave student.
- Inform the Title IX Coordinator when you have a pregnant student and provide a summary of the communication with the student and what accommodations can be made.
- The Title IX Coordinator will need to be in the loop for each student that comes forward with a pregnancy or maternity leave request.
- It is understood that certain parts of classes or course work cannot be skyped into or made-up. Each situation will be different depending on timing and when the student can or wants to return.
- Providing the student with all the information and being understanding goes a long way.

Review the full policy online at <http://www.csm.edu/student-life/student-support/title-ix>.

Semester Financial Arrangements (SFA)

All students are required to make payment arrangements for tuition, and room and board prior to the first day of class of each semester. These arrangements, referred to as "SFA" or "semester financial arrangements" will confirm the student's registration. Each semester every student will be required to SFA online. "SFA" simply means a student is acknowledging that she/he is responsible for all charges including tuition, books, and room and board, plus any collection agency charges or legal charges in the event that her/his student account becomes delinquent and is turned over to a collection agency. Students with a credit balance on their student account also set up direct deposit of these funds into their bank account through SFA.

Solicitation and Promotion

The on-campus sale or solicitation of anything (including distribution of samples), by anyone who is not affiliated with CSM is prohibited. Exceptions for registered student organizations can be found

in the Student Organizations Manual provided by the Student Leadership and Organizations Office. If a solicitor is on campus, it should be reported to the Student Development and Success Office or Security.

SOLICITATION OF FUNDS

Off-campus:

Alumnae and friends of College of Saint Mary, local and national business organizations, and foundations are regularly solicited through the Alumnae and Donor Relations Office to make contributions. Students and/or faculty groups **are not permitted to solicit gifts unless advance authorization has been obtained from the Alumnae and Donor Relations Office through the Director of Annual Giving, ext. 2455.** In the absence of the Director of Annual Giving, requests should be made to the Vice President for Alumnae and Donor Relations, at alumnae@csm.edu or ext. 2330.

On-Campus:

All on-campus solicitation of gifts for approved projects is coordinated through the Director of Annual Giving, ext. 2455. On-campus solicitation for non-University projects is cleared through the organization or office representing the constituent group: **students**, permission in writing from the Vice President for Student Development and Success or designated staff; **faculty**, permission in writing from the faculty with requests made through the Vice President of Academic Affairs; **other College personnel**, permission in writing from the respective Vice President.

Student Agreement Form for National and International Travel

CSM has a set of basic, minimal requirements for students accepted for CSM-sponsored travel that involves an overnight stay. Trip facilitators may add their own additional expectations. The form and guidelines are to be used by CSM faculty or staff who sponsor any trip including students and requires transportation and overnight stays. To access the form and guidelines, please go to MyCSM, Forms, Student Forms.

Student Organizational/Team Fundraising Policy

As student organizations, all sponsored drives and efforts must be approved by the Office of Student Leadership & Organizations. A drive is a campaign to raise funds or items for a charitable cause that must be associated with a non-profit organization outside of the institution. Permission must be obtained from the Director of Student Leadership and Organizations. In case of an extended absence of the Director, students may obtain approval from the Associate Dean of Students. A student organization may sponsor no more than one drive per semester. The date of this drive may not overlap with more than one other student organization drive at a time. The Director of Student Leadership and Organizations or the Associate Dean of Students will have final approval on all drive requests.

1. How to receive approval
 - a. Approval forms may be obtained in the office or on MyCSM.
 - b. Forms must be submitted one month before the drive
 - c. The Director of Student Leadership and Organizations or the Associate Dean of Students will respond to the request within 10 business days
 - d. The student organization must turn in written proof of the items given to the non-profit within 30 days of the completion of the drive
 - e. Some drives are subject to approval from the Office of Alumnae and Donor Relations. If this applies to your event, you will be notified by the Office of Student

Leadership and Organizations, after submitting your form. The Student Leadership Office will provide guidance in getting Alumnae and Donor Relations' approval.

