

# CARROLL UNIVERSITY



# Mission Statement

Carroll University provides a superior education, rooted in its Presbyterian and liberal arts heritage, and draws upon its Christian tradition to prepare all students for vocational success, lifelong learning and service in a diverse and global society.

*Adopted by the Carroll University Board of Trustees, May 12, 2012*

## Ethos Statement

**Ethos:** noun | ee-thos | Greek word meaning "character" that is used to describe the guiding beliefs of a person, group or organization.

At Carroll University, we are partners in creating a community that embraces respect, integrity, and stewardship. The quality of our life together is central to our mission of excellence in teaching, learning and service.

### **Respect**

We will honor the dignity and worth of each member of our diverse community by building relationships of trust. We will be civil and kind as we engage one another in our work.

### **Integrity**

We will offer our best selves and trust that others will do the same through honesty, fairness and strength of character.

### **Stewardship**

We will cultivate and care for our human, natural and material resources with gratitude, responsibility and accountability.

**Carroll University does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, national origin, sexual orientation, disability, veteran's status or any other classification protected by law in its educational programs or activities, including employment and admissions.**

At its meeting on May 15, 1976, the Board of Trustees of Carroll University directed that all regulations governing life at Carroll be published in a single booklet to be given to all faculty and staff members and students now enrolled. Any student applying for admission may request a copy.

The board directed that every member of the Carroll community be familiar with all the regulations and, by their voluntary association with the community indicate their willingness to accept them. The board further directed the University administrators and faculty to implement the regulations without exception.

These regulations are not to be seen as excluding from disciplinary action behavior which has not been stated. The University also reserves the right to amend this handbook at any time.

## Carroll University Land Acknowledgement

We humbly recognize all tribal elders, both past and present, and to respectfully honor them by acknowledging their stewardship through time immemorial on these ancestral homelands on which Carroll University resides.

Carroll University was created in 1846 and is located within the traditional homelands of the Ho-Chunk and Menominee Nations, as acknowledged by their creation stories.

The University recognizes that the land on which we gather is territory ceded in the September 26, 1833, Treaty of Chicago and is the ancestral homelands of the Chippewa, Ottawa, and Potawatomi Indians.

This land was a crossroads for many Tribal Nations and their people to access cultural resources, and many of their ancestors remain on this land.

We recognize the eleven sovereign Tribal Nations who reside in now what is known as the State of Wisconsin. These Nations are:

- Bad River Band of Lake Superior Chippewa
- Ho-Chunk Nation
- Lac Courte Oreilles (Lah Cood o-ray) Band of Lake Superior Chippewa
- Lac du Flambeau (LACK DO FLAMBOW) Band of Lake Superior Chippewa
- Menominee Tribe of Wisconsin
- Oneida (OWN EYE DUH) Nation
- Forest County Potawatomi
- Red Cliff Band of Lake Superior Chippewa
- St. Croix Chippewa
- Sokaogon (SCA GONE) Chippewa (Mole Lake)
- Stockbridge-Munsee Band of Mohican Indians

Carroll University will strive to honor its duty to care for this land and to share in stewardship with all Sovereign Tribal Nations who recognize this land as theirs.

Authored by Jenn Youngblood '03

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# I. Contact Information

## Emergency Calls

|                            |     |
|----------------------------|-----|
| Ambulance/Paramedics ..... | 911 |
| Fire .....                 | 911 |
| Police .....               | 911 |

## Non-Emergency calls

|                                  |              |
|----------------------------------|--------------|
| Waukesha Fire Department .....   | 262.524.3651 |
| Waukesha Paramedics .....        | 262.524.3651 |
| Waukesha Police Department ..... | 262.524.3831 |

## Carroll Assistance

|  |              |
|--|--------------|
| Department of Public Safety Office ..... | 262.524.7300 |
| Shuttle Service and Safewalk .....       | 262.524.7433 |
| Counseling Center .....                  | 262.524.7335 |
| Chaplain/Office of Spiritual Life .....  | 262.524.7336 |

## Community Assistance

|  |              |
|--|--------------|
| Addiction Resource Council .....   | 262.524.7921 |
| Providing alcohol and other drug prevention education, intervention, assessment, and referral services.<br>Office: 741 N. Grand Ave. #300<br>Web: <a href="http://www.arcouncil.net">www.arcouncil.net</a>                               |              |
| Substance Abuse Referral 24-hour helpline .....  | 262.524.7920 |
| AIDS Info 24-Hour Hotline .....  | 414.273.2437 |
| Wisconsin Department of Health Services.<br>Web: <a href="http://dhs.wisconsin.gov/data/hotline.asp">http://dhs.wisconsin.gov/data/hotline.asp</a>   |              |
| Mental Health Association in Waukesha County, Inc. ....  | 262.547.0769 |
| Office: S22-W22660 Broadway, Ste. 5s<br>Web: <a href="http://www.mhawauk.org/">http://www.mhawauk.org/</a>   |              |
| 211/First Call for Help .....  | 262.547.3388 |
| 24-hour crisis line: suicide prevention, telephone counseling and information about personal, family,<br>health and emergency services.<br>Web: <a href="http://www.mhawauk.org/MobileCrisis.html">www.mhawauk.org/MobileCrisis.html</a> |              |
| Planned Parenthood of Wisconsin, Waukesha Clinic .....   | 262.544.0708 |
| Information, counseling, contraceptives for men and women, walk-in pregnancy test:<br>Examinations by appointment only. Office: 426 W. Main Street<br>Web: <a href="http://www.plannedparenthood.org">www.plannedparenthood.org</a>      |              |
| Waukesha County Health Department S.T.D. Clinic .....  | 262.896.8450 |
| Waukesha Memorial – by appointment only. Office: 725 American Ave.   |              |

Web: [www.stdtestclinics.com](http://www.stdtestclinics.com)

The Women's Center, Inc. .... 262.547.4600  
Women's 24-hour crisis line: counseling, resource center, sexual assault center, domestic abuse counseling.  
Office: 505 N. East Avenue  
Web: [www.twcwaukesha.org](http://www.twcwaukesha.org)

Crisis Line ..... 262.542.3828  
National Suicide Prevention ..... 1.800.272.8255

**Campus Contacts** – All Area codes (262): When using campus phones, dial last four digits only.

Absence: Extended ..... Student Life & Wellness, 524.7334  
    One day or class ..... Individual Instructor  
Athlete ..... Athletics, Van Male 203, 524.7321  
Academic Advising ..... [acadadvising@carrollu.edu](mailto:acadadvising@carrollu.edu), Main Floor Library, 524.7410  
Academic Grievances ..... Registrar's Office, 1<sup>st</sup> floor, Voorhees, 524.7208  
Grade Appeals ..... [cuaa@carrollu.edu](mailto:cuaa@carrollu.edu), Voorhees 220, 524. 7364  
Academic Resources  
    Career Services ..... Main Floor Library, 524.7625  
    Learning Commons ..... Library, lower level, 524.7313  
Advisor Change ..... Registrar's Office, 1<sup>st</sup> floor, Voorhees, 524.7208  
Alumni Engagement ..... 3rd floor, Voorhees, 524.7237  
Athletics:  
    Hotline ..... 951.3940  
    Sports Information Office ..... Van Male 203, 650.4844  
    Weather cancellation ..... 524.7315  
Auditions:  
    Band ..... Shattuck B-20, 524.7182  
    Metropolitan Opera ..... Shattuck B20, 524.7182  
    Theatre ..... Otteson 104, 524.7302  
    Vocal ..... Shattuck B37, 524.7183  
Bookstore and Pioneer Shop ..... Campus Center, 1<sup>st</sup> Floor, 524.7030  
Business Office ..... Voorhees, lower level, 524.7337  
Campus Telephone Service ..... OIT, New Hall, 524.7229  
Career Services ..... Main Floor Library , 524.7625  
Carroll Cash ([pioneercard.carrollu.edu](http://pioneercard.carrollu.edu)) ..... 524.7373  
Catalogs (Carroll Undergraduate & Graduate) ..... Registrar's Office, Voorhees, 524.7208  
Change of Major ..... Registrar and individual faculty advisor  
Chartwells Dining Service ..... Campus Center, Room 120A, 524.7347  
Check Cashing (personal) ..... Business Office, Voorhees, lower level, 524.7337  
Churches ..... Office of Spiritual Life, Richard Smart House, 524.7336  
Classes (Registration, wait list, on-line, openings) ..... Registrar's Office, 1<sup>st</sup> floor, Voorhees, 524.7208  
Communication and Marketing ..... 524.7236  
Computer Labs:  
    Art Humphrey ..... Room 216, 524.7193  
    Nursing Center NC03 ..... (campus use only), ext. 1429  
    Technology Center ..... (campus use only) New Hall Lower Level, ext. 2062  
Convocation Points ..... Registrar's Office, 1<sup>st</sup> floor Voorhees, 524.7208  
Core Requirements ..... Academic Advisor  
Counseling ..... Walter Young Center, 524.7335

|   |  |
|---|--|
| Intercultural & Diversity Engagement            | Kilgour Hall, 650.4826                                       |
| Custodial                                       | Physical Plant, 524.7340                                     |
| Dean of Students                                | See Vice President of Student Life                           |
| Dining Dollars                                  | Campus Center, Room 120A, 524.7347                           |
| Dining Services: (Chartwells)                   | Campus Center, Room 120A, 524.7347                           |
| PIT   | Campus Center, Lower Level, 524.7346                         |
| MDR   | 1 <sup>st</sup> floor Campus Center, 524.7347                |
| Stone Creek Coffee                              | Library, 524.7347  |
| Crave@Carroll                                   | Frontier Hall, First Floor, 524.7347                         |
| Accessibility Services Coordinator              | Student Wellness, 524.7335                                   |
| Driver Training                                 | Public Safety - Driver Training – 524-7328                   |
| Duplication Services                            | General Services- Duplication - Sentry Dr. 524.7232          |
| Employment:                                     |  |
| Student jobs, off campus                        | Learning Commons, Library 012, 524.7625                      |
| Work Study, Campus Jobs                         | Financial Aid Office, 1st floor Voorhees, 524.7295           |
| Event Reservations/Scheduling:                  |  |
| Reservations and Event Services                 | Hilger Hall, Room 1308, 524.7353                             |
| Examination Schedule                            | Registrar’s Office, 1st Floor Voorhees, 524.7208             |
| FAX: Carroll                                    | Business Office, Voorhees, 524.7139                          |
| Student Faxes (incoming)                        | Information Desk, Campus Center, 524.7114                    |
| Student Faxes (outgoing)                        | Information Desk, Campus Center, 524.7327                    |
| Financial Aid                                   | 1st floor Voorhees, 524.7296                                 |
| Fraternity and Sorority Life                    | Wright House, 524.3312                                       |
| Grades  | Registrar’s Office, 1 <sup>st</sup> Floor Voorhees, 524.7208 |
| Graduation Requirements                         | Registrar’s Office, 1 <sup>st</sup> Floor Voorhees, 524.7208 |
| GRE, GMAT information                           | Library Learning Commons, lower level Library, 524.7313      |
| Prairie Springs Station Director                | 524.7146   |
| Health Insurance                                | Voorhees 231, 524.7372                                       |
| Housing (On Campus)                             | Student Life & Wellness, 524.7100                            |
| Independent Study                               | Advisor  |
| Individually Designed Major forms               | Registrar’s Office, Voorhees, 524.7208                       |
| Information Desk                                | Campus Center, 1st Floor 524.7373                            |
| Information Technology Services Help Desk (OIT) | Main Lobby, New Hall, 524.7229                               |
| Global Education                                | Kilgour, 650.4948  |
| Internships:                                    | College Dean   |
| Natural Sciences, Health Sciences and Business  | 524.7650   |
| Humanities & Social Sciences                    | 951.3048   |
| Intramural Sports (RecSports)                   | Pioneer Fitness Center, 650.4859                             |
| Judicial Procedures                             | Student Life, 524.7686                                       |
| Laundry Services                                | (Housing), 524.7327 Mac-Gray, 1.800.622.4729                 |
| Library Services:                               |  |
| Front Desk                                      | 524.7175   |
| Loans   | Financial Aid Office, Voorhees, 524.7296                     |
| Lost & Found                                    | Information Desk, Campus Center, 524.7373                    |
| Mail Services                                   | General Services- Mail- Sentry Dr. 524.7231                  |
| Receiving and Package Distribution              | General Services – Sentry Dr. 650.4846                       |
| Maintenance                                     | Physical Plant, 524.7340                                     |
| Military and Veteran Student Services           | 524-7334, 650.4807   |
| Meal Plan                                       | Campus Center Room 120A, 524.7347                            |
| Notary Public:                                  |  |
| Business Office                                 | 524.7337   |

|  |   |
|--|---|
| Registrar's Office.....  | 524.7209  |
| Off-Campus Programs (NCEP/IOP).....  | Jones Hall, 650.4911  |
| Parking:   |   |
| Permits (commuter/resident), Questions, Appeal.....  | Public Safety Center, 524.7300                                      |
| Violation Payments.....  | Business Office, Voorhees Lower Level, 524.7337                     |
| Overnight permit.....  | Public Safety Center, 524.7300                                      |
| Part-time Studies.....   | Voorhees, 1st Floor, Registrar's Office 524.7216                    |
| Payments (loans, tuition, etc.).....   | Voorhees, Business Office Lower Level, 524.7337                     |
| Payroll (student).....   | Voorhees, Business Office Lower Level, 524.7312                     |
| Pioneer Card Office (Student ID).....  | 524.7373  |
| Report lost card, add value, and check balance: <a href="http://pioneercard.carrollu.edu">pioneercard.carrollu.edu</a> |   |
| Lost/Found.....  | Information Desk, Campus Center, 524.7373                           |
| New/Replacement.....   | Information Desk, Campus Center, 524.7373                           |
| U.S. Bank-linked ATM/Debit Pioneer Card .....  | 262.544.5471  |
| Recreation and Wellness.....   | RecSports Fitness Center (Prairie Hall) 951.3314                    |
| Registrar.....   | Voorhees, 524.7208  |
| Residence Life.....  | Student Life & Wellness, 524.7100                                   |
| Honors Center.....   | MacAllister Hall 208, 524.7446                                      |
| Scholarships and Grants.....   | Voorhees, 1 <sup>st</sup> floor Financial Aid 524.7296              |
| Security Concerns.....   | Public Safety Center, 524.7300                                      |
| Snack and Beverage Vending.....  | (Auxiliary Services), 524.7375                                      |
| Spiritual counseling.....  | Office of Spiritual Life, 239 College Ave, 524.7336                 |
| Spiritual Life.....  | Office of Spiritual Life, 239 College Ave, 524.7336                 |
| Student Life & Wellness.....   | Student Life & Wellness, 524.7100                                   |
| Student Billing.....   | Business Office, Voorhees lower level, 524.7337                     |
| Student Health Services.....   | Center for Student Life and Wellness 304 N. East Ave., 262.524.7233 |
| Student Involvement Center.....  | Campus Center, Lower Level B38, 650.4805                            |
| Study Abroad.....  | Kilgour Hall, IDE Lounge, 524.7657                                  |
| Study Skills Assistance.....   | Library Learning Commons, lower level Library, 524.7313             |
| Swimming Pool.....   | Van Male, 524.7315  |
| Teacher Certification.....   | Barstow, Rm 200, 524.7288   |
| Title IX Coordinator.....  | Student Life & Wellness Office, Rm120, 524.7372                     |
| Transcript Requests.....   | Registrar, 1 <sup>st</sup> floor Voorhees, 524.7208                 |
| Vice President of Student Life.....  | Student Life & Wellness Office, 524.7330                            |
| Vehicle Registration.....  | General Services – Vehicle Registration, Sentry Dr., 524-6891       |
| Violence Prevention.....   | Student Life & Wellness, 951.3234                                   |
| Pioneers Volunteer.....  | Campus Center, Lower Level B38, 524.7417                            |
| Walter Young Center.....   | 117 Wright St, 524.7335   |
| Withdrawals:   |   |
| From Carroll.....  | Director of Student Success, Voorhees, 524.7360                     |
| From Course.....   | Instructor, Advisor, Registrar                                      |
| Work Study Program.....  | Voorhees, 1 <sup>st</sup> floor Financial Aid Office, 524.7295      |
| Worship Services.....  | Office of Spiritual Life, 239 College Ave, 524.7336                 |

## II. Resources and Services for Students

### Academics

#### Academic Advising

Academic Advising at Carroll University is a 50/50 partnership between you (the student) and your Academic Advisor who is a member of Carroll University's faculty or staff. As a result of this dynamic relationship with your Academic Advisor, you will be given direction and assistance as you:

- Take ownership of your educational experience and learn to become a member of the Carroll community by thinking critically about your role and responsibility as a student
- Achieve your educational, career, and personal goals during your time at Carroll University
- Prepare to be an educated citizen of our global community by extending your learning beyond Carroll's campus

At Carroll, we have both faculty and professional academic advisors who are experts in the requirements that compose your educational program.

- If you have declared a major or specific area of study, you will be assigned a faculty and/or professional academic advisor within that academic department
- If you are exploring your options or are unsure of your academic direction, you will be assigned to a professional academic advisor in the Center for Academic Advising who has general curricular knowledge who can assist you in exploring all of your academic options.

Log into your my.carrollu portal to find your assigned academic advisor.

It is recommended that you meet with your Academic Advisor **2-3 times per semester** to monitor your academic and career plan/progress and to make adjustments as needed due to your changing interests and situations. You are **REQUIRED** to meet with your **ASSIGNED** primary academic advisor at least **ONCE PER SEMESTER**, to be cleared to register for the upcoming semester.

#### **Center for Academic Advising**

We believe in you and are committed to helping you succeed. The Center for Academic Advising provides academic advising support and resources so that you can make the most of your journey at Carroll. Whether you are just beginning at Carroll, still exploring your options as you find a major you are interested in, adding a major, minor or emphasis, even contemplating a change of direction, our academic advisors will work with you to help you find the path you will be proud of.

Our mission, in partnership with the campus community, seeks to empower students to articulate and achieve their personal, educational and vocational goals, become life-long learners, and upon graduation, continue to contribute to a diverse and global society.

Why visit Center for Academic Advising?

- To receive guidance when exploring or changing academic majors, minors or programs
- To get a head start on navigating academics at Carroll University
- To connect with academic advisors to plan your education
- To more fully understand Carroll's academic programs and academic policies

- To connect with peer support through peer advising and mentorship
- To create a **unique** academic plan for **YOU**

To schedule an appointment with an academic advisor in the Center for Academic Advising, please send an email to [acadadvising@carrollu.edu](mailto:acadadvising@carrollu.edu). For more information about academic advising at Carroll, please visit the Academic Advising webpage at [www.carrollu.edu/advising/](http://www.carrollu.edu/advising/). You can also contact us at 262-524-7410 or [acadadvising@carrollu.edu](mailto:acadadvising@carrollu.edu).

## Academic Support Services

### **Career Services**

Career Services provides career development assistance to Carroll students and alumni. Services include resume and cover letter assistance, career exploration, choosing a major, searching for a job or internship, networking tips, interviewing techniques, and graduate school preparation. Located on the main floor of the library. For more information about Career Services at Carroll, please visit our webpage at [www.carrollu.edu/student-services/career](http://www.carrollu.edu/student-services/career)

Additional services include:

- Handshake ([carrollu.joinhandshake.com](http://carrollu.joinhandshake.com)): Access to internship/job postings, events, schedule appointments with staff, and connect with employers from around the world.
- WorkForce Career and Internship Fair

**The Learning Commons (LC)** is an open study space in the lower level of the Carroll library. Make the space your own by moving the furniture and writing on the whiteboard walls. Laptops, whiteboard markers, and other study materials are available for checkout at the LC Info Desk. Looking for academic support? A great place to start for academic support information, schedules, forms and links is [LCOOnline](#) If you signed into the Carroll portal a while ago, you might see a note saying your session has expired. If this happens, click on the hyperlinked “Go to Sign in Screen” to access LCOOnline. **Questions?** Stop by the LC Info Desk or email [lcommons@carrollu.edu](mailto:lcommons@carrollu.edu)

## Library

The Carroll Library provides access to academic resources for students as well as individual research assistance from subject specialist librarians. The library’s collection includes books and e-books, online databases, e-journals, streaming videos, and other materials. The Information Commons provides computers as well as research assistance. When using the library resources students should keep in mind the following things:

- Library privileges are provided for all registered students with a Carroll University Pioneer Card.
- During the academic year, the library is open Monday-Thursday from 7:30am-midnight, Friday 7:30am to 8pm, Saturday 10am to 8pm, and Sunday 10am-midnight. Special hours for holidays and vacation periods are posted in the library and on the library’s website.