2. Fundraising and Solicitation

- a. This fundraising policy includes forms of soliciting. For example, if you plan to ask area agencies for donations, you will need to get approval from the office.
- b. Soliciting donations from staff and faculty is allowed. HOWEVER, groups or individuals are not allowed to go into staff/faculty offices uninvited to ask for donations.
- c. Your plan for soliciting must be indicated on the form and subsequently approved by the office.
- d. If you plan to do any soliciting off campus, for either in-kind or monetary donations, your fundraising event will be REQUIRED to get the approval of Alumnae and Donor Relations.

3. Revenue

- a. All funds raised and donations received must be accounted for and reported to the Student Leadership & Organizations Office or Athletic Director within 10 days of the event's conclusion. The information will be shared, if including gifts from off campus, with Alumnae and Donor Relations.
- b. The Student Leadership & Organizations office recommends that student organizations open a club account prior to embarking on a fundraiser. For more information on club accounts, please contact the Controller, Susan Wagoner.

Student Parking/Vehicle Policy

On-campus parking is available to CSM students at no cost. All student cars are to be properly licensed as well as registered through the Information Center, and a CSM sticker must be displayed on the car when it is parked on campus. While parked on campus, students should keep vehicles locked and not leave any personal property or valuables in plain sight. Resident students may only maintain one vehicle on campus. The University assumes no risk from damage to any vehicle that occurs on campus.

No parking areas: No vehicle shall be parked in any unauthorized area which includes, but is not limited to: crosswalks, blue handicapped parking stalls or the areas to the left and right of these stalls marked in yellow lines, red fire lanes, or any space marked 'No Parking'; nor shall any unauthorized vehicle be parked in a space marked with a sign for a particular individual.

Vacation periods: Only residential students may leave their vehicles on campus during vacation periods, and to do so, residents must notify the Director of Residence Life. Vehicles that remain on campus during vacation periods must be parked in a designated area, in order to facilitate snow removal and parking lot repairs, etc.

Inoperable vehicles: Vehicles which have been damaged, have a flat tire, or are not in running condition must adhere to parking regulations and must be removed from the campus within six (6) days, or as instructed in writing by Security. Report inoperable vehicles immediately to Security Office at 402-670-8848.

Continual violations may result in towing.

Tornado Warning Plan

A Tornado Warning means that a tornado has been sighted or indicated by weather radar in the general area. **Action taken in case of TORNADO WARNING AT CSM:** When the alert is given (typically a siren or by CSM Text Alert) everyone will leave the area they are in and go directly to their designated area of shelter. Do not go outside! Listen to the Weather Radio for updates, which can be found in every designated shelter area on campus. Once the National Weather Service allows the warning to expire, you are free to leave your designated area of shelter. Be sure that you are alert and looking in your immediate area for debris, glass, or downed power lines.

Designated Shelter Areas

- Hill-Macaluso Hall -Evacuate to the ground floor and/or CSM tunnel system
- Walsh Hall-Evacuate to the ground floor north hallway and/or CSM tunnel system
- Hixson-Lied Commons-if safe to do so, evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system. If it is not safe, remain in the HLC and go into the women's or men's restroom. Stay away from windows!
- Madonna Hall-Evacuate to CSM tunnel system
- Lied Fitness Center-Evacuate to the lowest level hallway. Use both the restrooms and locker rooms as needed.
- Mercy Hall- if safe to do so evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system or remain in the ground floor. If it is not safe remain in Mercy Hall and evacuate to the basement landing which is located on the north side of the building. Stay away from windows!
- Lozier Hall-Evacuate to CSM tunnel system or ground floor hallway. Stay out of the rooms on the East side of the hallway.
- Spellman Child Development Center-evacuate to the kitchen, teachers bathrooms, lactation room, and staff LRC Room based on classroom

Weather Radio Locations

- Hill-Macaluso Hall -Ground floor near break room and or tunnel
- Walsh Hall-Tunnel near the storage rooms
- Hixson-Lied Commons-Library staff lunch room, and Achievement Center
- Lozier Tower-Ground Floor, McAuley, near computer center
- Madonna Hall-Tunnel
- Lied Fitness Center-Ground floor near coaches locker room
- Mercy Hall-Basement landing in north stairwell, mounted to the step
- Spellman Child Development Center-kitchen storage area

If you are in a structure off of Campus:

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest level of a building.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.