### **Research Support**

The library provides research assistance to both classes and to individual students through the MyLibrarian program. Each academic program on campus has a librarian dedicated to student and faculty research success. To receive research support, use the online chat option on the library website.

### **To check out materials:**

- Students must have their Carroll University ID.
- Responsibility for checked-out materials rests with the person in whose name the items have been

checked out.

- Please return your items on time.
- Students may receive one renewal on most items. Renewals can be made in person, by phone, or on the library website at <https://www.carrollu.edu/library>.

### **Online Access to Materials**

The library's search engine, journals, and databases can be accessed 24/7 from on or off campus through the library's website <https://www.carrollu.edu/library>. Call the library at 262.524.7175 with questions.

### **Study Spaces**

Comfortable lounge furniture can be found throughout the library and in Stone Creek Coffee where food and drink, daily newspapers and popular magazines are located. The library classroom is available as a study space at times when library sessions are not scheduled. Two collaborative tech rooms on the main floor and six study rooms on the second floor are available for reservation at <https://carrollu.libcal.com/>. The main floor of the library is designated as collaborative study. The second floor is a quiet zone. The Reading Room, located on the second floor, is the library's no talking/devices on silent study space.

### **Registrar**

The Registrar's Office, located on the lower level of Voorhees Hall, maintains the official academic records of the university. Go to this office for: registration questions, requesting an academic petition, requesting and completing a certification of enrollment form, inquiring about the process for selecting a new major/minor/advisor, questions regarding registering online, etc. Most forms are available online at <https://my.carrollu.edu/Departments/Registrar>

The Registrar determines graduation eligibility for each student. Applications for Graduation are submitted online via the student's portal under, "Apply for Graduation". Undergraduate students must have a minimum of **60 credits** to apply. All Applications for Graduation are required one year prior to the date you plan to graduate.

Official transcripts are now requested online through Parchment. To place an order, go to <https://www.carrollu.edu/academics/registrar/transcripts>

**Email** – The University provides access to email and mailboxes for all students. These methods of communication are consistently used by the university in an effort to contact students. It is expected that students will check these communications daily.

## Campus Services

### Bookstore and Pioneer Shop

Located in the Campus Center, the Pioneer Shop features Carroll University apparel and gifts to help you show your Pioneer spirit, including alumni, parent, graduation and custom gifts. The Pioneer Shop also offers academic supplies, select electronics and other items to meet your academic needs. Shop online at <https://pioshop.carrollu.edu>

Our online bookstore offers new, used, and digital textbooks available for purchase or rent, offering a variety of costs and formats to fit each student's needs. Make sure you get the correct books by logging into the bookstore via Carroll's portal page where you'll see your course materials auto-populate based on your schedule. Consider using the cost-saving features of our virtual store including price match guarantee, free ship-to-store options and guaranteed buyback on select texts.

At checkout, opt to pay out of pocket or have your course materials charged directly to your tuition bill (a signed BookCHARGE agreement is required).

We make it easy to sell your textbooks back for cash and return rentals at the end of the semester during our on-campus buybacks. Miss buyback? No problem, students can also sell textbooks back online year-round.

Check your student email for updated communications for information regarding BookCHARGE, buybacks, and rental returns.

Call 262.524.7030, visit us online or email [bookstore@carrollu.edu](mailto:bookstore@carrollu.edu) for more information, questions, and hours of operation.

### Campus Center

*Information Desk:* Located in the lobby of the Campus Center, the Information Desk is staffed by students and professional staff who are a source of information on Carroll University and surrounding communities.

- Make 10¢ copies and send/receive a fax at 50¢ per page (local) or \$1 per page (long distance)
- Purchase U.S. Postage Stamps and envelopes
- Find a lost item or Pioneer Card
- Claim your packages (if you live in the apartments)
- Find maps of campus and campus parking
- Buy tickets to student organization events
- Refrigerate lunch and/or beverage if you are a commuter student
- Reserve a locker if you're a commuter student who needs a place to store books, clothes, etc. while on campus
- Add money (cash, check, debit/credit card, Apple Pay) to your Carroll Cash/Dining Dollars account(s)
- Find the ATM (currently contracted with Waukesha State Bank) in the north vestibule of the Campus Center

*Pioneer Card Office:* The Pioneer Card is the official identification card for every student, faculty and staff member at Carroll University. It offers you a convenient, easy and safe way to access buildings, meal plans, Carroll Cash and Dining Dollars accounts, make purchases, and utilize campus services such as the Health Center, Library, on-campus printers, and fitness centers. For more information regarding your Pioneer Card, visit [pioneercard.carrollu.edu](http://pioneercard.carrollu.edu).

- All students are issued, at no charge, their first Pioneer Card. Students are expected to carry their Pioneer Card at all times and to keep their card until they graduate or leave the university.
- The Pioneer Card is not transferable and is the property of Carroll University. Falsifications, misuse,



or failure to show a Pioneer Card may subject a student to disciplinary action.

- Lost or stolen cards must be reported to the Pioneer Card office.
- All replacement Pioneer Cards, whether damaged, lost, stolen, or worn out, cost \$20. Legal name changes and status changes are no charge.
- Names-in-use card reprints are available at no charge for those who identify as trans\* or nonbinary. To schedule an in-person appointment, send a confidential email to [cardoffice@carrollu.edu](mailto:cardoffice@carrollu.edu) or call 524-7367.
- Images that are part of the identification system are property of the university and may be accessed by university staff.

**Switchboard:** All phone calls placed to 1.800.CARROLL and to 262.547.1211 are answered here

### Reservations and Event Services

The Office of Reservations and Event Services assists in scheduling meetings, banquets, conferences, sporting events, receptions, etc. for both University and Non-University groups. Staff members are happy to meet with you to recommend the best options for delivery, space and set-up for your event. Staff members collaborate with other University departments, such as Public Safety, The Office of Information Technology and Dining Services to ensure the necessary resources and services have been reserved for your event(s)/meeting(s).

Rooms may only be reserved by student organizations, faculty, or staff. To request an in-person meeting or event space, or to request changes to an existing reservation, visit <https://ems.carrollu.edu/EMSWebApp/>. The Pioneer Event Management System can also be accessed via the Reservations and Event Services portal page.

### Dining Services

Carroll's Dining Services offers a tasty selection of healthy and fresh choices, ranging from local to international cuisine, at several locations on campus. Please visit [www.dineoncampus.com/carrollu](http://www.dineoncampus.com/carrollu), call 262.524.7347, or email [dining@carrollu.edu](mailto:dining@carrollu.edu) for more information about meal plans, dining locations and hours of operation.

## Finances

### Business Office

The Carroll Business Office maintains the official financial records of Carroll University, including information relating to student accounts and payroll. The cashier window and payroll office are located on the lower level of Voorhees Hall. The cashier window is open Monday – Friday 10 AM – 4 PM. You may also contact the Business Office at [busoff@carrollu.edu](mailto:busoff@carrollu.edu) or 262-524-7337

The following services are available in the Business Office:

- Ask a question about your student account balance
- Pay your student account balance
- Sign up for a payment plan
- Sign loan/scholarship check
- Pay for a parking ticket
- Purchase Dining Dollars
- Add funds to Carroll Ca\$h

- Sign up for direct deposit of student employee payroll checks
- Turn in IRS Form W-4 and I-9 for student employment
- Cash a personal check (up to \$25 per day upon presentation of a valid Pioneer Card).

## Financial Aid Office

The Financial Aid Office is located on the first floor of Voorhees Hall. This office awards and administers all federal, state, outside, institutional grants/scholarships, and student/parent loans. Visit this office to inquire about or request financial aid counseling.

## General Services

### Duplication Services

Duplication services are available at 1111 Sentry Dr.

- All designs must be approved by Marketing and Communications for content.
- A three-business day lead time is required.
- Call 262.524.7232 or email [duplication@carrollu.edu](mailto:duplication@carrollu.edu) for more information about available services and costs.

### Mail and Package Services

The mail services (mailroom) and receiving (package distribution) departments are located at 1111 Sentry Dr.

- Mail Services:
  - Mail for students living on campus will be delivered to their mailbox in University housing.
  - Mail for students living off-campus is distributed by US postal service carriers to their residence. Students living off-campus are not able to have their mail sent to campus.
  - Individual letters received via USPS are not electronically tracked.
  - Inter-campus mail, as well as stamped US mail, can be deposited in the drop box at the Campus Center Information Desk.
  - The mailroom will also process bulk mailings for organizations on campus.
  - The mailroom is unable to accept address changes over the telephone; contact the Registrar's Office for all changes of address.
  - For graduating seniors or students not returning to campus – first-class mail will be forwarded for six months.
  - For questions or assistance with mail please call 262.524.7231 or e-mail [mailroom@carrollu.edu](mailto:mailroom@carrollu.edu).
- Package Services
  - A package is anything that will not fit in a student mailbox that comes either through the USPS, UPS, Fed-Ex, Amazon, or other common carriers.
  - Packages are delivered to the front desk of residence halls, by 4PM each weekday. For those students living in Hartwell Avenue, Carroll Street or College Avenue Apartments, packages will be delivered to the Campus Center Information Desk. Students will receive an email notification when they have a package to pick up and the location of that package. Note: if you receive an overnight shipped package, we recommend you use either Fed-Ex or UPS.
  - For questions or package tracking assistance please call 262.650.4846 or e-mail [packages@carrollu.edu](mailto:packages@carrollu.edu) and be prepared to provide the following information:
    - Tracking Number
    - Name and address of sender

- Date the item was sent
- Shipping Carrier (FedEx, UPS, etc.), if known

Addressing Mail and Packages – All letter mail and packages must be addressed as follows:

Student Name (First AND Last)  
Residence Hall and Room Number  
1111 Sentry Drive  
Waukesha, WI 53186

Orders for take-out, groceries, Instacart, Door Dash, Grub Hub, etc., must be delivered directly to your Residence Hall address, and NOT sent to 1111 Sentry Drive. Orders must be received by the recipient from the delivery driver at the time of delivery.

### Van program

All vehicles used for Carroll University sponsored trips must be reserved through the General Services Department. A one-week lead time is required. You must fill out the van reservation request form.

- Student organizations must have a full-time staff member sign the form before sending.
- All requests must have a form; no phone or email requests will be honored.
- Send completed request forms to [vans@carrollu.edu](mailto:vans@carrollu.edu).
- Drivers must be trained through Public Safety prior to reserving a van. Contact the Department of Public Safety for more information about driver training.

## Information Technology

### Campus Computers

All Carroll University students have access to Macintosh and Windows computers in the computer labs. The labs have color printers, laser printers, and scanners. The Technology Center is a walk-in lab located in the lower level of Hilger Hall which has both Windows and Macintosh machines. Pioneer Hall has a small computer lab. The Library has a computer classroom that is open as a lab when not in use as a classroom and computers are also available for use in the Library's Information Commons or the Learning Commons in the lower level. There are also several smaller departmental computer labs across campus. For more information, please contact the OIT Help Desk at 262. 524.7229 or send an email to [helpdesk@carrollu.edu](mailto:helpdesk@carrollu.edu).

### Computing Account and Email

Students enrolled in classes at Carroll University are provided with campus computing accounts for the duration of their time at Carroll. With an account, students can send and receive email. These computing accounts also allow students access to various other resources, including library catalogs and information repositories.

## Insurance

The University maintains a number of insurance policies that provide coverage for various types of injuries to employees, including student employees, as well as coverage for damage to, or theft of, University-owned or leased property. The University does not insure personally owned property or vehicles, and students who choose to bring personally owned property or vehicles to campus do so at their own risk. Student owned

property may be covered by a parent's homeowners' insurance policy; students are encouraged to check coverage and consider renter's insurance, available through <https://gradguard.com/renters/carroll> , if coverage is not available elsewhere.

#### International Student Insurance

All international F-1 students are required to enroll in WPS insurance through the university. Insurance waivers are only provided for students who are able to provide proof of comparable coverage through a sponsoring government (i.e., embassy or cultural mission sponsored students) or through employer-based US company insurance. Students should not assume that the Carroll University international student insurance requirement will be waived. Appeal questions should be directed to the Office of International Services and Engagement ([mcouch@carrollu.edu](mailto:mcouch@carrollu.edu)).

#### Secondary Intercollegiate Student Athlete Insurance

The University carries a secondary insurance policy that covers student athletes who are injured during practice for, or while participating in, an intercollegiate athletic event. While the policy is maintained and paid for by the University, the student athlete is responsible for a \$500 deductible. The deductible may be paid by other insurance maintained by the student. Club sports and intramural sports are not covered by the University's secondary insurance.

#### Automobile Insurance

Carroll carries insurance on all of University-owned or leased vehicles. Anyone who wishes to drive a University vehicle must be an approved driver. Insurance information is provided in each vehicle. Any accidents or incidents of vandalism to University-owned, leased, or rented vehicles should be reported as soon as possible to the Department of Public Safety.

#### Other Property Insurance

Carroll University property insurance policy covers damage to, or theft of, University-owned property. Any damage to University-owned property should be reported as soon as possible to the Department of Public Safety. University insurance does not cover any personal property belonging to students, who are encouraged to purchase appropriate insurance, such as renters insurance, for personally owned property.

#### Workers Compensation Insurance

The University's workers compensation insurance policy covers all University employees, including student employees. If a work-related injury occurs, the student employee should report the incident to a supervisor immediately.

### Department of Public Safety

The Department of Public Safety has personnel on duty 24 hours a day. The Department of Public Safety is located at 208 Wright Street. The mission of the department is to assist in creating a safe and secure environment for learning, living and working in the Carroll community. Carroll University, as a primarily residential undergraduate University, views its institutional responsibilities for security and safety within the following parameters:

- Carroll University complies with the Crime Awareness and Campus Security Act of 1990. The University compiles a report that not only lists statistics on certain crimes that are reported on campus and adjacent areas, but also reports on security policies the University maintains. The reports are made available to all current employees, students, prospective students, employees and anyone requesting a copy. In the event of crimes or situations that are considered to pose a threat

to the University community, the University is to notify the University community in a timely manner. This determination will be made by the Director of the Department of Public Safety, in consultation with the Vice President of Student Life. The University will make timely notice to the University community utilizing options such as but not limited to the PioALERT system (text, voice and email), University newspaper, radio station, and flyers distributed to the University community, etc.

- Carroll University believes that the responsibility for the safety of the University community is a shared one.
- The University provides a living and working environment that enhances the safety and security of community members.
  - The University provides living units that are safe and secure. The University staffs the units with Area Directors, Community Coordinators and Resident Assistants – all of whom accept responsibility in working with residents to provide a safe and secure living environment.
  - The University provides the essential safety and security systems and equipment for its classroom buildings and gives special attention to potentially “high risk” areas, such as laboratories. The University expects those using these buildings to follow a highly responsible level of attention to safety and security measures on their own initiative.
  - The Public Safety Department conducts crime prevention programming throughout the year.

### Building Access, Locks and Keys

Access to academic buildings is limited to hours of operation of that building with hours differing for each building. After hours use by students is prohibited unless special permission is received from a University official in advance. Key control for the University is the responsibility of the Department of Public Safety.

### Driver Training

Any student driving any kind of vehicle (including personal vehicle & golf carts) for University business must have their license checked. You will find a MVR (Motor Vehicle Record) form on our portal under resources.

Fill out the form and send (or scan) it and a copy of your driver’s license to [Constand@carrollu.edu](mailto:Constand@carrollu.edu). If you need to drive an oversized vehicle (12 passenger van) you must also complete the driver training course. You will find information under driver training at this same site.

### Incident Reporting

The University provides **exterior and interior Public Safety phones** at various locations. For a map of exterior phone locations please click [here](#) or visit the Public Safety parking map located on the Carroll University website. Interior Phones are located in halls of academic buildings, residence halls and the Campus Center.

**To request assistance or report a crime or emergency**, call the Department of Public Safety at 262.524.7300. In an emergency you can use **all campus phones, dial 911 directly**, meaning you DO NOT need to dial 9 first.

The Department of Public Safety personnel will respond to all calls – emergency or non-emergency. Public Safety Officers will evaluate information and make proper written reports and in certain cases make immediate contact with University administration. The University will always encourage reports of crimes by the victim to the proper law enforcement agency.

### Personnel

**The University has Public Safety Officers and a Dispatcher on duty 24 hours a day, 7 days a week, 365 days**

**a year.** The Department of Public Safety personnel receive training in basic and advanced topics. Public Safety officers are unarmed and have no police arrest powers.

The University has a good working relationship with local law enforcement and first responders. The University will provide local law enforcement with all information about activities of concern taking place on the campus and in the area. Local law enforcement provides the University with information as allowed legally in reference to incidents of concern to the University. There is no guarantee that complete information will or can be given to the University by law enforcement.

### Safety Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act information is available on the Department of Public Safety web page no later than October 1<sup>st</sup> of each year. Hard copies of the report are also available from the Department of Public Safety no later than October 1<sup>st</sup> of each year.

### Office of Intercultural and Diversity Engagement (IDE)

The Office of Intercultural and Diversity Engagement supports the mission of Carroll University by providing holistic student support, leading efforts that cultivate a welcoming and inclusive campus community, and creating cross cultural experiences that foster meaningful interactions between individuals of diverse cultures, social identities, perspectives and experiences.

We are located on the first floor of Kilgour Hall, and house 4 key areas of our institution:

- Health Careers Opportunity Program (HCOP)
- Office of Global Education
- Office of Multicultural Affairs
- Pre-College Programs

Our office includes a student lounge, featuring a community refrigerator, computer stations, conference tables, and comfortable seating areas for students to relax, study, share meals and connect with others.

Business Hours: M-F 8:00AM - 4:30PM

Student Lounge Hours: M-F 8:00AM – 8:00PM

For more information, please visit our website <https://www.carrollu.edu/campus-student-life/diversity>; or contact [dei@carollu.edu](mailto:dei@carollu.edu).

### *Health Careers Opportunity Program*

The Health Careers Opportunity Program (HCOP) is a federally-funded grant program through the Health Resources and Services Administration (HRSA) designed to recruit high school students from historically underserved backgrounds into an allied health and physician assistant pipeline, retain them through graduation, and prepare them for primary care careers in medically underserved communities. HCOP provides personal, professional, and academic support to high school, undergraduate, and graduate health science students through academic preparation, financial assistance, career advising, and experiential learning opportunities.

For more information, please visit our website: <https://www.carrollu.edu/academics/health-careers-opportunity-program>; or contact our staff:

General Inquiries: [cuhcop@carrollu.edu](mailto:cuhcop@carrollu.edu)

### Global Education

The Office of Global Education (OGE) partners with students, faculty, staff and the broader community to create a vibrant campus environment in which international perspectives and multicultural understanding are actively integrated into curricular and co-curricular activities. Our office provides campus members with opportunities to expand their international awareness, to explore their relationships to the world, and to become responsible global citizens. OGE is located in Kilgour Hall, on the first floor. Services provided by OGE include (but are not limited to):

- Cross Cultural Experience (CCE) Program Support and Student Advising
- Peer mentor CCE sessions
- Health and safety presentations/Classroom presentations
- Advising for Carroll Course CCEs and Study Abroad opportunities
- Faculty and Staff support for CCE courses
- CCE Fair

### Office of International Services and Engagement

The Office of International Services and Engagement (ISE) provides leadership and a collaborative University-wide approach to internationalization through its work around immigration, campus-wide programming, and cultural support and services for F-1 international students as well as international faculty and staff.

For the purposes of immigration reporting, ISE defines “international student” as students reporting to Carroll utilizing a non-immigrant F-1 classified student visa. This includes degree-seeking students and exchange program non-degree participants.

Questions surrounding F-1 international student support should be directed to [mcouch@carrollu.edu](mailto:mcouch@carrollu.edu).

At Carroll University, diversity and inclusion are vital components of the educational experience. Carroll University values all students and the unique qualities that each brings to the campus and its community of learners.

Diversity is associated with the acceptance, awareness, knowledge and skills in learning about differences in people and cultures. These differences can be defined as, but are not limited to: gender, age, physical and/or mental disability, race, sexual orientation, socioeconomic status, religious denomination, ethnicity, political affiliation and geographical background.

IDE is committed to providing comprehensive, holistic student support services and programs designed to enrich students’ intellectual, ethical and cultural development, by exposing them to a plethora of challenging and new learning experiences. Services provided by IDE include (but are not limited to):

- Pioneer Bridge Program <https://www.carrollu.edu/admissions/pre-college>
- Connections to Campus & Community Resources
- Cultural Agility Workshops
- Sociocultural Programming & Heritage Celebrations
- Identity Based Student Organizations Advising
- Social Justice Awareness Education & Advocacy

IDE also houses the newly designed INSPIRE Program. The INSPIRE Program is for students from partner organizations who are uniquely preparing students for college. INSPIRE Scholars receive academic support, and sociocultural programming designed to promote their access, retention, graduation from college and leadership in their communities.

For more information, please visit our website: <https://www.carrollu.edu/campus-life/diversity/multicultural-affairs>

Carroll University's Pre-college office is committed to college preparedness and access by offering enrichment opportunities for middle school and high school students.

- Rising Scholars Program
- PASOS
- Project Pioneer

### Military and Veteran Student Services

The Military and Veteran Student Services is located at The Voyager House at 125 Wright Street. Access to the house can be obtained through contact with Military and Veteran Carroll University school certifying official located in the Registrar's Office or by contacting Student Accessibility Services.

#### HOURS:

Monday – Friday, 7 am to 11:30 pm

Friday – Saturday, 7:00 am to 11:00 pm

Sunday, 7:00 am to 11:00 pm

There are two PC's available, both with CAC access, and a phone.

More information can be located on the Carroll University portal page:

[https://my.carrollu.edu/ICS/Departments/Military\\_and\\_Veteran\\_Students/](https://my.carrollu.edu/ICS/Departments/Military_and_Veteran_Students/).

## Student Life

### Absence Report

Carroll University expects students to be prompt and regular in attendance at all scheduled classes. Attendance at clinical and field experiences, if appropriate, is mandatory for all students.

The Carroll University Health Center, Counseling Center, and other university offices do not provide documentation of an absence on behalf of the student. When an absence occurs, the student, or a family member if the student is unable, should communicate with the Office of the Vice President for Student Life as soon as possible, after which the university office will notify faculty and others, as appropriate. Students must also report their absence to faculty members directly.

An Absence Report does not "excuse" a student. Reporting your absence is a courtesy notification. It is up to the faculty member to determine how to handle your absence from classes, labs, or exams. In all cases, individual instructors may use their discretion to modify their attendance policy as they see fit. It is expected that all students will respect the decision of the instructor.

Longer periods of absence may require special attention. Contact the Office of Student Success to determine the next steps in your academic plan.

### Student Accessibility Services

The mission of Student Accessibility Services at Carroll is to assist in creating a campus community where students with accessibility needs have an equal opportunity to participate in all aspects of the educational



environment.

Carroll University provides accommodations and support services to students with disabilities in accordance with federal laws, including the Rehabilitation Act of 1973, Section 504, the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAA).

Student Accessibility Services serves otherwise qualified Carroll University students with recognized physical, learning, sensory or psychological disabilities that substantially impair a major life activity (e.g. walking, communicating, seeing, learning, etc.).

If you wish to pursue academic and/or housing accommodations throughout your time at Carroll, please contact Student Accessibility Services for information about the accommodation process.

Student Accessibility Services can be reached by email at [SAS@carrollu.edu](mailto:SAS@carrollu.edu) or by phone at 262-524-7616 .

Business Hours: 8:00AM – 4:30PM (M-F)

Location: The Center for Student Life and Wellness, lower level, room 015

### Athletics

Carroll University supports a 23-sport intercollegiate athletics program that competes at the National Collegiate Athletic Association (NCAA) Division III level. The Pioneers field 12 women's and 11 men's sports.

Women's sports include basketball, bowling, cross country, golf, lacrosse, soccer, softball, swimming and diving, tennis, indoor and outdoor track and field and volleyball. Among the men's sports are baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming and diving, tennis and indoor and outdoor track and field.

Carroll's athletic teams compete in the College Conference of Illinois and Wisconsin (CCIW).

For information about absences and other policies specific to Athletics, see the Student Athlete Handbook.

Participation in intercollegiate athletics at Carroll University is open to all full-time students, pending the successful completion of all medical and NCAA eligibility requirements. Additionally, all participants must pass a pre-participation physical.

### Chaplain & Spiritual Life

- Location: The Richard Smart House at 239 W. College Avenue.
- Phone: 262-524-7336
- Email: [chaplain@carrollu.edu](mailto:chaplain@carrollu.edu)

The Office of Spiritual Life is a department of Carroll University. Our chaplains offer inclusive, respectful spiritual care to students of any religious tradition, worldview, or spiritual expression. All Spiritual Life programs are open to any Carroll student, welcoming and affirming the many identities, experiences and pathways that make our lives sacred.

The University Chaplain and Chaplain Residents on staff with the University are confidential reporting options under Title IX. Private pastoral meetings with the chaplains are confidential, except in cases where a student poses a serious risk to themselves or others, or under mandatory abuse reporting laws such as when a victim

is currently under 18.

Carroll University is affiliated with the Presbyterian Church (U.S.A.) and the Association of Presbyterian Colleges and Universities.

### Counseling Services

The mission of Counseling Services is to promote the psychological health and development of all students in order to enhance their total academic experience at Carroll. Counseling Services provides a confidential and supportive environment where student concerns can be shared and explored.

Counseling Services is located in the Center for Student Life & Wellness. Experienced, licensed therapists are available to provide confidential short-term counseling, crisis intervention and referrals to community resources when needed. The therapists assist students with concerns regarding family, relationships, self-esteem, adjustment to college life, stress management, and other mental health issues. The therapists also provide educational and prevention programs related to student mental health.

Students can schedule an appointment by calling 262-524-7335, emailing [wyc@carrollu.edu](mailto:wyc@carrollu.edu) or walk-in.

### The Office of Residence Life and Housing

The Office of Residence Life and Housing is dedicated to providing safe, inclusive and supportive living and learning environments that positively impact student engagement, retention and success.

#### Definitions

1. **Apartment:** a living unit within a university owned apartment building
  - a. Apartment refers to Carroll Street Apartments, College Avenue Apartments, and Hartwell Avenue Apartments
2. **Apartment mate:** students who share an apartment living unit
3. **Check-in:** the process where a student collects keys or gains access to their on-campus housing assignment
4. **Check-out:** the process where a student formally notifies the Office of Residence Life and Housing that they have properly vacated their on-campus housing
5. **Improper check-out:** when a student vacates their on-campus housing without proper notification or by not adhering to check-out processes
6. **Open coil heating element:** a metal component of a device or appliance that uses an accessible wire to produce heat, often does not have an automatic shut off feature (in example toaster, toaster oven, hot plates)
7. **Residence hall closing:** a timeframe where the residence halls have closed and student must seek prior approval to remain in housing when on-campus housing is closed
8. **Roommate:** students who share a bedroom
9. **Semi suite style residence hall:** a facility that hosts living units with two bedrooms adjoined by a full bathroom
  - a. Semi suite style refers to Shirley Hilger Hall
10. **Suite mate:** students who share a suite style or semi-style living unit
11. **Suite style residence hall:** a facility with living units that hosts multiple single occupancy bedrooms, a kitchenette, and up to two full bathrooms
  - a. Suite style residence hall refers to Frontier Hall, Pioneer Hall, and Prairie Hall
12. **Traditional residence hall:** a facility with double or single occupancy bedrooms that open to a hallway each floor shares community restrooms

- a. Traditional residence hall refers to Charles Street Hall, Kilgour Hall, North Bergstrom Hall, South Bergstrom Hall, Steele Hall, Swarthout Hall

### Residence Life and Housing Policies

Any alleged violation of Residence Life and Housing policy may result in administrative fines or fees and/or referral to the Office of Student Conduct.

### Access

A University official may enter student living units whenever there is reasonable cause to believe there is a violation of University, local, state and/or federal regulations, a threat to the health or safety of the residents or occupants of our community or a disruption to the community. Students must allow University officials to access their living unit when requested to do so.

- a. Requests for maintenance are considered permission to enter the living unit.
- b. A University official may ask students to assist with searching areas that are not in plain view including but not limited to opening closets, cabinets, drawers and refrigerators. Failure to cooperate may result in a referral to the Office of Student Conduct.
- c. Obstruction of the rights or movements of other individuals will result in disciplinary action. This includes verbal, written or physical threats, abuse to another person, or by any means making it unduly difficult for another individual to enter or leave a living unit.

### Alcohol

The University reserves the right to involve civil authorities at any time officials deem appropriate.

1. Dry Living Unit: No resident of the living unit is of legal drinking age.
  - a. No alcohol consumption or possession of alcohol, alcohol containers or alcohol parts are allowed-even by guests who are of legal drinking age.
2. Damp Living Unit: One or more contracted residents of the living unit are of legal drinking age and one or more residents are not of legal drinking age.
  - a. The door to the living unit must be closed when consuming alcohol.
  - b. Only the of age contracted resident of the living unit and their of age guests may consume or possess alcohol.
  - c. Any guest of the underage contracted resident is not allowed to possess or consume alcohol in the living unit.
  - d. If the of-age contracted resident and their of age guests are consuming alcohol, the underage roommate/s may be present.
  - e. Underage guests, regardless of who their host is, may not be in the presence of consumption within a damp living unit.
3. Wet Living Unit: All contracted residents of the living unit are of legal drinking age.
  - a. The door to the living unit must be closed when consuming alcohol.
  - b. Only guests of legal drinking age may consume or be in the presence alcohol in a wet living unit.
  - c. Guests not of legal drinking age may not be in the presence of alcohol consumption in a wet living unit.
4. Alcohol may be possessed by individuals who are 21 or older under the following conditions:
  - a. Alcohol is not allowed on-campus housing common areas such as common area lounges, common area kitchens, basements, hallways, grounds, laundry rooms, garages, or any other space outside of a living unit.
  - b. Alcohol may only be transported to living units in manufacturers sealed or capped containers.
5. The production of alcohol is prohibited.
6. Under no circumstance can minors (individual under the age of 18) be in the presence of alcohol in any residence hall living unit.

7. Regardless of age, common sources, including but not limited to beer bong, barrels, and kegs are prohibited.

#### Amplifiers and Musical Instruments

Amplifiers and Musical Instruments may not be used in the residential facilities. Musical instruments may be used if the only sound produced is heard through headphones of the student playing the musical instrument.

#### Break Periods and Residence Hall Closures

1. No individual is permitted to stay in residential facilities during the winter break, January Term, Spring Break, and summer sessions without prior approval from the Office of Residence Life and Housing.
  - a. Exceptions are made to this policy, through the submission and approval of a university break housing request and/or a summer housing application.
2. Residents must leave the residential facilities within 24 hours of a resident's last exam or by the designated time.
3. Overnight Guests/ Visitors are not permitted in on-campus housing between 2:00am-8:00am during winter break and spring break.

#### Cleanliness

Residents are required to regularly clean their rooms and maintain sanitary conditions within the living unit. Residents of suites and apartments are required to regularly clean their bathrooms and common areas including their kitchenettes and kitchens (where applicable).

#### Cohabitation Policy

Students are prohibited from participating in romantic cohabitation in on-campus housing where the students would be a roommate or suite/apartment mate of their romantic partner.

#### Common Area Damage

Common area damage is the responsibility of all residents whether or not the resident is present.

- a. Any resident removing or damaging any piece of furniture or appliance from common areas may be subject to disciplinary action.
- b. When negligent damage to personal or university property occurs in a common area of the residential facility, the individual(s) responsible, if known, will be billed for the cost of repairs and may result in disciplinary action. This includes behavior that causes harm to personal or University property.

#### Courtesy Hours

Courtesy hours are in effect 24 hours a day.

- a. Noise to an excessive degree or that interrupts resident's rights to sleep or study, at any time of the day, is considered a violation.
- b. A residence life staff member may document courtesy hour violations without a previous warning in an excessive noise incident.
- c. Courtesy hour violations may result in disciplinary action.

#### Decorations

Decorations that can be seen in residents' windows or on the outside of the doors are considered to be posted in a public area. Residents will be asked to take down decorations that are deemed, by Residence Life and Housing staff, to have a negative impact on the community.

- a. Adhesives may be used to attach decorations as long as they can be easily removed without damaging the surface or requiring additional cleaning. Any damage caused by adhesives will be charged to the resident responsible for using the adhesive.

- b. Students living in suites or apartments may use finishing nails to hang items on walls. Finishing nails cannot be any longer than 1 inch and the remaining hole left in the wall no larger than a pinhole.
- c. Decorations/materials may not be attached to ceilings, door frames, sprinkler system equipment, pipes, or lights.
- d. Students cannot paint any area of their living unit, hallway or building.
- e. Per fire code, decorations on student doors are limited to an area of 24 inches by 24 inches or less of the door surface.
- f. No device (nails, screws, etc.) that penetrates or damages the door or furniture may be used.
- g. Decorative lights are permitted as long as they do not present a fire hazard.
- h. Cut or dried trees or plants or any decoration made from cut or dried trees or plants are not allowed.

Electrical Accessories, Appliances, and Devices

Due to the safety hazard of appliances with a heating element the Office of Residence Life and Housing strongly encourages that all electrical appliances that can be equipped with automatic shutoffs are used.

1. Traditional residence halls: open coil appliances and microwaves are prohibited.
2. Semi-suite style residence hall: Open coil appliances are prohibited.
3. The following items are prohibited in all residence halls and university apartments:
  - a. Extension Cords
  - b. Outlet Splitters
  - c. Sun Lamps
  - d. Fog Machines
  - e. Halogen lamps and bulbs
  - f. Air conditioners
  - g. Space Heaters (unless approved by the Office of Residence Life and Housing and/or Facilities)
  - h. Humidifiers (unless approved by the Office of Residence Life and Housing, the Office of Student Accessibility Services, and/or Facilities)
  - i. Dehumidifiers (unless approved by the Office of Residence Life and Housing, the Office of Student Accessibility Services, and/or Facilities)
  - j. Electric Blankets
  - k. Heating pads (unless equipped with an automatic shut off feature)
  - l. Irons (unless equipped with an automatic shut off feature)
4. Refrigerators: Personal refrigerator units cannot exceed 4.3 cubic feet. Only one refrigerator unit per resident is allowed. Refrigerators must be plugged directly into wall outlets and not into an extension cord or power strip.
5. Small Kitchen Appliances: Indoor grills or air fryers can only be used in common area kitchens in Hilger and traditional halls and in the kitchenettes or kitchens of university apartments, Frontier Hall, Pioneer Hall, and Prairie Hall. Coffee makers and electric kettles are permitted if they have an automatic shut-off feature
6. Electrical and Data Cords: Electrical and data cords must follow the contour of the living unit and not cross entryways. Power strips with an internal circuit breaker (surge protectors) may be used, so long as they are plugged directly into the wall outlet, and not into another power strip. There is a limit of one of these surge protectors per outlet.

Eligibility to Live in On-Campus Housing

Students with 8 or more credits hours per semester may live in residential facilities. Students registered for less than 8 credit hours may petition to live in residential facilities. The Office of Residence Life and Housing reserves the right to deny housing for students.

## Fire Safety

If staff discover fire safety violations students will be contacted by Residence Life Staff and/or Student Conduct regarding the violation(s) and any prohibited items will be confiscated and kept with Residence Life or Public Safety.

### **Fire Safety Regulations**

- a. Candles, wax warmers, and incense are prohibited
- b. Fireworks or combustibles are prohibited
- c. Halls, entrances, and egresses, including egress routes through common spaces, must always kept clear of all items. This includes entryways to buildings and all stairwells. Bicycles, skateboards, or other items may not be stored in hallways or entryways.
- d. Propping fire doors and exterior doors in any building is prohibited.
- e. There must be a 30-inch path or egress from door to window
- f. No more than 40 percent of wall space may be covered by combustibles, such as tapestries or posters. No items may be hung from ceilings.
- g. No window treatments, aside from those provided by the University, are permitted (i.e., curtains, valances, etc.).
- h. Window displays including, but not limited to, signs, flags, cans, bottles, and posters displayed or attached to the window are prohibited.
- i. Student door postings are limited to a 2' x 2' area
- j. Light fixtures may not be covered by any materials (such as bedspreads, scarves, paper shades) nor may they be painted or darkened.
- k. Combustibles, such as furniture, recycling, clothing, and garbage, must be kept at least 12 inches away from heaters.
- l. No combustibles are permitted in hallways, stairwells, or egresses.
- m. All gas-powered vehicles must be parked in student parking lots or parking garages with a permit.
- n. Any type of repairs on vehicles in parking garages is prohibited.
- o. Idling of vehicles in parking garages is prohibited.
- p. Other activities or items that pose an increased risk of fire or impede fire response will be prohibited upon discovery.
- q. Use of non-University alarm systems or other than University-issued locks, including locks on storage closets is prohibited. Apartment storages lockers are exempt.
- r. The storage and use of flammable liquids (e.g., gasoline, paint thinner, spray paint, air brushes) and flammable gases (e.g., propane, acetylene), fireworks or other materials that pose an increased fire hazard is prohibited.
- s. Outside grills, charcoal, lighter fluid, propane or other combustibles are prohibited within residential facilities.

### **Fire Alarms and Evacuation**

When a building fire alarm is activated on campus, residents are required to evacuate the building immediately and remain at the designated gathering point for further instructions.

If a fire alarm is activated and the cause is known, Public Safety and/or Residence Life professional staff must be notified. If the cause of the fire alarm activation is negligent, the student(s) will be referred to the Office of Student Conduct.

If an individual discovers a fire, the individual must activate the fire alarm, evacuate the building, and immediately notify the Department of Public Safety. Evacuation plans are posted inside of each residential unit. Students who fail to evacuate may be referred to the Office of Student Conduct.

Students may not enter the building until the fire department determines that it is safe to reenter.

### **Fire Drills**

Public Safety and Residence Life staff conduct fire drills once a semester in each residence area. All occupants of a residence hall must evacuate the building immediately when the alarm sounds. Public Safety professional staff may enter living units and hallways to ensure compliance with proper evacuation procedures.

### **Tampering with Fire Safety Equipment**

Fire extinguishers, fire detection systems, and alarm systems are in place to protect the community. Tampering with fire safety devices is prohibited. This includes, but is not limited to:

- a) disabling smoke detectors
- b) covering smoke detectors with any materials whatsoever
- c) disabling carbon monoxide detectors
- d) activating an alarm when no hazard is present
- e) hanging items from sprinkler heads and pipes
- f) discharging, tampering with or moving fire extinguishers

When responsible individuals cannot be identified, communities may be subject to community damage fines or may result in mandatory community meetings as deemed necessary by Residence Life staff.

### *Fire precautions for students with Accessibility needs*

Residents in residential buildings who are not capable of exiting the room without assistance of another should remain in their room until firefighters arrive to assist them.

### Furniture

University provided furniture cannot be removed from the living unit or taken apart.

Bed mattresses may not be brought into residential facilities without prior permission from the Office of Residence Life and Housing and/or the Office of Student Accessibility Services.

All stacked furniture must have an 18-inch clearance from the bottom of the sprinkler head.

### Hallways

Personal items may not be placed in hallways. Furniture may not be placed directly in a hallway door, create a fire hazard within the hallway, obstruct the view and/or block an exit from the living unit.

### Housing Preferences and Assignments

Incoming students are assigned to living units based on the housing preferences submitted prior to the start of the academic term. Although the Office of Residence Life and Housing will work to meet students'

requests for specific living units, a housing agreement only assures a room assignment in a residential facility and does not guarantee that the student's preferences will be met.

Returning students make housing arrangements each spring for the following year. Specific instructions, regarding this process, will be distributed to all eligible students within the first six weeks of the spring semester.

Students are responsible for contacting the Office of Residence Life and Housing to address any room assignment questions or concerns. The Office of Residence Life and Housing reserves the right to move any student, if needed, to a different but comparable space. This includes moving students in order to consolidate spaces.

All final decisions will be made by the Office of Residence Life and Housing including the right to deny a student to live in on-campus housing.

#### Injury or Illness

Any incidents occurring in a residential facility which result in injury should be reported to either the Office of Residence Life and Housing or the Department of Public Safety. A written report will then be filled out by the University official. Any long-term medical conditions or extended illnesses should be reported to the Office of Student Life.

#### Inspection

Inspection of all living units for maintenance, safety and/or security purposes is a right reserved by the University.