If you are outside without shelter:

- Lie flat in a nearby ditch or depression and cover your head with your hands. Do not get under an overpass or bridge because these structures can intensify the wind.
- Never try to outrun a tornado in a car or truck if you are in urban or congested areas. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes the most fatalities and injuries.

Appendix A – Dining Hall Rules and Regulations for 2019/2020 School Year

1. You must have your ID card to enter the Dining Room. If you lost your ID you will have to get another one before being allowed to eat in the dining hall. New ID cards can be purchased at the Information Center.
2. To-Go containers will be provided for a meal eaten outside of the Dining Room. To-Go containers can be purchased from the Campus Store. You will be provided a clean To-Go containers when you return a rinsed container. Please do not write your name on the container. Returned damaged containers will not be allowed. No to-go cups will be given out unless you have a To-Go Container. If you eat in the dining hall, you will not be given a to-go cup for a beverage after you have eaten.
3. If you need to pick up a meal for another student, you must have their ID and a To-Go container.
4. Please provide 24 hours-notice for sack lunches. Your ID card will be needed to pick up the sack lunch. ***The sack lunch will include a sandwich, chips, piece of fruit, a granola bar and a bottle of water.***
5. The meals are all you can eat, please take only what you know you can eat to try to prevent waste, as you can always go up for seconds.
6. Remember this is your dining hall, so please help us by keeping the area where you sit clean to make it enjoyable for everyone eating in the dining hall.

Appendix B – Federal and Nebraska State Legal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

Nebraska Sanctions for Driving under the Influence

Nebraska Revised Statute 60-6,196

Driving Under Influence of Alcoholic Liquor or Drug Penalties

(1) It shall be unlawful for any person to operate or be in the actual physical control of any motor vehicle:

- (a) While under the influence of alcoholic liquor or of any drug;
- (b) When such person has a concentration of eight-hundredths of one gram or more by weight of alcohol per one hundred milliliters of his or her blood.
- (c) When such person has a concentration of eight-hundredths of one gram or more by weight of alcohol per two hundred ten liters of his or her breath.

(2) Any person who operates or is in the actual physical control of any motor vehicle while in a condition described in subsection (1) of this section shall be guilty of a crime and upon conviction punished as provided in sections 60-6,197.02 to 60-6,197.08.

All Above Information found from:

<http://nebraskalegislature.gov/laws/statutes.php?statute=60-6,196>

Nebraska's General Penalties for Drinking and Driving

	<u>1st Offense</u> Class W Misdemeanor	<u>2nd Offense</u> Class W Misdemeanor or Class I misdemeanor, depending on BAC	<u>3rd Offense</u> Class W Misdemeanor or Class IIIA Felony, depending on BAC	<u>4th Offense</u> Class IIIA Felony or Class IIA Felony, depending on BAC	<u>5th Offense</u> Class IIA Felony or Class II Felony, depending on BAC
Jail	7 to 60 days	30 days up to 6 months	90 days up to 1 year	180 days	2 to 20 years, or 2 to 50 years
Fines and Penalties	Up to \$500	Up to \$5000	Up to \$1,000	Up to \$10,000	Up to \$25,000
License Suspension or Revocation	6 months	18 months	2-15 years	15 years	15 years
IID** Required	Yes	Yes	Possible	Possible	Possible

Nebraska's Penalties for Drinking and Driving under the Age of 21

Penalties for violations of this law may include one or more of the following: the impoundment of the offender's license for thirty days or more; the requirement to attend an alcohol education

class; the requirement to complete twenty hours or more of community service; or submission to an alcohol assessment by a licensed counselor.

Refusal to Submit Chemical Test

A person who refuses to submit to a chemical test or a test or tests of his or her blood, breath, or urine by any peace officer shall be guilty of a Class V misdemeanor. Class V misdemeanor consists of \$100 fine. In addition, the person's license will be revoked for a period of 90 days.