- a. Professional staff from Residence Life, Facilities and/or the Department of Public Safety will periodically check living units for maintenance, safety, and security purposes.
- b. If, during these checks, there is visible evidence of an alleged violation of university policy, local, state and/or federal regulations, a university official will document the situation and may confiscate any alleged prohibited items.
  - i) Personal property in living units that are a violation of university, local, state or federal regulations may be confiscated.
    - (1) The University reserves the right not to return any confiscated items.

#### Littering and Trash

Littering from, in, or around residential facilities or depositing personal trash in any area or receptacle other than an outside dumpster is not permitted.

#### Living Unit Changes

1. Room changes will not be granted during the first four weeks of the fall semester.
2. Unauthorized living unit changes, for any reason, will be referred to Residence Life and Housing staff. The student may be required to move back to their original living unit and may be assessed an administrative fine.
3. Living unit changes based on the assumed or confirmed identity of an individual will not be approved. The Office of Residence Life and Housing will not make assignment changes on the basis of discomfort/bias related to the confirmed or assumed identity of individuals.
4. Living unit changes must be completed by the deadline provided by The Office of Residence Life and Housing professional staff. Residents must comply with all check-in and check-out procedures, including a move within the same living unit. An administrative fee may be applied.

#### Living Unit Common Area

Occupants are jointly responsible for the condition of the common areas within the living unit. Damage that occurs beyond normal wear and tear may be charged to the occupants of the living unit. Failure to report



damage may also result in charges to the occupants. Any charges for damage and/or lack of cleanliness may be assessed to the person(s) responsible.

### Locks and Keys

1. Residents are issued keys to their living area and will have outside door access to their building. Some residents may be issued mailbox keys and/or suite keys.
2. Residents must report lost keys immediately to the Office of Residence Life and Housing or the Department of Public Safety.
3. Duplicating keys is prohibited. Students will be charged for the lock change and replacement keys if found to have duplicated their keys.
4. Unauthorized locks may not be installed within residential facilities. Any change or addition of locks must be completed by Facilities professional staff and only by request of Residence Life and Housing or Department of Public Safety staff.
5. A charge will be assessed if keys are lost or not returned by the announced deadline.
6. Residents are not allowed to give their keys or Pioneer Card to another individual to access the building or living unit.

### Mold and Mildew Prevention

To prevent mold and mildew in living units, residents must take the following action:

- a. Remove any visible moisture accumulations, including on walls, windows, floors, ceilings, and bathroom fixtures
- b. Clean spills and thoroughly dry affected areas as soon as possible after occurrence
- c. Do not leave wet or damp clothes, towels, bedding, or shoes in closets
- d. Do not hinder or impede normal operation of exhaust fans/systems
- e. Keep your living unit's temperature at reasonable levels
- f. Clean your living unit regularly

Residents will promptly notify the Office of Residence Life and Housing, Physical Plant, or Public Safety staff of the presence of any of the following conditions:

- a. A water leak, excessive moisture, or standing water
- b. Mold or mildew growth
- c. A malfunction in any part of the heating, air-conditioning, or ventilation system

If damage is caused by mold or mildew, the resident may be liable if the recommendation action was not taken.

### Noxious Odor Policy

A noxious odor is any aroma of such intensity that it becomes apparent to others is prohibited.

Any odor may become noxious or offensive when it is too strong. Some examples are cigarettes, perfume, air freshener, dirty laundry or lack of cleanliness in contracted housing unit.

### Overnight Guest/Guest/Visitation Policies

Guest and Visitors, including Carroll University students not assigned to a specific living unit, are permitted in residential facilities as long as they adhere to Carroll University policies and all roommates agree to hosting Guest/Visitors. The host resident is responsible for informing their Guests/Visitor of Carroll University policies and procedures. Consideration for the rights of roommates and other residents must be respected. No Guest/Visitor privilege overrides any resident's right to sleep, study or otherwise utilize their living unit.

1. Visitation Hours
  - a. Visitation hours are from 8:00 a.m. to 1:59 a.m. daily.
2. Overnight Hours

- a. Overnight hours are from 2:00am-7:59am daily.
3. Overnight Guest Capacity
  - a. Per Waukesha fire code, residents who reside in the traditional halls may only have one overnight guest per room. Residents who reside in the suites and apartments may have one overnight guest per resident.
  - b. All overnight guests must be registered at Public Safety.
4. Guest/Visitor Responsibilities
  - a. Guests/Visitors who are in violation of Carroll University policies or procedures may be asked to leave and/or be restricted from Carroll University premises.
5. Host Responsibilities
  - a. The host is responsible, always, for their Guest/Guest/Visitors' observance of the University Student Code of Conduct and the Residence Life and Housing Guidelines.
  - b. University disciplinary action will be taken against the host if the /Guest/Visitor is in violation of a policy.

#### Pest Policy

Residents move into living units which are declared clear of pests by a licensed pest control contractor. If a pest concern is reported, residents will be expected to assist with the pest inspection and/or treatment process. If pests are found to be present, the resident(s) will be responsible for the cost associated with the pest treatment process for all impacted living units. Pest treatment processes will be determined by the Office of Residence Life and Housing in consultation with a licensed pest control contractor. For more information regarding the pest treatment process, please go to the Residence Life and Housing department page on the portal at <https://my.carrollu.edu/ICS/Departments/Residence Life and Housing/>

#### Pets

Pets, other than fish, are not allowed in residential facilities.

- a. Aquariums may not exceed 10 gallons.
- b. One aquarium is allowed per person

#### Posting Policy

All postings in the residence halls must be approved through Student Life prior to posting. Student Life will only approve posters with appropriate text and imagery for posting within the residence halls and apartments. For more information about the posting policy, visit the Residence Life and Housing Portal page at <https://my.carrollu.edu/ICS/Departments/Residence Life and Housing/>

#### Quiet Hours

Quiet hours are in effect from 10 p.m. to 8 a.m., Sunday through Thursday and midnight through 8 a.m., Friday and Saturday. Noise should be kept to a minimum and noise cannot be heard more than two living unit doors down during quiet hours.

- a. Additional quiet hours will be utilized during semester final exam weeks or other University designated times.
- b. Residence Life staff or University officials may document violations of the quiet hour policy.
- c. Violations of quiet hours may result in disciplinary action.

#### Recording Devices

Ring/Nest or other smart security doorbells, personal exterior cameras, or any other monitored recording devices may not be used or installed in on campus housing residential living units.

#### Recreational Activities

Recreational activities are prohibited within residential facilities. Examples of these activities include, but are not limited to, throwing, or bouncing balls and Frisbees, golfing, using skateboards, roller blades, bicycles, skates, remote controlled cars, squirt guns or foam projectile guns.

- a. Exceptions include ping pong or pool equipment if being used appropriately and in designated areas.
- b. Recreational activities outside of residential facilities should be done far enough away to eliminate the possibility of damage to university buildings and property.

#### Residence Hall Check-in

1. Residents must complete their RCR or ACR within 72 hours of checking in.
2. Early arrivals must be sponsored by an academic program, campus department, or athletic team.

#### Residence Hall Check-out

1. Prior to any check out, all personal belongings must be removed entirely from the living unit and the living unit must be cleaned.
  - a. Residents who fail to observe proper check-out procedures will receive a \$50 improper check-out fee.
2. A resident must schedule a check-out 24 hours in advance of the check-out or receive an express check-out envelope and agreement 72 hours in advance of their check-out.
3. Only in extenuating circumstances will express check outs be granted by Area Director or designated professional staff member from the Office of Residence Life and Housing. Residents must request an express check out at least 72 business hours in advance of the check out through either the Area Director or designated professional staff member from the Office of Residence Life and Housing.
  - a. Residents who choose the express check out option understand the resident will not be present when the living unit is examined and that the resident is responsible for any damages or cleaning charges assessed to the resident based on the condition of the living unit.
4. At the end of the academic term, each resident must check-out within 24 hours after their last final exam or by the posted closing date and time, whichever comes first.
5. The keys issued must be returned directly to the Residence Life Staff at the time of the check out. Keys may not be left with another individual or left in the living unit.
6. Residents who withdraw from the University or have been asked to leave for disciplinary reasons must follow proper check-out procedures and leave within 48 hours (or earlier if specified). A cancellation fee will be assessed to the student.
7. Resident students that elect to stay for summer session I must vacate their Spring assignment no later than May 15 or by the date designated by the Office of Residence Life and Housing.

#### Residence Life Front Desk Collection

Any student organization must abide by the Residence Life Front Desk Collection policies within the Residence Life Front Desk Collection application form found on The Office of Residence Life and Housing portal page.

#### Residency Requirement

All full-time students who enroll at Carroll are subject to a junior residency requirement. This requirement remains in effect until a student has achieved senior standing (92 credits) by the beginning of the academic year. Exceptions to this policy include those students who are married or in a partnership legally recognized by a state, 23 years of age or older, are the primary caregiver to a child and those students who are living within fifty (50) miles from campus with parents or legal guardians during the academic year for which they are enrolled. Students who meet senior standing by the beginning of the academic year and who do not wish to live on campus do not need to submit a housing exemption application.

Each year, full-time students who wish to live off-campus must submit a petition to be released from the residency requirement and must receive approval through the Office of Residence Life and Housing. If the petition is denied, the student will be subject to the residency requirement and will need to complete the appropriate application and license agreement for campus housing.

Students who have not been approved for release from the requirement and/or fail to submit an application and license agreement for campus housing will be charged for a standard double room and the minimum resident meal plan until the terms of the residency requirement have been satisfied.

#### Restricted Areas

Restricted areas, such as roofs, balconies (except for College Avenue Apartments), ledges, fire escapes and mechanical rooms are off limits to all individuals except university officials.

#### Roommate/Suitemate/Apartment-mate Dynamics

There are instances where roommates/suitemates/apartment mates come into conflict with one another. When this occurs, the Residence Life staff will help residents work through their difficulties and explore solutions such as mediation, compromise, or roommate agreements. If no solution is reached after extensive effort, in the mediation process, on the part of the roommates and staff, a living unit change may be considered as an option.

All living unit change procedures will originate with the Area Director. Considerations will be made based upon availability and the issues involved in the specific situation. Residents are provided roommate agreement forms. All residents with roommates must complete the roommate agreement by the deadline established by the Area Director.

#### Social Events

Social Events in common areas of residential facilities may be held with permission from Residence Life and Housing staff. Students who live in a particular community have priority to common area spaces, unless the space has been appropriately reserved through Campus Reservations and Event Services or the Office of Residence Life and Housing. Individuals using the common area space must clean up after their usage and return the area to the proper layout.

#### Solicitation

Solicitation is not permitted in residential facilities (e.g., student organizations, salespeople, representatives of religious or political groups).

- a. No resident may use residential facilities as a base for any personal business, including serving as an agent for any line of products.
- b. Any advertisement for a product or event outside the University must be sent through U.S. mail and addresses individually to each resident.
- c. All advertisements must be approved by the Office of Student Life prior to posting. Any unauthorized advertisements will be removed and may be referred to the Office of Student Conduct.

#### Storage

Residents must comply with the Storage Application Form which can be found on the Residence Life and Housing portal page. Limited storage is available depending on each apartment building.

#### Student Housing License Agreement

All residents must read and agree to the terms and conditions stated in the Student Housing License Agreement. <https://www.carrollu.edu/campus-student-life/housing/application>

#### Theft

Theft should be reported promptly to the Department of Public Safety.

1. Liability for loss or damage of individual money or property in residential facilities due to fire, theft, water or other peril is not assumed by the University.

- a. The protection of personal property and safety is the responsibility of the individual.
2. Residents are encouraged to review family or personal homeowners/renters and health insurance policies and to obtain adequate coverage.
3. Possession of stolen property will result in disciplinary action and possible referral to the Waukesha Police Department.
4. Signs removed from university, city, county and/or state property are not permitted in resident living units. Residents in violation of this policy will face disciplinary action and possible referral to the Waukesha Police Department.

#### Tornado Regulations

When a tornado warning is in effect for the county, sirens are sounded by city officials. When sirens are activated, all individuals must leave living units and go to the designated location of the building for safety. Individuals must remain in the designated location until the all-clear is declared. Any individuals failing to cooperate will be referred for disciplinary action.

#### Weightlifting and Exercise Equipment

Weightlifting and exercise equipment totaling more than 30 pounds are not permitted in living units.

#### Windows and Screens

Windows and Screens may not be removed from the windows and must cover the windows.

- a. For safety reasons, individuals may not lean out of windows, sit, or stand on window ledges, or use the windows as an entrance or exit.
- b. Furniture or bedding materials, including but not limited to pillows, cushions, or blankets) may not be placed on window ledge/seat.
- c. Windows should not be used unless the screen is intact.
- d. Throwing items from windows is prohibited.

#### Student Health Services

Student Health Services is located in the Center For Student Life And Wellness at 304 N. East Avenue. Board certified Nurse practitioners (NPs) and medical assistants staff the Health Center. Health services are available to students from August through May with limited hours in June and July. The NPs treat students for a variety of minor illnesses and injuries. The NPs can write prescriptions after examining patients, if needed. Some medications are available at the Student Health Center and are dispensed at the time of service for a fee. The NPs can also complete the Medical Health Statement for Cross Cultural Experiences, administer physical examinations, pap and pelvic exams, vaccines, travel consults, TB tests and drug screens required for some majors. The NPs can perform various laboratory tests including rapid COVID, strep, mono, and urine tests, as well as sickle cell tests for athletes, and other routine blood tests. All visits are by appointment only. For more information about how to schedule an appointment and for a list of fees, please visit the website at [https://my.carrollu.edu/ICS/Departments/Health\\_Services/](https://my.carrollu.edu/ICS/Departments/Health_Services/).

There are modest charges to see the nurse practitioner, receive medications, have lab tests, etc. All fees are billed to the student account or can be paid using Carroll Cash. One exception is that most services provided in the Health Center are 100% covered for international students enrolled in the WPS insurance plan offered through Carroll University administered by WPS. Students insured under a parent's/ guardian's health insurance plan will receive a receipt in which the student can submit to their insurance to request reimbursement.

Students needing further treatment are referred to community medical services and are responsible for any costs associated with those services. If students need assistance outside of Health Services hours, please see the list of local clinics on the Student Health webpage under handouts. If a student needs a ride to a local

urgent care or Waukesha Memorial Hospital emergency room, they can contact Public Safety at 262-524-7300-for a ride but need to specify the ride is needed for medical care.

All newly admitted full time undergraduate students are required to provide proof of certain immunizations. Prior to arrival on campus, all new students also need to complete the required Health History Form and Immunization section in the Medcat patient portal <https://carrollu.medicatconnect.com/login.aspx>. Please select the “Forms” icon and complete the Student Health Center Health History Form. When complete, select submit. Next, please select “Immunization” and select “Enter Dates” from the drop-down menu. Complete the section and select submit. After you have entered your vaccine dates, do not forget to also upload a copy of your vaccine record under the upload tab so that the information can be verified. You will not be considered compliant with the immunization requirements until you have completed this step.

Two doses of Measles, Mumps, Rubella (MMR) vaccine are required. In lieu of immunization, evidence of laboratory tests showing immunity to Measles, Mumps, and Rubella is acceptable.

**If the required immunization information is not on file, the Dean of Students and the Registrar will be notified, and a hold will be placed on your registration for the subsequent semester.**

The COVID-19 vaccine is highly recommended but not required. Wisconsin Act 61 requires the University to provide information to students and parents about meningococcal disease, hepatitis B, and the availability and effectiveness of vaccines. Please review the information regarding meningococcal disease, hepatitis B disease, and vaccines at <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/hep-b.html> <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html> <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening-serogroup.html>

Contact your primary care provider if you have questions. If you have already received these vaccines, please include the dates you were vaccinated in the immunization section of the Patient Portal as described above.

Both vaccines are available at the Carroll University Student Health Center. For Students who enroll in the University sponsored student health insurance plan, all vaccines are covered at 100% if provided in the Student Health Center.

Students are solely responsible for any costs associated with their medical care.

### Student Activities

**Mission statement:** Student Activities seeks to further the mission of Carroll University. We enrich the life of the University and enhance the success of our students by providing Carroll University community members’ opportunities to explore and develop themselves as individuals, leaders, and citizens through involvement with and development of clubs, organizations, programming, and activities.

Student Activities provides a variety of programs, events, and services intended to provide a fun and engaging campus atmosphere. Student Activities oversees various areas including Alternative Spring Break, Big Programs, Community Engagement, CU@Night, Daytime Programming, Fraternity and Sorority Life, Orientation, Recreation and Wellness, Student Organizations, the Travel Series and Pioneers Volunteer.

### Food Resources

Carroll’s Cupboards aims to work together with the Carroll community to make sure every Pioneer can thrive academically, socially, and personally. We are dedicated to ensuring every student feels confident and comfortable with access to food and help to break the stigma against food insecurity on Carroll’s campus.

## Locations:

- Student Involvement Center// Lower Level of Campus Center
- LL10// Center for Graduate Studies
- Info Commons// Library
- DEI Lounge// Kilgour

**Pete's Choice Pantry:** Offers students the option to pick-up non-perishable food items and fresh produce with an individual pick-up time. Students interested can contact [cupboard@carrollu.edu](mailto:cupboard@carrollu.edu) for more information or questions.

## University Recreation and Wellness (RecSports)

To enter any recreational facility and/or to participate in Intramural Sports or special events, participants must sign the present year's online Rec Waiver and present their current and functioning Carroll ID.

See our website [carrollu.edu/recsports](http://carrollu.edu/recsports), link to 'Recreation' on the Portal's Departments page or stop by the Pioneer Fitness Center at Pioneer Hall or the RecSports Fitness Center next to Prairie Hall for more information and to pick up an Intramural Sports or Group Fitness schedule.

### 1. Intramural Sports

Intramural Sports promote skill development, teamwork and friendly competition. University Recreation and Wellness offers two season-style league schedules that run the duration of the semester as well as tournaments that take place on a single day. The intramural activities offered are open to all registered students, faculty and staff. Participants can sign-up either as a team or as an individual 'free agent'. Examples of intramurals offered include: badminton, basketball, soccer, softball, flag football, yard games, Ultimate Frisbee, kickball, dodgeball, tennis, Whiffle ball, esports, volleyball and Pickleball.

### 2. Fitness and Wellness

The RecSports Fitness Center is located adjacent to Prairie Hall on the corner of West College Avenue and Grand Avenue. This facility features state-of-the-art strength and cardiovascular conditioning equipment as well as free-weights and functional training equipment. The Pioneer Fitness Center is located in Pioneer Hall. This facility is a great place to start, with extensive cardio options, selectorized weight machines, an area to work on abs and stretching, as well as a TRX T-bay and modern training elements.

### 3. Drop-In Recreational Activities and Special Events

Ganfield Gymnasium features a wood multipurpose court and a Dance Studio upstairs. There are free weekly Group Fitness classes offered in the Studio during the academic year. Classes include various formats of Yoga, Pilates, ZUMBA, STRONG Nation, Bootcamp, Barre Fitness, High Intensity Interval Training (HIIT), Les Mills and Core Crunch.

### 4. Club Sports

Club Sports provide higher levels of competition than intramurals yet are not a part of Intercollegiate Athletics. Student-led teams compete locally, regionally and nationally in a variety of competitive sports. For more information on existing or prospective clubs, please visit our website at [carrollu.edu/recsports](http://carrollu.edu/recsports)

### 5. Carroll Outdoor Recreation Equipment/Bike Shop Garage

C.O.R.E. @ RecSports has a large inventory of outdoor gear available to rent for a variety of camping adventures and trips- accessible via RecSports staff. The Bike Shop Garage, located on Barstow Street near the Math House, also rents bicycles for daily, weekly, or monthly terms at an affordable

rate of \$2.00/day, \$10.00/week, or \$30.00/month, which includes both a helmet and lock. Items can be rented with Carroll Cash via RecSports staff, or with a credit card.

## 6. Esports

Check out the Carroll Esports Center (CEC), est. fall 2020, located in the lower level of the Campus Center. Home to Carroll's Varsity Esports teams, the space also hosts club-level, intramurals and open-play for students. The latest PCs and console gaming options are available. Select ePios earn scholarships and compete in multiple conferences on the national level. Follow Carroll's teams on our Discord, or @esportscarrollu.

### Student Organizations, Fraternity and Sorority Life

Student organizations and Fraternity and Sorority Life are responsible for adhering to the policies set forth in the student handbook and the student organization handbook. In addition, Fraternity and Sorority Life must agree to abide by the Fraternity and Sorority relationship statement.