Sanctions Under Nebraska Law for Unlawful Possession or Distribution of Illicit Drugs

Drug	Quantity	Penalty for "Simple" Possession	Penalty for Manufacture, Distribution, Delivery, Dispensation, Possession with Intent to Manufacture, Distribute, Deliver or Dispense
Methamphetamine/"Meth"/"Speed" Schedule I II(c)(3)	Any detectable amount up to 10 grams	Up to 2 years imprisonment & 9-12 months post-release supervision or \$10,000 fine or both. Class IV felony.	Not less than 1 year imprisonment and not more than 50 years imprisonment. Class II felony.
	At least 10 grams but less than 28 grams		Not less than 3 years imprisonment and not more than 50 years imprisonment. Class ID felony.
	At least 28 grams but less than 140 grams		Not less than 5 years imprisonment and not more than 50 years imprisonment. Class IB felony.
	140 grams or more		Not less than 20 years imprisonment and not more than life imprisonment. Class 1B felony.
Heroin Schedule I(b)(11)	Any detectable amount up to 10 grams	Up to 2 years imprisonment & 9-12 months post-release supervision or \$10,000 fine or both. Class IV felony.	Not less than 1 year imprisonment and not more than 50 years imprisonment. Class II felony.
	At least 10 grams but less than 28 grams		Not less than 3 years imprisonment and not

			more than 50 years imprisonment. Class ID felony.
	At least 28 grams but less than 140 grams		Not less than 5 years imprisonment and not more than 50 years imprisonment. Class 1C felony.
	140 grams or more		Not less than 20 years imprisonment and not more than life imprisonment. Class 1B felony.
Cocaine or Base Cocaine ("Crack Cocaine") Schedule II(a)(4)	Any detectable amount up to 10 grams	Up to 2 years imprisonment & 9-12 months post-release supervision or \$10,000 fine or both.	Not less than 1 year imprisonment and not more than 50 years imprisonment. Class II felony.
	At least 10 grams but less than 28 grams		Not less than 3 years imprisonment and not more than 50 years imprisonment. Class 1D felony.
	At least 28 grams but less than 140 grams		Not less than 5 years imprisonment and not more than 50 years imprisonment. Class 1C felony.
	140 grams or more		Not less than 20 years imprisonment and not more than life imprisonment. Class 1B felony.
Phencyclidine/"PCP/" "Angel Dust" Schedule II(d)(4)	Any detectable amount	Up to 2 years imprisonment & 9-12 months post-release supervision or \$10,000 fine or both. Class IV felony.	Not less than 1 year imprisonment and not more than 50 years imprisonment. Class II felony.
Lysergic Acid Diethylamide/"LSD" Schedule I(c)(6)	Any detectable amount	Up to 2 years imprisonment & 9-12 months post-release supervision or \$10,000 fine or both. Class IV felony.	Up to 4 years imprisonment and 9-24 months post-release supervision or \$25,000 fine or both. Class III felony.

Fentanyl/"China White" Schedule II(b)(5)	Any detectable amount 140 grams	Up to 2 years imprisonment & 9-12 months post-release supervision or \$10,000 fine or both. Class IV felony.	Not less than 1 year imprisonment and not more than 50 years imprisonment. Class II felony.
"Exceptionally Hazardous Drugs"	Any detectable amount	Up to 2 years imprisonment & 9-12 months post-release supervision or \$10,000 fine or both. Class IV felony.	Not less than 1 year imprisonment and not more than 50 years imprisonment. Class II felony.
Schedule I/II/III drugs not classified as "Exceptionally Hazardous Drugs"	Any detectable amount	Up to 2 years imprisonment & 9-12 months post-release supervision or \$10,000 fine or both. Class IV felony.	Up to 20 years imprisonment. Class IIA felony.
Any Controlled Substances classified in Schedule IV or V	Any detectable amount	Up to 2 years imprisonment & 9-12 months post-release supervision or \$10,000 fine or both. Class IV felony.	Up to 3 years imprisonment and 9-24 months post-release supervision or \$10,000 fine or both. Class IIIA felony.

For complete information regarding controlled substances schedules see Neb. Rev. Stat. § 28-405 (Cum. Supp. 2015). For complete information regarding sanctions under Nebraska law for unlawful possession or distribution of illicit drugs, see Neb. Rev. Stat. § 28-416 (Cum. Supp. 2016).