Formal Recognition Procedure – Non-Greek Lettered groups pursuing official registration from Carroll University should set up a meeting with the Office of Student Activities. Be prepared to discuss the following:

- Proposed name of the organization.
- Names of the organizing students, including a primary contact person.
- Name of the interested faculty/staff advisor.
- Purpose and objective of organization.

Upon completion of the meeting, the student(s) will complete a new organization proposal packet and submit it to the Office of Student Activities. To finalize the registration process, the following must be completed:

- Present a constitution to the Office of Student Activities for review. If the student group is affiliated with a national organization, one copy of the national constitution/bylaws should also be submitted.
- The Office of Student Activities will make any necessary recommendations for changes/additions. If revisions are required, the student group has 90 days to present the revised constitution to the appropriate Student Activities professional staff. (Exceptions relating to the 90 days may be made on the basis of the academic calendar.)
- The Office of Student Activities will notify the student organization of the official status upon review of the constitution.
- Subsequent to formal recognition, the student organization's officers must complete the Organization Registration Form through Pioneer Presence and submit it to the Office of Student Activities.
- Failure to complete the formal recognition procedure within one academic year will result in loss of recognition.

University Support – Student organizations recognized by the University will have the following privileges:

- Use of the Carroll University name in the organization name and in conjunction with their programs and activities.
- Listing of the organization's name in various University publications.
- Opportunity to utilize University facilities and resources for meetings (i.e. rooms, equipment, information services, publicity and media).
- Use of an organization mailbox in the Student Involvement Center.
- Eligibility to request funding from Student Senate.
- Right to sponsor activities in University facilities.
- Access to Business Office services (i.e. establishment of organization accounts, printouts, purchasing, and advice).



- Eligibility to participate as an organization in student activities and events (e.g. Student Involvement Fair, Homecoming,, etc.).
- Access to supplies within the Student Involvement Center (paper, chalkboards, helium, markers, Bingo supplies, etc.)
- Student Organizations may request funding for events from CU@Night for late night programming on weekends.

Student Organization Sanctions – Student organizations will be subject to University sanctions for failure to meet expectations. Sanctions may include, but are not limited to, any (or some appropriate combination) of the following:

- a. Letter of official warning.
- b. Loss of University privileges/services (i.e. business office accounts, campus posting, room reservations, etc.).
- c. Probation (i.e. frozen budget, loss of recruitment privileges, additional requirements, etc.).
- d. Suspension of University recognition (includes loss of University privileges and services as deemed appropriate).
- e. Revocation of University recognition for a specific time period.
- f. Restitution (i.e. student organization may be required to pay for damages).
- g. Community service projects or other educational programs.
- h. University prosecution (i.e. the University may choose to prosecute through the civil courts).

### Fraternity and Sorority Life

Fraternities and sororities at Carroll University are responsible for adhering to policies established in the Student Handbook, Fraternity and Sorority Life Handbook, a chapter's respective governing council's document, and the Greek Relationship Statement.

### **Greek Relationship Statement**

#### *Preamble*

This statement affirms the relationship between Carroll University and its recognized fraternities and sororities. Greek organizations, for the purpose of this statement are defined as those which are social/service/fraternal rather than honorary, professional, religious or political. It is expected that Greek organizations and its members will respect and adhere to the values of the Carroll University Mission Statement, Carroll University policies and procedures, and the constitution of a member's fraternity or sorority.

#### *Mission and Expectations*

The University serves as the host institution to Fraternity & Sorority organizations by inviting them, via national affiliations, to establish a chapter on its campus. The University and those organizations recognize that a cooperative relationship is required in order to address and meet the following organizational expectations:

1. Commitment to the University, its Mission and Compact
2. Respect for human worth and dignity
3. Promotion of loyalty to the University
4. Academic and intellectual achievement
5. Service to campus and community
6. Leadership development
7. Positive interfraternal relations.
8. Responsible membership selection and education
9. Sound financial management

## 10. Adherence to all local, state and federal laws and University policies

### *Recognition*

All fraternities and sororities recognized by the University, maintain certain rights, privileges and responsibilities. Continued recognition of a fraternity or sorority shall depend upon continued compliance with the Carroll University Mission and Compact, University policies, fraternity and sorority constitution and bylaws, and all expectations and procedures described herein.

- *Little Sister/Little Brother Organizations*  
Carroll University does not recognize Little Sister/Little Brother organizations and prohibits the creation of any unauthorized auxiliary groups.

### *University Support*

The University shall support fraternity and sorority life in the following ways:

- *Advising*  
Each fraternity and sorority is required to have a full-time faculty or staff member as an advisor. The University will appoint a staff member of Student Life to serve as the Greek Life advisor.
- *Use of Campus Facilities*  
Greek organizations have access to campus facilities according to the guidelines within the Carroll University student handbook and Fraternity and Sorority Life handbook. Facilities may include, but are not limited to, rooms and other space in the Campus Center or academic buildings, office space in Wright House and designated storage space.
- *Recruitment Assistance*  
Greek organizations may request recruitment assistance through Student Activities. This may be accomplished through such programs as new student orientation, formal recruitment programs and marketing endeavors.
- *Membership development*  
Development assistance will be provided by Student Activities including, but not limited to, scholarships, financial, risk management, and recruitment.

### *Pioneers Volunteer*

Carroll's Pioneers Volunteer program is dedicated to bringing together Carroll and the larger community through service and volunteering by:

- Connecting students to current volunteer opportunities.
- Creating new partnerships for Carroll within the surrounding communities.

Connect to the community, build your resume, and make a difference in the lives of others by participating in one-time volunteer events or on-going, weekly volunteer placements at sites throughout the area including the Women's Center, the Hope Center, Waukesha Public Schools and the Salvation Army. Projects and placements can be created and tailored to fit each student's unique talents and interests. To learn more about volunteer opportunities you can email [volunteer@carrollu.edu](mailto:volunteer@carrollu.edu).

## Student Support Team

### **Mission Statement:**

The Student Support Team supports student retention and a healthy campus community at Carroll University by coordinating support services and appropriate interventions to assist students who are in distress or who have reportedly displayed troublesome or concerning behaviors.

### **Purpose:**

The Student Support Team serves as a central network focused on caring prevention and early intervention

for students experiencing distress or engaging in harmful or disruptive behaviors. The Student Support Team provides the community with a tool and conduit with which to alert relevant campus authorities of their worry and concern for a student.

The Student Support Team aims to intervene with and assist these students in meeting their academic, personal, and professional goals at Carroll University. The reported behaviors might relate to the safety of the student and/or the security of the campus community; therefore, the Team may mobilize resources in order to prevent or minimize impact to the campus community.

The Student Support Team will develop strategies for and provide consultation to the community when concerns arise about a student's well-being or when there is a behavior that is potentially harmful to self and/or others or is disruptive and/or threatening.

The Student Support Team meets regularly to assess these situations in the community and recommend actions in accordance with existing University policies.

The Student Support Team does not serve as a crisis response unit, nor does it replace faculty classroom management, and/or the Department of Public Safety's response to an incident. **Emergencies must be reported to the Department of Public Safety at 262.524.7300.**

Responsibilities:

- Receive and gather information pertaining to students of concern
- Develop strategies to manage and support students based on how they are presenting
- Make appropriate referrals to campus partners in order to support students and follow-up as necessary
- Educate the Carroll community on identification of concerning behaviors and proactive options to assist students

#### **Student Concerns Referral Process:**

Members of the Carroll community may refer students of concern to any member of the team or via email to Director of Student Conduct & Violence prevention [jeisch@carrollu.edu](mailto:jeisch@carrollu.edu)

#### **Resources:**

##### **Tips for Recognizing a Troubled Student**

- Serious grade problems or a change from consistently passing grades to unaccountably poor performance
- Excessive absences
- Unusual or markedly changed patterns of interaction, i.e., avoidance of participation, excessive anxiety when called upon, domination of discussions
- Depressed, lethargic mood; marked change in personal hygiene or self-care; falling asleep during class, extreme anxiety
- Repeated requests for special consideration related to class work
- Unusual or exaggerated emotional responses not appropriate to the situation

##### **Behaviors that may indicate that a student is in a crisis and needs immediate intervention**

- Highly disruptive behavior (hostility, aggression)
- Inability to communicate (garbled speech, disjointed thoughts, slurred speech)
- Loss of contact with reality (seeing or hearing things that are not there, beliefs or actions at odds with reality)

- Overt suicidal thoughts (suicide is a current option)
- Homicidal threats

#### **Responses to a troubled student:**

- If you are concerned about a student and unsure how to approach them you can call the Walter Young Center and ask to speak with a Counselor (if it is after 4:30 or on the weekend and you need immediate help please contact Public Safety at 262-524-7300).
- Talk with the student in private when you both have some time.
- Express your concern in non-judgmental terms and focus on the behaviors you have noticed in class.
- Listen to the student. Allow them to speak freely about what may be affecting their behavior.
- Encourage the student to utilize campus resources—Walter Young Center counseling, which is free and confidential, the Learning Commons, the Office of Student Success/Jeff McNamara, etc.
- Let the student know that many people go for counseling and use other resources for help.
- Do not swear secrecy or offer confidentiality to the student.
- Let others know your concern (your supervisor, the office of Student Success, the Walter Young Center).

#### **Responses to a student in crisis:**

- If you are concerned that a student may be feeling hopeless and thinking about suicide, ask them. It is important to remember that talking about suicide is a cry for help and should not be ignored.
- Tell the student that you will help them get help.
- During business hours (8-4:30) you can call the WYC (262-524-7335) and tell the receptionist that you need to speak with a counselor. If you feel comfortable, you can walk the student over to the WYC.
- After business hours, you need to call Public Safety at 262-524-7300.
- If the student has actually made an attempt to harm themselves (ex. Just took an overdose), you need to call 911.
- If a student has threatened to harm someone else or is stalking a student or yourself, call Public Safety at 262-524-7300.
- If the student is unmanageable (aggressive, hostile or refusing care), please call Public Safety for assistance.

## Threat Assessment Team

### **Mission Statement**

Carroll University's Threat Assessment Teams purpose is to supplement and support Carroll's Student Support Team. The Threat Assessment Team determines whether students pose a threat to self or others and then takes appropriate action to ensure safety of the student and the campus community.

### **Team Members**

- Director of Counseling
- Director of Public Safety
- Director of Student Conduct & Violence Prevention
- Associate Director of Residence Life and Housing
- Vice-President for Student Life

Referrals can be made to anyone of the Threat Assessment Team or via email to [jeisch@carrollu.edu](mailto:jeisch@carrollu.edu)

**Emergencies must be reported to the Department of Public Safety at 262.524.7300.**

## **Responsibilities**

- To coordinate follow-up to ensure that services, support and resources are deployed effectively.
- Assure the safety of the campus community.
- To follow up as appropriate with psychological assessment, conduct actions, disability services, accommodations, hospitalization and withdrawal, as needed, balancing that which is in the best of the student and Carroll.

# III. Academic Policies & Procedures

## Student Academic Integrity

Part of the value of a degree from Carroll University lies in the standards of academic honesty and integrity maintained by the University. Carroll's institutional value system, as described in the Carroll University Compact, emphasizes that students have an obligation to conduct their academic work with honesty and integrity in accordance with Carroll University standards. All acts of academic misconduct are serious and subvert the very nature of the academic process. Given the central role of academic integrity to all academic pursuits, an institutional committee will review every incident of alleged academic misconduct. Should a student be accused of misconduct, the student will be subject to fair application of the policies and procedures on Student Academic Integrity.

To avoid academic misconduct, it is important to understand how it is defined. Therefore, it is imperative that all students:

- Become familiar with the rules of academic misconduct.
- Ask for clarification when unsure about what behaviors constitute academic misconduct in a specific class or assignment (for example, how to properly cite sources in a paper, whether to work with another student on an assignment, or the appropriate use of information technology resources).
- a. **Descriptions of Violations** – The following is a list of some, but not all, acts of academic misconduct:
  - 1) Committing plagiarism, is seeking to claim credit for the work or effort of another without authorization or citation. This includes both appropriation and imitation of another person's writings or ideas. For example, using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator. This applies to materials obtained through both traditional and electronic means.
  - 2) Using unauthorized materials such as a programmable calculator in an exam or obtaining previous examinations of course materials when such use is not allowed. Collaboration that is contrary to the stated rules of the course, or handing in the same paper for two courses without permission of the instructors involved.
  - 3) Fabricating or changing data in any academic exercise.
  - 4) Forging or falsifying academic documents or records such as altering a transcript, signing another person's name to an attendance sheet or forging an instructor's signature.
  - 5) Intentionally impeding or damaging the academic work of others such as hiding a book knowing that another student needs it to prepare an assignment.
  - 6) Engaging in conduct aimed at making false representation of student's academic performance such as copying another student's paper during an examination or in-class exercise.
  - 7) Illicitly or maliciously accessing, altering, copying, using or damaging computer software or files, or any other academic violation of the Information Technology Acceptable Use Policy as stated in the Student Handbook.
  - 8) Any action related to a course or coursework that is dishonest or that encourages dishonesty.

**Sanctions** – Students found to be in violation of the Academic Integrity Policy will be subjected to sanctions. Group I sanctions are imposed directly by a member of the faculty or staff and are reported to the Student/Faculty Ethics Committee. Group II sanctions are recommended by the Student/Faculty Ethics Committee and imposed by the Provost. The group sanctions include, but are not limited to the following:

#### Group I

- 1) A written reprimand to be sent to the student.
- 2) To repeat work in order for it to be graded on its merits.
- 3) A lower or failing grade on a particular assignment or test.
- 4) A lower or failing grade in the course.

#### Group II

- 1) A written reprimand to be sent to the student.
- 2) A written reprimand to be included on the student's permanent University record.
- 3) University disciplinary probation.
- 4) Suspension or removal from the University or from a professional program.
- 5) Removal of the student from the course in progress.

The Student/Faculty Ethics Committee – The Student/Faculty Ethics Committee exists to:

- 1) Allow students to appeal faculty sanctions regarding cases of academic misconduct in accordance with the established procedures published annually in the institution's Student Handbook in order to determine if a student is in violation of the Student Academic Integrity policy.
- 2) Affirm or overrule Group I sanctions imposed by faculty or staff.
- 3) Recommend Group II sanctions for consideration by the Provost as appropriate.
- 4) When requested, to consult with staff and faculty regarding appropriate sanctions.
- 5) Hold hearings and advise in cases alleging a breach of faculty ethics with the power to recommend to the Provost.

#### Committee membership

- 1) Faculty: 4 (3 elected for two years by the Student Senate from among six nominees submitted by the faculty; 1 elected for two years by the Graduate Student Council from among three nominated by the graduate faculty; members will serve staggered terms.)
- 2) Students: 4 (3 elected for one year by the faculty from among six nominees submitted by the Student Senate; 1 elected for one year by the graduate faculty from among three nominated by the Graduate Student Council.)
- 3) Chair: 1 appointed from the faculty by the Faculty Executive Committee in the spring of each year for service in the subsequent academic year. The chair will preside over committee deliberations and will vote only in the case of a tie. The chair is also responsible for ensuring the appropriate records are kept and that the committee is informed if a student has been found previously in violation of the Student Academic Integrity Policy.
- 4) Training: Each committee member participates in a training session on academic integrity issues, confidentiality and contemporary developments at the beginning of each academic year. Members must participate in the training session to be eligible for service on the committee.
- 5) In compliance with federal law, all members of the Student/Faculty Ethics Committee must sign a confidentiality statement regarding the proceedings.
- 6) If the accused student believes that there is a conflict of interest by the presence of either a student or faculty member, the accused student must submit a written petition to the Provost, who will determine whether the individual should be replaced. Alternatively, the person in question may withdraw.

## Reporting Procedures

All Students, staff and faculty are expected to promptly report a suspected violation of the academic integrity policy. If possible, the incident should be reported to the appropriate faculty member. If necessary, the incident can be reported to another faculty member or directly to the Student/Faculty Ethics Committee.

If there appears to be an incident of academic misconduct, the following series of actions will take place.

1. When a faculty or staff member suspects a violation of the Academic Integrity Policy occurred in their course or program, they will contact the student to arrange a meeting to discuss the alleged violation. Contact should be made within five school days following discovery of the incident.
2. During the meeting, the alleged violation will be discussed, and the student will be given the opportunity to respond. This meeting should take place within five school days following the date the student was contacted.
  - a. The meeting should be face-to-face if possible and include a witness who will also record notes of the meeting.
  - b. If the meeting is conducted by email, the department chairperson should be cc'd on all correspondence. All correspondence becomes part of the incident report if one is filed.
  - c. If the meeting is conducted through Teams, the meeting should be recorded and include a witness who will also record notes of the meeting.
3. If the faculty or staff member is persuaded that no misconduct occurred, or that the student was not involved, that will be the end of the matter.
4. If it is deemed by the faculty or staff member that an act of academic misconduct has occurred, the faculty or staff member will determine the appropriate sanction from the Group I sanctions and provide the student with an opportunity for instruction and learning about such academic misconduct. The faculty or staff member is encouraged to inform the student they can submit materials to the Office of Academic Affairs for review by the Student/Faculty Ethics Committee.
5. The faculty or staff member will submit an Incident Report describing the misconduct and the sanction via the online Incident Report. The meeting notes or meeting recording, course syllabus and pertinent incident documentation will be submitted directly to the Office of Academic Affairs. The Incident Report and additional documentation should be submitted within five school days following the meeting with the student.
6. The Office of Academic Affairs will notify the student by email that the Incident Report has been filed and remind the student they may submit written evidence or an account of the incident for review by the Student/Faculty Ethics committee. Student notification should take place within five school days of Incident Report submission and the student will have a further five school days to submit any additional materials.
7. To the extent possible, the Office of Academic Affairs will redact any FERPA -protected identifying information from the materials and forward a copy of the Incident Report and supporting materials to the chair of the Student/Faculty Ethics committee. This should occur within ten school days of the Incident Report submission.
8. The committee chair will call a meeting to review all Incident Reports within ten school days of receiving the Incident Report and supporting material. The incident will be reviewed without mention of the specific student or faculty member involved in order to protect the privacy rights of the student accused in the incident. Approval of a majority of committee members present is required to uphold the sanction imposed by the faculty member. The student and faculty member should be informed of the committee's decision within five school days.



9. Following review of the incident, the chair will inform the committee if the student has been previously found in violation of the Student Academic Integrity Policy. The committee will then discuss the option of recommending additional sanctions.
10. If the committee determines Group II sanctions are warranted, the sanction must be approved by a majority of the committee members present. Recommendations for Group II sanctions will be forwarded to the Provost for consideration. The student should be informed in writing within five school days that the report has been referred to the Provost for further review.
11. The committee chair will vote only in the case of a tie.
12. If the report is submitted at the end of the academic semester, or during the summer semesters when the committee cannot meet, the incident will be referred directly to the provost for review. Appeals of the provost's decision will be directed to the Student/Faculty Ethics Committee when it reconvenes.

### Appeals

Student/Faculty Ethics Committee decisions may be appealed to the Provost. All appeals are to be in writing and must be received by the Office of Academic Affairs within **five** school days of written receipt of the committee's finding. All appeals must be in writing with a clear statement of the grounds for the appeal and a copy of the committee's findings. Appeals must be based on new evidence, failure of the current evidence to support the committee's decision, or breaches in established procedures. During the appeal, the Provost will have access to all records in the case and may confer with any involved parties as deemed necessary. Provost decisions are final.

### Dropping courses when under investigation for academic misconduct

Requests made to drop a course will not be processed by the Registrar if a student is under investigation for academic integrity policy violations or is facing sanctions for academic misconduct. This includes when a student withdraws from the University. Students wanting to drop a course after being found to have committed academic misconduct may submit a course drop request for individual consideration.

In the event a student who was prevented from dropping a course during the incident review process is found not to have committed academic misconduct, they will be given an opportunity to drop the course beyond the published drop date. In this event, the student will have 7 business days following resolution of the incident to request the course drop.

### Record Keeping

- If the student is found not in violation of the University's Academic Integrity Policy, all records of the case are to be destroyed at the end of the academic year.
- If the student is found in violation, a copy of the letter informing the accused of the violation, the sanction to be imposed and the Incident Report will be maintained in the office of the Provost for seven years.
- If the student is suspended, the student's permanent record will reflect that a suspension resulted from a violation of the Carroll University Policy on Student Academic Integrity.

### Confidentiality

All committee proceedings are to be kept in strict confidence. Following a hearing, committee members, the faculty or staff member who filed the incident report and any witnesses will refrain from discussions of the subject of the hearing or the individuals involved in the incident. Violations of confidentiality shall result in a written reprimand from the Provost.