"Exceptionally Hazardous Drug" is defined as: (a) a narcotic drug, (b) thiophene analog of phencyclidine, (c) phencyclidine, (d) amobarbital, (e) secobarbital, (f) pentobarbital, (g) amphetamine, or (h) methamphetamine. See Neb. Rev. Stat. § 28-401 (28) (Cum. Supp. 2016).

All Above Information Found From:

<https://police.unl.edu/drug-free-campus-policy>

Nebraska Possession and Sale Penalties for Marijuana

Offense	Penalty	Incarceration	Max. Fine
Possession			
Less than 1 oz. (first offense)	Infraction	N/A	\$ 300
Less than 1 oz. (second offense)	Class IV misdemeanor	Up to 5 days	\$ 400
Less than 1 oz. (third offense and more)	Class IIIA misdemeanor	Up to 7 days	\$ 500
1 oz. - 1 lb.	Class III Misdemeanor	Up to 3 months	\$ 500
More than 1 lb.	Class IV Felony	Up to 2 years of imprisonment and 12 months post-release supervision	\$ 10,000
Sale			
Any amount	Class II Felony	1* - 5 years	N/A
To a minor within 1000 feet of a school or between 100-1000 feet of other designated areas	Class ID Felony	3* - 50 years	N/A
Subsequent Offense	Class 1C Felony	5* - 20 years	N/A
* Mandatory minimum sentence			
Hash & Concentrates			
Possession	Class IV felony	Up to 2 years of imprisonment and 12 months post-release supervision	\$ 10,000
Paraphernalia			
Possession of paraphernalia (first offense)	Infraction	N/A	\$ 100
Sale	Class II Misdemeanor	Up to 6 months	\$1,000
Sale to a Minor	Class I Misdemeanor	Up to 1 year	\$1,000

Advertise	Misdemeanor	3 months	\$500
-----------	-------------	----------	-------

For complete information regarding unlawful possession or distribution of marijuana, see Neb. Rev. Stat. § 28-416 (Cum. Supp. 2016).

Federal Drug Trafficking Penalties (21 USC § 841 et al.)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substances faces mandatory life sentence and fines ranging up to \$8 million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

Drug/Substance	Amount	Penalty-1st Conviction
Cocaine	5 kgs. or more	Not less than 10 years prison, not more than life. Fine up to \$10 million if individual, \$50 million if other than individual.
	Less than 100 grams to 999 grams	Not less than 5 years, not more than 40 years. Fine up to \$5 million if individual, \$25 million if other than individual.
	Less than 500 grams	Up to 20 years. Fine up to \$1 million if individual, \$5 million if other than individual.
Crack Cocaine	280 grams or more	Not less than 10 years prison, not more than life. Fine up to \$10 million if individual, \$50 million if other than individual.
	28-279 grams	Not less than 5 years, not more than 40 years. Fine up to \$5 million if individual, \$25 million if other than individual.
	Less than 28 grams	Up to 20 years. Fine up to \$1 million if individual, \$5 million if other than individual.
Ecstasy	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years supervised releases (following prison)
GHB	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years supervised releases (following prison)
Heroin	1 kg or more	Not less than 10 years prison, not more than life. Fine up to \$10 million if individual, \$50 million if other than individual.

	10 0-999 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$5 million if individual, \$25 million if other than individual.
	Less than 100 grams	Up to 20 years. Fine up to \$1 million if individual, \$5 million if other than individual.
Ketamine	Any amount	Up to 5 years imprisonment. Fine up to \$250,000. 2 years supervised release.
LSD	10 grams or more	Not less than 10 year prison, not more than life. Fine up to \$10 million if individual, \$50 million if other than individual.
	1-10 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$5 million if individual, \$25 million if other than individual.
Marijuana	1000 kg or more, or 1000 or more plants	Not less than 10 years prison, not more than life. Fine up to \$10 million if individual, \$50 million if other than individual.
	100-999 kg, or 100-999 plants	Not less than 5 years prison, not more than 40 years. Fine up to \$5 million individual, \$25 million if other than individual.
	50-99 kg, or 50 to 99 plants	Up to 20 years imprisonment. Fine up to \$1 million if individual, \$5 million if other than individual.
	50 kg or less, 10 kg of hashish, 1kg of hashish oil, or 1 to 49 plants	Up to 5 years imprisonment. Fine up to \$250,000 if individual, \$1 million if other than individual.
Methamphetamine	50 grams or more or 500 grams or more of a mixture	Not less than 10 years prison, not more than life. Fine up to \$10 million if individual, \$50 million if other than individual.
	5-49 grams or 50 to 499 grams of a mixture	Not less than 5 years prison, not more than 40 years. Fine up to \$5 million if individual, \$25 million if other than individual.
	Less than 5 grams or less than 50 grams of a mixture	Up to 20 years imprisonment. Fine up to \$1 million if individual, \$5 million if other than individual.
PCP	100 grams or more	Not less than 10 years prison, not more than life. Fine up to \$10 million if individual, \$50 million if other than individual.
	10-99 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$5 million if individual, \$25 million if other than individual.