Aggregate reports of violations and committee rulings will be presented to the Academic Steering Committee at the close of each academic year, without direct reference to any of the parties involved.

### Grade Appeals

Students and faculty should make every effort to resolve questions about grades without seeking a formal grade appeal. Students should seek a formal grade appeal only as a last resort. All students who seek to appeal the assignment of a grade should understand that the evaluation of the extent of course mastery is normally within the scope of the instructor for a particular course. Absent extraordinary circumstances, no grade adjustments or changes will be initiated. Policies for Academic Appeals other than Grade Appeals are found in the University Undergraduate and Graduate Catalogs.

Students may seek to appeal final course grades only if there is a valid basis to do so, supported by compelling documentation to show that the assignment of a grade was incorrect or was contrary to established Carroll University academic policies and procedures. Accordingly, appropriate grounds for grade appeals include:

- A clerical error in the assignment of a final grade.
- The assignment of a grade on some basis other than the student's performance and participation in the course.
- The evaluation of the student's work by using criteria that is unnecessarily different from that used to evaluate other students in the same class.
- The assignment of a grade that reflects a significant departure from the instructor's published or announced standards for assigning grades.

### Grade Appeal Procedures

- a. The responsibility for developing and presenting the case for a grade change rests with the student making the appeal. Further, no appeal shall be received by the Student/Faculty Ethics Committee absent evidence that the student attempted to address and/or resolve the matter individually with the faculty member responsible for assigning the grade at issue.
- b. All grade appeals must be submitted, in writing, to the Office of Academic Affairs within the **first three weeks** of the academic semester immediately following the term in which the course was taken. Contested spring semester grades may be considered by the committee in the succeeding fall semester.
- c. A written statement clearly identifying the basis for the appeal must be submitted by the student, along with the following documentation.
  - a. **All** assignments/project grades, test/quiz results, instructor comments and assessments related to the course/grade in question.
- d. Once submitted, the Student/Faculty Committee shall meet to review the student's written statement and supporting documentation. The committee retains the discretion to consult with the faculty member who issued the grade to receive further information. The committee's written recommendation for resolution of the matter will be issued within **ten** school days of its receipt of the appeal. This recommendation shall be forwarded to the student and faculty member by the Office of Academic Affairs.
- e. If the student seeks further review, the written basis for such a review, along with the supporting documentation, must be forwarded to the Provost within **ten** school days from review of the Committee's recommendation. Review of the matter and the issuance of a decision by the Provost shall be final.
- f. If the appeal is submitted at the end of the academic semester, or during the summer semesters

when the committee cannot meet, the incident will be referred directly to the provost for review. Appeals of the provost's decision will be directed to the Student/Faculty Ethics Committee when it reconvenes.

### Early Registration Policy

True to its mission, Carroll University faculty and staff are committed to delivering a superior education to each and every student. The foundation of this education is high quality classroom instruction, whether that classroom be in-person or online. Owing to this, it is imperative that all students attend the courses to which they are registered. In addition, our students seek to expand and enhance their education through participation in our honors program, music and theatre, and athletics. We support all of our students in their co-curricular endeavors.

Per this policy, honors students, student-athletes, and those participating in music and/or theatre productions are granted access to early registration for the following term's courses (typically one day prior to the commencement of registration for the general student population). This helps to ensure that these students will participate fully in the classroom experience while minimizing absences owing to participation in university sponsored events.

Honors students will be the first to register. They will be granted early access to the registration system from 9:00 am -12:00 pm on the day immediately prior to general student registration. Those students participating in athletics, music productions, and/or theater productions will be granted early access to the registration system from 12:00 pm-5:00 pm on the day immediately prior to general student registration.

#### **Exceptions**

Registration for the following courses will be limited to those students who have a minimum of 40 earned credits (ie 40 credits earned *prior* to the current term). Early registration is available to those students named above if they have 40 credits earned:

- CMP 112 and 114
- RELI 220
- PHIL 106, 194, and 206
- ENG 199

(The above courses are those that often fill immediately during upper class student registration. There a variety of reasons for this, however, as a result many students push these courses to later in their academic plans. We need to ensure that these students have access to the above courses in order to complete their academic plans, thus the exceptions).

### Missed Class Policy

Carroll University is committed to making opportunities available for students to engage in a full range of curricular and co-curricular experiences that constitute a Carroll education. Certain co-curricular events including, but not limited to, are: intercollegiate athletic competition, performing arts events, associated media opportunities and academic/co-curricular conferences and competitions. These are considered University Sponsored events.

Per this policy, students may not be penalized for missing class in order to participate in university sponsored events, provided the student shared, with the course instructor, a copy of their University Sponsored Event

Student Absence Form. Students are responsible for notifying their instructors in advance of their participation in such events with exception made for events rescheduled due to weather or other unforeseen events. Students must understand that missing multiple classes can negatively impact their academic performance. For absences owing to religious observances, please refer to the policy on religious accommodations.

### Implementation

It is the Carroll University students' responsibility to communicate with instructors any circumstances that conflict with class attendance. The student is expected to manage class absences using the following guidelines, which apply equally to all courses:

1. All students are expected to be in class unless otherwise excused for a University Sponsored Event.
2. A University Sponsored Event Student Absence Form, indicating the planned dates and times a student will miss class, will be given to the student by the event sponsor so that they may present two copies to each instructor (One signed form for both the student and the instructor). Each student will share these forms during the first two weeks of the semester or as soon as they are made aware of their participation. Students will give their instructor one copy to keep and a second copy must be signed by the instructor and then returned to the university sponsor.
3. Student-athletes *will not miss classes for practice* except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. Activities considered practice include:
  - a. On-field/court practice
  - b. Preparation and conditioning times (e.g. weight training, running, etc.)
  - c. Rehabilitation, taping, etc. (time spend in athletic training room)
  - d. Meetings (including individual or group film sessions)
4. Performing Arts students *will not miss class for rehearsals*, with exceptions for the following:
  - a. Tech Week and Dress Rehearsals – these are mandatory
  - b. University media opportunities
  - c. Specific rehearsal session for off-campus performances or tours
5. Post-season competitions (e.g. CCIW, NCAA tournaments) that are not predetermined that conflict with student classes or labs will be excused with proper notification from student.
6. University sponsors (i.e. coaches/directors) will not penalize students for missing practices due to conflicts with regularly scheduled classes for which students are enrolled.
7. Students are responsible for submitting all assignments on time. In addition, students are responsible for making arrangements, in advance, for any test, quizzes, and labs to be missed. Should a student fail to notify, in advance, the faculty of a planned university sponsored absence, normal grading/absence policies for the course will be followed.
8. For absences resulting from re-scheduled events (typically caused by inclement weather or unforeseen circumstances), students will communicate with their instructors as soon as possible. University sponsors will make a best effort to provide a REVISED University Sponsored Event Student Absence Form in such circumstances.
9. For all other academic or co-curricular events please contact the Provost for approval of University sponsored event designation.

## Cross- Cultural Experiences

A Cross-Cultural Experience (CCE) is required for all Carroll University undergraduate students. It is an essential element of the Carroll General Education Program, which all students complete in order to earn a Bachelor's Degree. All students in CCE are expected to comply fully with the provisions of the Carroll University Student Code of Conduct as published in Carroll's Student Handbook.

Cross-Cultural Experiences involve off-campus study; there are additional expectations for the conduct of students who engage in them. These expectations fall into two basic categories. First, since CCEs are conducted, in part or whole, in different cultures, students must show themselves to be capable of functioning, both personally and socially, in their host cultures. Other requirements are course/program-specific and dependent on the nature of the off-campus experience and its activities. In general, to be accepted into a CCE, students must be in good academic standing (for example, some Study Abroad provider programs will only accept students if they meet the GPA requirement) and not on conduct probation. A completed application is required for a CCE. A complete list of programs, informational sessions and further information can be found at [cce.carrollu.edu](http://cce.carrollu.edu). Students may also access the CCE page through their portal, clicking on the "Student" tab, and locating the Cross-Cultural Experiences icon ([cce.carrollu.edu](http://cce.carrollu.edu)).

The CCE Code of Student Conduct specifies acceptable and unacceptable behaviors that determine when and how a student may be removed from continued participation in the CCE at any point in time.

- Students are guests in the culture they are visiting. They are expected to be polite, culturally sensitive, well behaved, moral, ethical, and aware of and adherent to local laws and customs, etc.
- Carroll University Student Handbook regulations apply to the CCE and any external student travel.
- Approved course-specific mandates? See below, *Grounds for removal*, paragraph. 3

Website: [cce.carrollu.edu](http://cce.carrollu.edu)

Email: [cce@carrollu.edu](mailto:cce@carrollu.edu)

### CCE Eligibility

Application procedures and forms

The application process and materials for completing an application for a specific CCE course are available on the [CCE website](#). You may access your account on the CCE website by using your Carroll username and password.

Application requirements for Carroll course CCEs include:

- A completed application form and deposit once accepted
- A Student Pledge/Contract in which they agree to abide by the Carroll Code of Conduct as expressed in the Carroll University Student Handbook, as well as any necessary limitations or expectations that are established by the General and Cross-Cultural Education Committee for a CCE.
- Other required materials as applicable after acceptance, such as a medical health statement, a passport scan [for international courses], upload of insurance card, etc. These must be completed at least 60 days prior to departure.

Application requirements for Study abroad CCEs include:

- A CCE application
- An application for the program provider or foreign institution and any required references

- Completed Transfer Credit Approval form
- Attend the mandatory study abroad departure orientation. Students will be notified each term of the dates [set by Study Abroad Advisor]
- Resolve any holds on their student accounts and meet with the Financial Aid Office to talk about available funds for the term abroad

#### Application review

The initial review of completed applications for a CCE is conducted by the Office of Global Education. In general, students who are not on academic or conduct probation, and who complete the standard online CCE application process are fully eligible for acceptance. Priority for acceptance into a Carroll course CCE is determined by class rank and date the application is completed. Special instances can include accelerated programs based on major. Study abroad students are selected by the study abroad school or agency based upon spot availability, G.P.A., recommendations, and program needs.

#### Grounds for denial of admission

To be accepted for a CCE, the student must be in good campus social standing, i.e. not on conduct probation, and in good academic standing dependent on Carroll's and host institution's policies. A student may also be denied admission to a CCE for academic misconduct that has resulted in a Group II Sanction involving, 1) a written reprimand included in the student's permanent record, and/or 2) University disciplinary probation, and/or 3) suspension or removal from the University or from a professional program.

Students who are on conduct or academic probation or who are otherwise denied admission to a CCE, have the right to petition for admission to a CCE. Petitions are reviewed by the General and Cross-Cultural Education Committee and should be addressed to the Associate Dean of General Education. Students who are denied admission have the right to appeal.

#### Admission appeals

Appeals are handled by both the Office of Global Education and the General and Cross-Cultural Education Committee (GCCE). Students have the right to due process as outlined in the Carroll University Student Handbook. A student who is admitted through the petition or the appeal process may be required to agree to a contract specifying certain conditions for retention.

#### Eligibility to Travel

Once a student has been accepted into a CCE, the student will then begin the post-decision section of their application, which requires additional materials and questionnaires. One month prior to travel an additional conduct check is completed on each student traveling.

#### Grounds for removal – pre-departure

Students may be removed on disciplinary grounds, or they may be “technically withdrawn” if they do not complete requirements for remaining in the CCE. Students may be withdrawn for reasons related to:

- Failure to complete necessary materials in a timely manner
- Conduct that violates Carroll University's Student Code of Conduct
- Failure to maintain an acceptable GPA
- Unsatisfactory academic performance in the pre-departure CCE course
- Academic misconduct in the CCE course (as defined in the Student Handbook section on Academic Integrity)
- Insubordination/failure to cooperate/issues/conflicts with CCE students or Instructor

- Conditional contract issues
- Please be advised that documentation issues (delinquency, delays, omissions) could impact travel.

#### Removal Appeals

The right to appeal is available to all students who are removed during the pre-departure portion of a CCE course. Appeals are heard by the Associate Dean of General Education- reach out your CCE Advisor for more information.

#### Grounds for removal – post-departure

Students may be removed from the travel portion of a CCE course. Reasons for removal include:

- Conduct that violates Carroll University's Student Code of Conduct
- Unsatisfactory academic performance or misconduct in the post-departure CCE course
- Unacceptable social behavior
- Insubordination/failure to cooperate/issues/conflicts with CCE students or Instructor

Since students are away from campus-and in a cultural setting that is intentionally different from their own - there are additional guidelines for student conduct. First, students are expected to obey the laws of the place/country that they are visiting, as well as to respect the cultural customs of the location. Failure to observe these expectations or to engage in behavior that endangers oneself, another person, or property can result in immediate removal. As a routine part of the application process, students will be required to sign a contract acknowledging, and agreeing to adhere to, the Code of Conduct and additional rules, if any, established for their chosen CCE. If a student is withdrawn due to a severe case while traveling on their CCE, the student may be responsible for their own travel back home, and must arrange for their airport pickup.

Under some circumstances, it may become necessary for a CCE instructor to institute a change in behavioral expectations post-departure. Students will be obligated to comply with the changes, either until they are rescinded or the travel ends. When students are away from campus, the process of removal is different from the one used on campus. The faculty member(s) conducting the CCE course are authorized to remove students after affirmative consultation with the Provost and Vice President for Academic Affairs. Grounds for removal in the case of study abroad could include not following the rules of the host institution or program provider.

Examples of student behaviors that may result in immediate removal from the CCE course or temporary suspension pending a final resolution of the matter include, but are not limited to:

- Conduct that violates Carroll University's Student Code of Conduct
- Academic misconduct
- Violation of the laws, rules and regulations, or customs of the host country, community, institution and/or program
- Behavior that is disruptive and detrimental to the group learning process and academic success of the program
- Behavior that gives the CCE faculty member(s), the Vice President for Student Life and the Provost, or Provost's designee, reasonable cause to believe that the continued presence of the student in the program constitutes a danger to the health or safety of themselves, persons or property or threatens the future viability of the program
- Repeated offenses or severe infractions of the housing rules and regulations as established by the local facilities
- Violation of stated pre-departmental course expectations ratified by faculty member (see above)

Voluntary withdrawal from a CCE

**Pre-departure voluntary withdrawal:**

*Carroll Course CCEs*

Students who choose to withdraw from a Carroll course CCE after having accepted admission and paid the required deposit will be held financially responsible for tuition costs, following the regular Carroll tuition refund policy outlined in the Carroll Catalog. Those withdrawing will forfeit any payments that were initially designated as non-refundable, as well as any other CCE expenses which are not recoverable from CCE vendors (i.e., airlines, travel/tour agents, or other agencies providing the services included in the CCE).

Please be advised that any CCE award dispersals must be paid back if the CCE is not completed. Additionally, CCE deposit payments are non-refundable. Any questions related to payment refunds should be taken directly to your CCE Advisor.

*Study Abroad CCEs*

Students who choose to withdraw from their study abroad CCE who have not yet been accepted into their program by the provider must notify the Study Abroad Advisor to ensure proper program withdrawal.

Students who choose to withdraw from their study abroad CCE who have been accepted into their program by the provider will have to follow the proper procedures required by the provider. This may mean students will lose their deposit and/or program fees already paid to the provider. Students must notify their Study Abroad Advisor for proper withdraw procedures at Carroll University. This may mean finding replacement courses at CU or a new CCE.

Please be advised that any CCE award dispersals must be paid back if the CCE is not completed. Additionally, CCE deposit payments are non-refundable. Any questions related to payment refunds should be taken directly to your CCE Advisor.

**Post-departure voluntary withdrawal:**

*Carroll Course CCEs*

Students who wish to withdraw from the CCE post-departure must discuss it with their instructor(s). After discussion, if students choose to withdraw, they must submit written explanation to the CCE instructor(s), acknowledging full financial responsibility for the costs of the CCE (in addition to paying back the CCE award). Students must also acknowledge that, after leaving the CCE, they are no longer participants in the course, and they are solely responsible for their own behavior, insurance, transportation, and well-being.

*Study Abroad CCEs*

Students who wish to withdraw from a study abroad program post-departure must notify the provider and CCE office ASAP. This may mean losing money from paid features such as deposits, housing, and other program fees. Tuition reimbursement will depend on the withdrawal timeline and is at the discretion of the host program/university.

**Unauthorized withdrawal:**

*Carroll Course CCEs*

Unless explicit arrangements are made with the CCE instructor(s), students are expected to remain with their CCE class until it returns to campus at the end of the travel experience. Post-departure student absence from the CCE for any reason, without instructor notification (and permission), is considered unapproved.

Unapproved absences for more than 24 hours will be considered emergency situations, and instructor(s) will notify the university. In turn, the university will report the absences to students' emergency contacts.



Unapproved absences are also violations of the Student Code of Conduct for CCE Courses, and are grounds for removal, though consideration will be given to excusable absences. Students who voluntarily absent themselves from the completion of a CCE, or who are removed from a CCE for such an absence are considered withdrawn from the program. Like those students who voluntarily withdraw in consultation with instructor, they are fully responsible for the entire costs of the CCE including the CCE award. Upon their separation from the CCE, a student's own behavior, insurance, transportation, etc., for the remainder of their travels is no longer under the responsibility of the university.

***Study Abroad CCEs***

Students are expected to attend their study abroad program and complete their courses. If, for any reason, a student purposely misses classes which results in failing the program, the CCE will remain unfinished. This may also result in financial repercussions that may require students paying back all loans in full as soon as possible. While abroad, students must follow the Code of Conduct for CCEs. If a student is removed from their program due to behavior issues, that student risk being sent home at their own expense and may not be eligible for refunds. Upon their separation from the study abroad program, a student's own behavior, insurance, transportation, etc., for the remainder of their travels is no longer under the responsibility of the university.

## IV. General Policies & Procedures

Carroll University affirms the "Joint Statement on Rights and Freedoms of Students" as adopted initially in 1967 and revised in 1992. Many of the specific institutional policies in this Student Handbook are based on principles outlined in the statement. Students are expected to be familiar with all regulations appearing in this document and demonstrate acceptance of them.

### Ethics Point

Carroll University embraces an ethos of respect, integrity and stewardship, and values an environment where open, honest communications are the expectation, not the exception. Students, employees, and visitors may report instances of suspected noncompliance at Carroll University via EthicsPoint. EthicsPoint allows for anonymous reporting, helps promote confidentiality, and provides safeguards against retaliation. EthicsPoint may be used to report improper or unethical activities that may violate University Policy, including, but not limited to: incidents of financial theft, fraud, harassment, discrimination, improper use of the University's resources, safety matters, HIPAA violations, data privacy, inappropriate use of technology.

All reports submitted through EthicsPoint will be handled discreetly and given careful attention by the Compliance Officer. If a report specifically names the Compliance Officer, that report will be handled by University Counsel. Situations reported will be reviewed and addressed in accordance with University policies and protocols.

If you file a report through EthicsPoint, you are encouraged to return to the site within 10 days to check the status of your report. Carroll University expects all reports made through EthicsPoint will be made in good faith in an effort to address all legitimate issues needing correction or guidance. In all cases, your anonymity will be protected by EthicsPoint.

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report for feedback or questions.

You may file an anonymous report to Carroll University through this web site or by calling EthicsPoint toll-free at **1-888-236-7545**.

To access Ethics Point online please click [here](#).

### Information Technology Acceptable Use Policy

The Carroll University Information Technology Acceptable Use Policy serves to complement the Carroll Compact and also establishes the rights and responsibilities of all who receive access to the University's information technology resources. The use of these resources is a privilege granted by the University to students, faculty and staff in order to provide instruction, conduct official business of the University, fulfill employee job duties, engage in academic studies, and complete all other University-sanctioned activities or responsibilities. Each member of the Carroll community is expected to use the University's facilities and information technology resources responsibly, ethically, civilly, and in compliance with University policies, state, federal, and local laws. The information technology resources owned and operated by Carroll University include, but are not limited to, computers, servers, scanners, printers, software, electronic mail,

voicemail, data, computer labs, and data telephone networks.

The following rules of acceptable use are intended to provide guidance for all in the Carroll Community regarding legal and ethical use of the University's information technology resources. It is a student's responsibility to familiarize them with this policy and abide by its terms. Failure to comply with this policy or relevant laws may result in suspension and/or revocation of one's privilege to access and use the University's information technology resources, as well as other disciplinary action as defined in, but not limited to, the Student Handbook, the Faculty Manual, Personnel Policies and any other University policies and procedures. Further, violations may also result in criminal prosecution under federal and/or state law. The University reserves the right to refuse to defend any employee, faculty member or student named in a suit or action claiming copyright infringement, or to pay any damages resulting from a judgment in such a claim or action. The University also reserves the right to revise, amend or modify this policy at any time. If anyone observes someone violating this policy, they are expected to report it to the Chief Information Officer within the Office of Information Technology (OIT).

### Copyright Infringement

Carroll University is a strong proponent of copyright law and other protections for intellectual property rights. Organizations such as the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), the Entertainment Software Association (ESA), and others, monitor file sharing systems on the Internet. Peer to peer (P2P) file sharing of digital media protected by copyright is a violation of Federal law and University policy.

When any entity discovers an instance of copyright infringement by any means including illegal file sharing originating from within Carroll University's campus network, that entity will send an official notice of infringement to the University. Upon receipt of this notice, the University must take action to identify the source and stop the activity responsible for the copyright infringement.

Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. See the following U.S. Government website for more information: <https://www.copyright.gov>. Almost all forms of original expression that are fixed in a tangible medium are subject to copyright protection, even if no formal copyright notice is attached. Individuals should assume materials that can be found on the Internet are protected by copyright unless a disclaimer or waiver is expressly stated. The copyright holder has extensive rights; permission must be obtained from the copyright holder to copy, use, display or retransmit the material.

Although this is not an exhaustive list, the following are likely to be copyright violations:

- Placing materials owned by others on a web page, or for other use or display, without the express permission of the copyright owner.
- Displaying pictures or graphics created by others.
- Offering sound, video or other forms of digital recordings produced by others.
- Linking to pages within a site without first accessing the web site home page or to pages with infringing materials
- Downloading songs, films or books using Peer to Peer applications such as LimeWire, Bittorrent or Gnutella from a social network or any non-licensed source.

If the University is made aware of an instance of copyright infringement, the following actions will be taken:

#### First Infringement Notice:

- Student(s), when logging in, will be redirected to a webpage explaining that the University has received information indicating that they have been identified as allegedly engaged in a violation of copyright laws.
- The student(s) will have **three** business days to comply with the instructions on the webpage and to follow-up with the Information Technology (OIT) help desk.
- Serious first-time infringements may be referred to the Office of Student Conduct for adjudication.
- Failure to comply with and/or to meet the expectations outlined in the above mentioned webpage, will result in the alleged infringement being referred the Office of Student Conduct for adjudication.
- If the student(s) are found to have violated the copyright infringement policy, the student(s) access to the University network will be shut off for **seven** calendar days and may receive additional sanctions.
- A record of the infringement will be kept in the student(s)' conduct file.

#### Second Infringement Notice:

- Student(s), when logging in, will be redirected to a webpage explaining that the University has received information indicating that they have been identified as allegedly engaging in a violation of copyright laws.
- The student(s) will have **three** business days to comply with the instructions on this webpage and to follow-up with the Office of Informational Technology (OIT) help desk.
- The alleged infringement will be referred to the Office of Student Conduct for adjudication.
- If the student(s) are found to have violated the copyright infringement policy, the student(s) access to the University network will be shut off for 30 calendar days and may receive additional sanctions.
- A record of the infringement will be kept in the student(s)' conduct file.

#### Third Infringement Notice:

- Student(s), when logging in, will be redirected to a webpage explaining that the University has received information indicating that they have been identified as allegedly engaging in a violation of copyright laws.
- The student(s) will have **three** business days to comply with the instructions on this webpage and to follow-up with the Office of Informational Technology (OIT) help desk.
- The alleged infringement will be referred to the Office of Student Conduct for adjudication.
- If the student(s) are found to have violated the copyright infringement policy the student(s) access to the University network will be shut off for the remainder of the semester or 30 calendar days, whichever is longer, and the student may receive additional sanctions.
- A record of the infringement will be kept in the student(s)' conduct file.

#### Peer to Peer File Sharing

OIT recognizes that certain Peer to Peer (P2P) applications may have specific intrinsic value to academia. Access to and use of P2P technology as part of a course syllabus can be easily accommodated by our network management tools. It is the responsibility of the user to ensure that P2P technologies are used responsibly and with respect for other users. Individuals storing, accessing or sharing files on Carroll owned and/or controlled systems are personally responsible for their actions and are subject to all applicable laws.

#### Copyright as it relates to P2P Technology

It is illegal, and therefore prohibited on any Carroll system or network, to store, access or share any material which is copyrighted or owned by a third party for which you have not obtained current legal permission from the copyright owner to use in the manner and for the purpose in which you are using the material. Doing so violates the United States Copyright Act.

When obtaining permission to store, access or share copyrighted material you should ensure that you receive the permission in writing, that it clearly states what material is covered, the purpose and method that you intend to use the material, any limitations to your permission, including but not limited to valid dates and proof that the provider is the legal owner of the material along with any other relevant or legally required documentation. You may be asked to provide this at any time to University officials, law enforcement or others with a legal right to this information.

You should review and be familiar with the copyright policy as stated in the University Acceptable Use Policy (AUP).

### Privacy Issues

Members of the Carroll community are assigned user IDs and associated passwords allowing access to certain technology resources. Each individual receiving access to the information technology resources of the University is entitled to privacy for these user IDs and passwords. Each member of the Carroll community must accept the burden for the responsible use of user IDs and passwords.

The University respects the privacy of students, faculty, and staff, and will not routinely monitor a user's files or electronic communication. Users should be aware that electronic data, software, and communication files may be backed up and stored. Data deleted by users may be preserved on backup tapes and retrieved in accordance with this policy. To preclude violating the privacy rights of members of the Carroll community, members are expected not to:

- Access the contents of files of another without the express authorization from the user.
- Intercept or monitor any network communications not meant for the individual.
- Use the information technology resources to transmit private or personal information without the expressed permission from the individual(s) affected.
- Create programs to secretly collect information about the system's users.
- Use aliases, nicknames, pointers, or other electronic means to impersonate, redirect and/or confuse others using the University's network or use the network anonymously.

The University retains the right to access, monitor, and disclose the contents and activity of any member's account(s) and to access any University-owned technology resources and any privately owned technology resources connected to the University network. This action may be taken if the Chief Information Officer and the area Vice President appropriate to the circumstances, determines that there is sufficient evidence to expect that the content or activity:

- Contains child pornography or other illegality, such as the use of copyrighted material, software used in violation of licensing agreements, harassment of any kind, theft, unauthorized access and/or other violations of Carroll policy or federal, state, or local laws.
- Is unrelated to or inconsistent with the mission of Carroll University.
- Endangers the University's computing resources or the information of other users, such as a computer virus or other destructive program(s).

### Email Use

Access to and the responsible use of email is important for both academic and administrative purposes. However, it is essential that all who use the University's information technology resources for electronic communication abide by state, federal and/or local laws governing electronic communication, rules of electronic etiquette, and University policy as defined below.

- Messages sent in the form of email must meet the same standards for distribution or display as if they were tangible documents. Individuals must identify themselves clearly and accurately on all

email messages. Willful misrepresentation of one's self as another individual is not permitted on the University's network or in any electronic communication with other parties.

- Email may not be sent by an individual with the intent of disrupting communication or other systems services. For example, use of electronic chain letters wastes valuable computing resources and may be considered to be harassment.
- Electronic communication that is unwelcome, repeated or has the intent or effect of unreasonably interfering with an individual or groups educational or work performance, by creating a hostile, intimidating or offensive educational or work environment constitutes as harassment and is prohibited. Harassment targeted toward an individual on the basis of one's sex, race, color, gender, disability, religion, national origin, sexual orientation, veteran's status, or age will not be tolerated. If an individual receives an unwanted email, notify the sender that it is unwelcome. If the communication continues after the sender has been placed on notice, please contact the Department of Human Resources or the Office of Student Conduct.
- Use of profanity or obscenity is prohibited. All users of email bear the responsibility to use the system in a manner that promotes learning, mutual understanding, and the mission of Carroll University.
- Email should not be used for mass mailings to the entire University community except when the message is of benefit to the campus as a whole. Announcements intended for the use of individual groups within the community should be sent only to those smaller groups.
- "Email bombing" which floods a recipient with numerous email messages as an attempt to disrupt them or their site will not be tolerated on campus.

### General Use of Information Technology Resources

The following are guidelines for the general use of information technology resources by those in the Carroll community:

- Avoid wasting computing resources by excessive game playing, sending chain letters, frivolous or excessive messages; printing excessive copies of documents, files, images or data; and/or using excessive amounts of storage.
- The University has secured and/or purchased many software programs governed by contracts of licenses that state they may be used but not copied, cross-assembled or reverse-compiled. Each Carroll user is responsible to determine that programs or data are not restricted in this manner before copying them in any form. Inappropriate use of software may constitute as software piracy: the unauthorized duplication, use or distribution of the intellectual property of others. The unauthorized copying of computer software constitutes copyright infringement, which is illegal and will subject one to civil and criminal penalties. If an individual wishes to preview computer software, please contact OIT. OIT will determine whether the software is compatible with the University's information technology system and inform the potential user of all associated licensing agreements prior to preview or downloading.
- Members of the Carroll community may not connect any computer as a server to the University's network unless it meets the technical and security standards established by the University. Further, no member of the Carroll community may, without proper authorization, modify or reconfigure software or hardware of any University computer, network or system.
- Technology resources may not be used for commercial purposes or for personal financial gain unless written permission is granted by the area Vice President.
- The University sanctions the occasional use of the University computer network and email services for non-University related purposes. The use is a privilege and not a right. Examples of such use would include accessing information on a web site or sending or responding to an email.

## Misuse of Technology Resources

As a community for learning, Carroll University supports the development of an open environment that fosters professional and scholarly growth. However, the University will not tolerate conduct that constitutes a misuse of technology resources including violations of the University's mission, its policies and procedures, and state, federal and/or local laws. If the University determines that technology resources have been misused, it retains the right to:

- Suspend access to all technology resources including use of University-owned computers, access to the data network and access to all University applications including email.
- Take appropriate actions and instigate processes in accordance with Student Handbook, Faculty/Staff Manual, Personnel Policies and any other University policy.
- Report the misuse to law enforcement officials if there is reason to believe state, federal and/or local laws have been violated.

Members of the Carroll University community are expected to report any misuse to the Chief Information Officer of Information Technology Services. Prior to taking any action to suspend access or monitor activity, the Chief Information Officer will obtain permission from the individual's area Vice President.

## Preservation/Backup or Electronic Resources

Office of Informational Technology (OIT) at Carroll University is responsible for preserving University-owned information technology resources of the University. As part of that responsibility, OIT will do periodic security checks of the campus network and its related components and will backup enterprise data on Carroll-owned servers. Occasional interruptions may occur due to a system or network failure and/or power outages. Such interruptions may result in the loss of data, files or software. Therefore, it is recommended that all community users back up their work frequently. Carroll University will not be liable for the loss of data, damages, service interruptions, or failure to deliver services. The University disclaims any responsibility for any data, information and/or materials stored on non-Carroll systems even if connected to Carroll data networks.

## Web Pages

Faculty, staff and students may establish unofficial internal web pages. These web pages are not considered official University publications and the author(s) bear full responsibility for this pages' content. All web pages must be in compliance with University policies and procedures. Additional guidelines for the development of unofficial web pages include the following:

- The party responsible for individual(s) web page(s) must be clearly and readily identifiable on the pages. Further, all unofficial web pages must carry the following disclaimer: **"This page is not a publication of Carroll University, and Carroll University has not edited the content. The author(s) of this page are solely responsible for the content."**
- Any electronic documents or web pages found to be in violation of University policies and procedures will be subject to removal and will result in the loss of access to systems, administrative sanctions, and/or legal action.
- Unofficial web pages may not represent themselves as an official site for any non-Carroll University organization, or be used to conduct commercial enterprise, or for personal financial gain.
- The principles of intellectual and academic freedom will be applied to the development of electronic web pages. However, the contents of the web pages may not violate copyright law or other local, state or federal laws.

To ensure the appropriateness of unofficial web pages, as well as adherence to University policies and procedures, these sites may be reviewed by OIT.

## Missing Student Policy & Procedures

In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat.3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the Department of Public Safety to actively investigate any report of a missing resident who is enrolled at Carroll University and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Student Handbook.

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

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

If a member of the University community has reason to believe that a student is missing, the Department of Public Safety should immediately be notified. Upon receiving notification, the Department of Public Safety, through the Vice President of Student Life, will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, friend, Pioneer Card access, locating the resident’s vehicle, and/or calling their reported cell phone number. As part of the investigation, the University reserves the right to contact the individual(s) whom the student has identified as their emergency contact person(s) to help determine the whereabouts of the resident.

If, upon investigation by the Department of Public Safety and concurred by the Vice President of Student Life, the resident has been determined to be missing for at least 24 hours, the following will occur:

- A University representative will contact the resident’s designated emergency contact.
- The Department of Public Safety will contact the Waukesha Police Department to request a missing person report initiating a police investigation.
- The investigation will continue in collaboration with law enforcement officers as appropriate.

## Parking Information

Parking policies, regulations, and limitations may be added or changed as deemed necessary and notification made via the Department of Public Safety website and/or other means.

The purpose of the parking policy is to establish and implement regulations for the safety and wellbeing of students, faculty members, staff, and all other guests traveling or parking on Carroll University property.

The campus is located in a residential area with limited parking availability; therefore, restrictions are in place for those to abide by all of the parking regulations.



## *Application of the Policy*

Policies are enforced 24 hours a day, 7 days a week, in order to govern the travel and parking throughout Carroll University's property by students, faculty, staff, and all other guests. All persons driving and parking on Carroll University property are required to abide by all of the parking regulations. Citations are issued for the duration of the violation.

## **Parking Permit General Information**

### *Obtaining a Permit*

Students eligible to obtain a parking permit should visit the Department of Public Safety webpage at <http://www.carrollu.edu/campus/safety/> and follow the appropriate instructions.

### *Permit Expenditures*

Resident lot permit costs vary depending on the lot awarded.

Commuter lot permits are NO charge and awarded as needed.

Overnight permits are \$1.00 per night, with a maximum of 10 nights per semester and purchased with CarrollCash at the Department of Public Safety

### *Refund Process*

See the Department of Public Safety website at <http://www.carrollu.edu/campus/safety/> for information.

### *Validity of Permit*

All student parking permits are valid from the beginning of the academic year, until graduation day of the same academic year.

Temporary permits are only for persons who have a current permit on their vehicle, but for some reason they are driving a different vehicle and the vehicle with the permit will not be on campus. Temporary permits can be obtained at the Department of Public Safety and are valid for a maximum of 14 days. Temporary permits are issued at NO charge.

Overnight permits can be obtained at the Department of Public Safety, and can be purchased in 5 day increments, with a maximum of 10 days per semester. Permits can only be paid for utilizing Carroll Cash, no cash or credit cards will be accepted.

### *How to Properly Display a Permit*

*Resident:* Peel and stick permit on the lower left corner of the rear window; on exterior of vehicle.

*Commuter:* Peel and stick permit on the lower left corner of the rear window; on exterior of vehicle.

*Temporary Permit:* Tape the temporary permit on the lower left corner of the rear window; on interior of vehicle.

*Overnight Permit:* Tape the paper permit on the lower left corner of the rear window; on interior of vehicle.

*Visitor Permit:* This permit is to be placed on the dashboard, in the interior, of the front windshield.

Failure to display a parking permit as directed by the Department of Public Safety is a violation of the campus parking policy.

### *Replacing a Permit*

If your license plate or vehicle (i.e. Make, Model, Year, Color, etc.) on file changes at any time, it is your responsibility to notify the Department of Public Safety. If an individual fails to update their current vehicle registration with the Department of Public Safety, your vehicle is subject to receiving parking citation(s).

If you are driving a different vehicle [ex: A vehicle is in the shop getting repaired] other than the one you have registered your permit for and that vehicle is not on campus, you may obtain a temporary permit for your assigned parking lot at the Department of Public Safety.

A parking permit that is lost, mutilated, or in any way not identifiable as a valid parking permit will not be considered a valid permit.

Replacement permits can be obtained from the Department of Public Safety only upon sufficient proof of the previous permit.

*Ex: Weather conditions created water damage and the permit is no longer adhered to the vehicle's window.* (Answer = One would then have to scrape off what is left of the current permit and return the damaged permit to Public Safety in order to be issued a replacement permit.)

If a permit has been stolen, it should be reported to the Department of Public Safety.

Counterfeiting, altering, defacing, transferring, or in any way falsely advertising a parking permit to another person and/or vehicle for which a parking permit was not issued, is a violation of the parking policy.

Providing any false or misleading information on a permit application, or an appeal, is a violation of the parking policy.

## **Parking Regulations Enforcement**

### *General Parking Rules*

1. Vehicles can only be parked in the lot to which a permit for that vehicle has been approved.
2. All parking regulations are enforced 24 hours a day unless otherwise noted.
3. Spaces are available on a 'first-come,' 'first-serve' basis to permit holders of each lot.
4. Vehicles must be parked between the lines of parking stalls.
5. The speed limit on all University property is 5 MPH.
6. Driving in unauthorized areas is prohibited.
7. Gas-driven vehicles are prohibited to drive, or park in any building, not designated as a garage.
8. Personal convenience is not an acceptable reason for violating any of the parking rules.
9. It is not allowed for any person to remove a cone from a parking spot and proceed to park there, unless the person receives approval from the Department of Public Safety.
10. Disabled vehicles must be moved within 24 hours unless other arrangements are made with the Department of Public Safety.
11. Vehicles must yield to all pedestrians, who have the right of way at all crosswalks.

12. 'Head-In' parking is recommended, particularly in angle parking spaces.
13. The use of a car cover that completely obscures a permit must receive prior approval by the Department of Public Safety.
14. All vehicles parked in violation of these regulations are subject to being cited by not only the Department of Public Safety, but the City of Waukesha Police Department at the expense of the owner or registrant pursuant to Municipal Code 7.01 and Wisconsin State Statute 346.55(4).

### **No Parking areas**

*No parking areas include but are not limited to:*

1. On the grass
2. Fire Lanes
3. Handicapped/Reserved, without the appropriate authorization, and permit
4. Any parking spot marked with appropriate signage (ex. Senior staff, residence life, Faculty/Staff, etc.)
5. Loading Zones
6. Red or yellow 'NO PARKING' areas
7. Crosswalks/Driveways/Roadways/Sidewalks
8. Any area not marked as a parking stall

### **Parking Principles for All Individuals**

#### Student Parking

Parking spaces in residence hall lots are restricted to assigned permit holders, which are under exclusive control by the Department of Public Safety. Permit holders can only park in a lot that their permit is assigned for. Students are responsible for all fines attributed to their vehicle.

Should a student bring a guest to campus, it is their responsibility to inform the guest of all the parking regulations. The student becomes responsible for their guest's citations if the guest fails to abide by any of the parking regulations.

Americans with Disabilities Act (ADA) spaces are available, provided the person has a valid permit from their state's Division of Motor Vehicles. Permit must be displayed visibly inside the vehicle.

As a condition of issuance, a student who fails to abide by all the parking regulations may risk losing their parking privileges.

#### *First Year Student Parking Status*

Resident students are considered to have freshman status if they have earned credits of 27 or less. Resident freshman students are prohibited from bringing vehicles to campus for the duration of that academic year. Attempts to have another university member buy a permit for a student with such a status will result in the revoking of both parties parking rights on campus.

A Resident-First Year Parking Waiver Form is available on the Public Safety webpage for those who wish to appeal and possibly be granted an exception from this policy. Students should fill out the form and attach any documentation supporting the request. The form and all documentation should be sent to the Department of Public Safety via USPS mail, email, fax, or dropped off in person at the Department of Public

Safety. The waiver decision will be sent out via email to your Carroll email address. ~~and/or USPS mail.~~ Until the decision is made and notification is received, students making the request should not bring a vehicle to campus.

Alternative programs include: shuttle service and alternative parking lots (Waukesha City Lot #8 {City of Waukesha Municipal Parking Ramp, located at 241 South Street}), ~~and the bike sharing program.~~

### *Visitor Parking*

Visitors are allowed to park without a temporary parking permit in Lot 3 and Lots 9, 10 and 12. Visitors may not park overnight without obtaining the proper permit.

Visitors for Admissions are required to receive and display a temporary parking pass from the Admissions Office. Permits are restricted solely to Lot 6. Admission visitors may not park overnight.