	10 grams or less	Up to 20 years imprisonment. Fine up to \$1 million if individual, \$5 million if other than individual.
Schedule I or II substance	Any weight	Up to 20 years imprisonment. Fine up to \$1 million if individual, \$5 million if other than individual.
Schedule III substance	Any weight	Up to 15 years imprisonment. Fine up to \$500,000 if individual, \$2.5 million if other than individual.
Schedule IV substance	Any weight	Up to 5 years imprisonment. Fine up to \$250,000 if individual, \$1 million if other than individual.
Schedule V substance	Any weight	Up to 1 year imprisonment. Fine up to \$100,000 if individual, \$250,000 if other than individual.

For complete information regarding unlawful possession or distribution of controlled substance, see 21 U.S.C. 841 et al.

Federal Drug Possession Penalties (21 USC § 844)

Persons convicted on Federal charges of possessing any controlled substances faces penalties up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but no more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000.

Appendix C - Health Risks of Commonly Abused Substances

Substance	Nicknames/Slang Terms	Short Term Effects	Long Term Effects
Alcohol		Slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts	Toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines	Uppers, speed, meth, crack, crystal, ice, pep, pills	Increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	Delusions, hallucinations, heart problems, hypertension, irritability, insomnia, depression, physical dependence
Barbiturates and Tranquilizers	Barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	Slurred speech, muscle relaxation, dizziness, decreased motor control	Severe withdrawal symptoms, possible convulsions, toxic psychosis, physical dependence
Cocaine	Coke, cracks, snow, powder, blow, rock	Loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility, increased rate of breathing, muscle spasms and convulsions, dilated	Depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage

		pupils, disturbed sleep	
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G, Georgia homeboy, grievous bodily harm	Euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	Memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence
Heroin	H, junk, smack, horse, skag	Euphoria, flushing of the skin, dry mouth, “heavy” arms and legs, slowed breathing, muscular weakness	Constipation, loss of appetite, lethargy, weakening of the immune system, respiratory illness, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Ketamine	K, super K, special K	Dream like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity, increased confusion, increased depression, physical dependence, psychological dependence.
LSD	Acid, stamps, dots, blotter, A-bombs	Dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence
MDMA	Ecstasy, XTC, adam, X, rolls, pills	Impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia,	Same as LSD, sleepiness, nausea, confusion, increased blood pressure, sweating, depression,

		sleep problems, muscle tension	anxiety, memory loss, kidney failure, cardiovascular problems, convulsions, death, physical dependence, psychological dependence
Marijuana/ Cannabis	Pot, grass, dope, weed, joint, bud, reefer, doobie, roach	Sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety	Bronchitis, conjunctivas lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence for some
Mescaline	Peyote cactus	Nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure and body temperature	Lasting physical and mental trauma, intensified existing psychosis, psychological dependence
Morphine/Opsteiates	M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff	Euphoria, increased body temperature, dry mouth, “heavy” feelings in arms and legs	Constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence
PCP	Crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, wack, ozone	Shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	Memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence
Psilocybin	Mushrooms, magic mushrooms, shrooms,	Nausea, distorted perceptions, nervousness, paranoia	Confusion, memory loss, shortened attention span,

	caps, psilocybin & psilocin		flashbacks may intensify existing psychosis
Steroids	Roids, juice	Increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization in women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence

Above Information Found From: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>