Students are NOT considered visitors and cannot park in Lot 6 during posted hours.

Associations of Disability Advocates (ADA) spots are available, provided the person has a valid permit from their state's Division of Motor Vehicles.

### *Overnight Guest Parking*

Residents are required to bring their overnight guest into Public Safety and complete the overnight guest form. Resident and guest must both be present when registering.

It is the resident's responsibility to purchase an overnight parking pass using Carroll Cash for their guest's vehicle, at Public Safety located at 208 Wright Street. This overnight guest pass is only valid to park in lots 9, 10, and 12.

Associations of Disability Advocates (ADA) spots are available, provided the person has a valid permit from their state's Division of Motor Vehicles.

### *Parking Lot Designations*

#### Lot Map and Locations

For a map of parking lot names and locations please visit the Public Safety parking map located on the Carroll University website.

### **Exceptions to Parking Periods**

#### *Break Parking*

During breaks, when students are required to leave, unless given permission from the Housing Department to stay on campus, students may park their vehicles in the overflow lots (9/10/12) without a permit. Students will need a valid permit to park in the resident hall lots, apartment lots, or garages.

Parking regulations in lots 2, 3, 5E, 6, 7, and 8 are enforced the entire calendar year.

Summer Parking (Begins the first day following commencement and ends the day before move-In day). Individuals are allowed to park in any of the resident hall lots, apartments, and overflow lots without a

permit.

### *Closure of Parking Lots*

Carroll University lots may be temporarily closed to facilitate cleaning, maintenance, events, or other purposes. In these situations, parking may be reassigned or restricted due to special campus events.

### *Snow Removal Efforts*

During snow removal season, vehicles may need to be moved from lots temporarily. Notices informing to move vehicles, and the location of a new temporary parking area, will be posted prior to snow removal. Vehicles not moved will be subject to receiving a citation.

### *Penalties*

#### Vehicle Violations and Prices 2023-2024

| \$35.00   | \$60.00  |
|---|--|
| No valid permit properly displayed                  | Parking in driveway/Fire Lane/Traffic Lane/<br>Handicapped Zone/Loading Zone |
| Parking in Restricted/No Parking/Not in Valid Space | Habitual Offender  |
| Overnight   | Parked or Driving in Unauthorized Area                                       |
| Over Limit (Timed Spot)                             | Falsifying a Parking Permit  |
| Not parked in an assigned area                      | Blocking Vehicular Traffic   |
| Other minor incidents                               | Other major incidents  |

### *How to Pay a Citation*

All fines associated with parking violations will be assessed to the individual's student account. It shall be the responsibility of any person receiving a parking citation to make their payment to the Business Office located in the lower level of Voorhees Hall.

### *Excessive Citations:*

Any student who receives excessive parking citations, 10 or more, will be referred to the Office of Student Conduct for disciplinary action.

**10 or more citations:** The student could be subject to additional citations by the Waukesha Police Department and/or loss of placement in the parking lottery for the following academic year.

**15 or more citations:** The student could lose their parking permit without refund, may receive additional citations by the Waukesha Police Department and/or loss of placement in the parking lottery for the following academic year.

**20 or more citations:** The vehicle may be towed and/or may be subject to additional citations by the Waukesha Police Department and/or loss of placement in the parking permit lottery for the following academic year.

The university reserves the right to tow any vehicle at any time. Once a vehicle has been towed, all expenses become the responsibility of the vehicle owner.

Any vehicle without a Carroll University permit that has received 5 or more Carroll University citations will be subject to additional citations through the Waukesha Police Department.

### **Parking Appeals**

#### *Right to Appeal*

- There is an appeals process available to those who wish to appeal/dispute a citation. Appeals must be completed and turned in at the Department of Public Safety within 10 business days of receiving a citation, otherwise it will not be reviewed.
- Citations in the appeals process are considered “frozen” therefore no additional charges will be accumulated.
- An appeal form can be picked up at the Department of Public Safety or found on-line on the Department of Public Safety webpage. A separate form needs to be completed for each citation.
- Please provide a detailed, but concise written statement of the reasons for appealing the parking violation.
- The appeal should state reasonable cause why you believe the citation was issued in error.
- A **photocopy** of the citation should also be placed in the envelope; not the citation itself.
- The envelope should be self-addressed (resident students can use the University address) and left unsealed.
- All information should be returned to the Department of Public Safety.

#### *Nullifications for Appeal*

If any of the reasons listed on the back side of the Parking Appeals Form are reasons why an individual is appealing a citation, the appeal will be automatically denied.

#### *Carroll University Parking Appeals Committee*

The committee is made up of various members such as: Students, Student Senate members, Student Life members, Campus Services members, and staff from the Department of Public Safety.

Committee meetings are held every 2-4 weeks. Appeals are discussed and the names are kept confidential from the voting members.

Once each appeal is determined, a final decision notification will be sent out via a self-addressed envelope provided with the appeal.

## Other Means of Transportation

### Operation of Motorcycles

Motorcycles are allowed to park in regular vehicle parking areas, as well as designated motorcycle parking areas.

- Permits are required to park in restricted lots and the permit applications can be found on the Department of Public Safety webpage.

### Operation of Scooters/Mopeds

Scooters and mopeds are allowed to park in regular vehicle parking areas, and designated motorcycle parking areas.

- Scooters and mopeds are classified as motorcycles and are not allowed on Carroll's sidewalks.
- The only exception is if they are being used by University officials conducting approved University business.
- Permits are required to park in restricted lots. Permit applications can be found on the Department of Public Safety webpage.

### Bicycles

Bicycles are to be parked in the bicycle racks located throughout campus.

- Students living in the resident halls can lock their bikes up in the designated areas.
- Bicycles will be removed by the Department of Public Safety from railings, poles, and any other unauthorized area if an owner is not reachable. They will be stored at the Public Safety Center for a designated amount of time or until retrieved by their owner.
- Students who have bicycles on campus are encouraged to register them with the City of Waukesha.

### Shuttle Rides

- The Student Safety Shuttle runs daily, 7 days a week. For specific shuttle hours, please check the Department of Public Safety board located inside the campus center or on the Department of Public Safety website.
- The shuttle transports to the Graduate Center and the Sentry Drive facility upon request.
- The shuttle provides weekly scheduled trips to the Shoppes at Fox River & Meiers. Exact days and times are posted on the Department of Public Safety website and around campus.
- Shuttle rides are not allowed to be scheduled in advance.
- When requesting a shuttle ride, one of your shuttle locations, whether pick-up or drop off, must be to/from the main campus, and within a 1-mile radius from the intersection of East Ave. and College Ave.

### Vehicle Assists

The Department of Public Safety can provide assistance with jumping a battery, and/or tire pressure. Drivers who are experiencing vehicle problems should make arrangements to either repair and/or tow the vehicle as soon as possible. Short term (maximum of 24 hours) authorization to remain parked may be received from the Department of Public Safety, if the vehicle is parked in a prohibited spot or area.

### Contact Information

- Department of Public Safety phone number is **(262)524-7300** or **[EXT: 7300]**
- Department of Public Safety Shuttle service phone number is **(262)524-RIDE** or **[EXT: 7433]**
- Department of Public Safety webpage [www.carrollu.edu/campus/safety](http://www.carrollu.edu/campus/safety)
- Parking Appeals Email is [ParkingAppeals@carrollu.edu](mailto:ParkingAppeals@carrollu.edu)

## Tobacco-Free Policy

In order to provide a healthy working and living environment for Carroll's students, staff, faculty and neighbors, Carroll University is a tobacco use-free campus. The use of tobacco and electronic nicotine delivery systems is not permitted in University buildings, on University grounds or in University-owned vehicles. There are no designated smoking areas on campus.

### Introduction

Scientific findings, as summarized by the United States surgeon general, the U.S. Food and Drug Administration and the Environmental Protection Agency, identify electronic cigarette and tobacco use as a public health risk. In light of the health hazard associated with these substances for users and non-users, Carroll University has adopted a tobacco-free campus.

### Policy

The use of tobacco products and electronic nicotine delivery systems (including cigarettes, cigars, pipes, smokeless tobacco, other tobacco products, electronic cigarettes, personal vaporizers and other similar devices) is prohibited at all times. All buildings and grounds, including academic, administrative, dining, residential, service and mixed use facilities and all vehicles owned, operated or leased by Carroll University, are entirely tobacco-free. The University will not sell, market, or promote tobacco products. The tobacco-free policy applies to all indoor and outdoor air space.

### Enforcement

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

## Weapons Policy

Consistent with the Presbyterian Church (U.S.A.)'s position opposing policies designed to permit and encourage the carrying of weapons in all areas of life, Carroll University restricts the possession of weapons on campus to the extent allowable under Wisconsin state law. In compliance with [Wis. Stat. §§ 175.60, 941.13 and 941.23](#), weapons are permissible on campus only under the exceptions set forth below.

All Carroll University employees are prohibited from possessing weapons in the scope of their employment. All Carroll University students, visitors and other individuals on campus are prohibited from possessing weapons in any building on campus and at outdoor special events on campus.

For purposes of this policy, weapons include firearms, guns (including BB, pellet and paintball guns), explosives, knives, dangerous chemicals, other objects designed or traditionally used to inflict harm, and any harmless replica of such weapons.

### Exceptions

- Consistent with state and federal law, law enforcement officers may possess and use their service firearm or other lawful weapon on University property.
- Licensed individuals may possess any lawful weapon in their privately owned vehicles even if the vehicle is on University property or used for University purposes.
- Other exceptions may be granted by the President for educational purposes or special circumstances.



## Title IX/Sexual Misconduct Policy

Carroll University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. You may contact any member of the Title IX team listed below to report sexual misconduct; including sexual harassment, sexual assault, dating violence, domestic violence and stalking. Please note that the individuals listed are not confidential resources.

Carroll University, as a recipient of federal funds, complies with Title IX and has designated the following individual to serve as the **Title IX Coordinator**:

Ms. Gabby Dralle

Compliance Officer/Title IX Coordinator

Phone: (262) 524-7372

[TitleIX@carrollu.edu](mailto:TitleIX@carrollu.edu)

Student Life & Wellness Office, room 120, Carroll University, 100 N. East Avenue, Waukesha, WI 53186

**Online Incident Report Form:** [https://cm.maxient.com/reportingform.php?CarrollUniv&layout\\_id=7](https://cm.maxient.com/reportingform.php?CarrollUniv&layout_id=7)

**Website:** <https://www.carrollu.edu/policies/title-ix>

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex and gender-based discrimination in education:

*Title IX of the Education Amendments 1972 (20 U.S.C. §1681 et seq) and its implementing regulations, "No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).*

Any student, employee, or applicant for employment or admission to Carroll University who believes that they have been discriminated against on the basis or sex may file a complaint with the Title IX Coordinator. To file a complaint against a Carroll University student, faculty, staff or visitor for sex discrimination or any form of sexual misconduct including harassment, stalking, or assault, contact the Title IX coordinator or any deputy Title IX coordinators. A report can be submitted by mail, by email, in person, by telephone, or by using the electronic incident reporting form. Reports may be made at any time, even after regular business hours. Upon receipt a report, the Title IX Coordinator/Deputy Title IX Coordinator will assist the complainant in identifying the appropriate Carroll University policy and corresponding grievance procedure to resolve the complaint in a prompt and equitable manner.

Carroll University Title IX/Sexual Misconduct Policy outlines the formal grievance process. The University's process for addressing Prohibited Conduct are grounded in fairness and support for all parties, include procedural protections that ensure notice and meaningful opportunities to participate, and recognize the dynamics involved in Prohibited Conduct.

**Carroll University's Title IX Policy may be found here:** <https://www.carrollu.edu/policies/files/carroll-university-title-ix-policy-22.pdf>

**Deputy Title IX Coordinator for Students:** Dr. Elizabeth Brzeski, the Associate Dean of Students, is the University's Deputy Title IX Coordinator for matters related to student sexual and interpersonal violence. This includes sexual misconduct, sexual violence, and sexual coercion of students. Dr. Brzeski also serves as the coordinator for matters relating to student domestic violence, dating violence, and stalking. Dr. Brzeski, may be reached at Office of Student Life 204, Carroll University, 304 N. East Avenue, Waukesha, 262-524-7350 or

[TitleIX@carrollu.edu](mailto:TitleIX@carrollu.edu).

**Deputy Title IX Coordinator for Employees:** Ms. Amanda Stevens, HR Business Partner, is the University's Deputy Title IX Coordinator for matters related to employee sexual and interpersonal violence. This includes sexual misconduct, sexual violence, and sexual coercion of students or employees. Ms. Stevens also serves as the coordinator for matters relating to student or employee domestic violence, dating violence, and stalking. Ms. Stevens, may be reached at Human Resources, Carroll University, 204 N Charles St, Waukesha, 262-524-7125 or [TitleIX@carrollu.edu](mailto:TitleIX@carrollu.edu).

## Hazing

Carroll University seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety, or welfare. Hazing in any form is against the law and is strictly prohibited at Carroll University. When this policy is violated, action may be taken against all participants. The most damaging instrument to campus organizations (social, honor, service, athletics, etc.) is hazing. Hazing risks human lives, mistreats those involved and jeopardizes the affiliation of the campus organizations at this University.

Prevention of hazing is the responsibility of every member of the University community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values.

Anyone experiencing, witnessing, or with knowledge of a violation of this hazing policy is encouraged to report the incident and may bring their concerns to:

Jake Eisch  
Director of Student Conduct & Social Responsibility  
(262) 524-7686  
[jeisch@carrollu.edu](mailto:jeisch@carrollu.edu)

## Greek Organizations and other Student Organizations

### **a. Expectations**

The executive board members of Fraternity and Sorority Life and other student organizations are responsible for the enforcement of University policies, rules and regulations that pertain to them as organizations. The organization's officers also have a special obligation to ensure that members of the organization abide by the policies and procedures as outlined in the Student Code of Conduct. Each individual member should also exercise responsibility with respect to members of the organization. The student conduct process against a student organization shall not preclude further specific conduct against individual members of that organization for personal violations of the Student Code of Conduct.

### **b. Conduct Process**

In some instances, entire organizations will be held accountable and sanctioned by the University for the actions of their individual members. If a Fraternity and Sorority or other student organization is charged with violating the Student Code of Conduct, the process is as follows:

1. The organization's president will be notified of the alleged violation(s) and a conduct hearing will be scheduled. Organizations may request a copy of the communication report prior to the hearing. All requests must be submitted in writing to the Office of Student Conduct two business days prior to the scheduled conduct hearing.
2. In some instances, individual members of the organization may be required to provide written statements prior to the conduct hearing.
3. In some instances, individual members of the organization may be required to meet with an appointed university official to discuss the alleged conduct within the organization.
4. Two members of the organization may attend the hearing. This is usually the president and vice

president. The advisor may also attend the hearing but the advisor is to serve as a resource to the students and may not address the hearing body.

5. The hearing body will uphold the Standard for Decision Making and will notify, in writing, the organization's president once a decision has been reached.
6. If the organization is found responsible for violating the Student Code of Conduct, sanctions may include, but are not limited to any of the following: written warning, probation, loss of University privileges/services, suspension of University recognition, or revocation of the organization's privilege to exist as a student organization.

An organization has the right to appeal a finding of responsibility if they can demonstrate;

1. Procedural error that prevented a fair decision;
2. Material misstatement or misapplication of the University rules, regulations or policies alleged to be violated;
3. Decision not supported by substantial evidence;
4. Material evidence or facts, newly discovered, which could not with reasonable diligence have been discovered and introduced at the hearing; or
5. Sanction(s) imposed not commensurate with the violation

Appeal letters should be addressed to the Vice President of Student Life and must be received within five business days of the date of the decision letter.

If the Vice President of Student Life or Office of Student Conduct decides that an appeal has merit based on the previously mentioned criteria they may; (a) alter the recommended sanctions(s) by making it more severe, less severe, or otherwise different, or (b) refer the case to be reheard in its entirety or remand the case for further review.

If the Vice President of Student Life or Office of Student Conduct decides that the appeal does not have merit, the sanctions are immediately imposed and the decision is final.

## Alcohol Misuse

As a learning community, Carroll University strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual, and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, Carroll University policies regarding the use and consumption of alcoholic beverages by students and student groups are derived from the following general premises:

- The University expects individuals to take responsibility for their actions and for the environment of which they are a part.
- The University will provide an environment that supports those who choose not to drink as well as those of legal age who choose to drink sensibly and responsibly. The University does not consider drinking in excess to be responsible.
- The University will discourage the misuse of alcohol by any member of its community through educational awareness programs and appropriate regulations.
- The University will offer assistance to any member having problems related to alcohol through counseling services or other community resources.
- The University encourages students to seek help who are concerned about their own or another individual's drinking.
- The University will comply with federal, state and/or local laws, and expect all members of its community to do likewise.

### General Alcohol Policies

1. Alcoholic beverages and alcohol containers and parts may be possessed, purchased and/or consumed only by persons of legal drinking age, and only in areas designated by the University.
2. No individual may procure, sell, dispense or give alcoholic beverages for or to an underage individual. This includes hosting a gathering where underage individuals are in possession of alcoholic beverages.
3. Intoxication and/or alcohol abuse shall not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct.
4. Alcoholic beverages will be permitted at approved campus events in accordance with the guidelines established by the University.
5. Alcoholic beverages of any kind are strictly prohibited at University athletic events, in University-owned or leased vehicles, and in classrooms, unless permitted by guidelines established by the University.
6. Alcoholic beverages are never to be used as a reward for achievement or given as a prize or an award.
7. Common alcohol sources, such as beer bong and kegs are prohibited.
8. Any intoxicated person will be considered to be in possession of an alcoholic beverage by consumption.

## Illegal, Controlled and/or Banned Substance Use/Misuse

As a learning community, Carroll University strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual, and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, the Carroll University policies regarding the use/misuse of illegal, controlled, or banned substances by students and student groups are derived from the following general premises:

- The University expects persons to take responsibility for their actions and for the environment of which they are a part.
- The University will discourage the use/misuse of illegal, controlled, or banned substances by any member of its community through educational awareness programs and appropriate regulations.
- The University will offer assistance to any member having problems related to illegal, controlled, or banned substances through counseling services or other community resources.
- The University encourages students to seek help who are concerned about their own or another

individual's illegal, controlled, or banned substances use/misuse.

- The University reserves the right to consider evidence or odor in illegal controlled and/or banned substance(s) violations.

Carroll University strives for a drug-free environment and takes seriously the negative effects illegal, controlled, or banned substances have on its students and community. The University expects students to comply with federal, state and/or local laws.

#### General Illegal, Controlled, or Banned Substance Policies

1. The possession, sale, distribution, production, or use/misuse of illegal, controlled, or banned substances is prohibited.
2. Possession, use and/or distribution of any rape drugs, including but not limited to Rohypnol, Ketamine, GHB, Burundanga, without a prescription, is prohibited, and administering one of these drugs to another student is, additionally, a violation of the Title IX policy. More information on these drugs can be found at <http://www.911rape.org/>
3. The possession of paraphernalia, including but not limited to bongos, hookahs, scales, and pipes for the purpose of illegal drug use is prohibited.
4. Prescription drugs are controlled substances. 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.
5. Delta 8 and Delta 9 are prohibited substances on Carroll University's campus.

#### Partisan Political Activity Policy

In order to ensure Carroll's compliance with the restrictions placed on the University as a tax-exempt organization, members of the University must adhere to the following guidelines:

1. When endorsing or opposing a candidate for political office or taking a position on an issue for the purpose of assisting or opposing a candidate, individuals and groups within Carroll University must make it clear that the group is speaking only for themselves and not the University.
2. Carroll University's name and insignia may not be used on Stationery or other documents intended for political purposes, including soliciting funds for political support or carrying on a political campaign.
3. Funds or other contributions may not be solicited in the name of Carroll University for political support or carrying on a political campaign.
4. Carroll employees may not perform tasks related to partisan political activities during working hours.
5. The following may not be used for political campaign purposes:
  - a. The University's mailing resources.
  - b. University mailing lists – including the addresses and email addresses of students, faculty, staff, emeriti, and alumni.
  - c. University-provided office supplies, computers, telephones, facsimile machines, copiers, etc.
  - d. The University's sales tax exemption for purchases of goods and services.

#### Partisan Political Campaign Events on Campus

When a University organization composed of University faculty, staff, students and other representatives sponsors a partisan political campaign event, there are a number of considerations to keep in mind:

1. University organizations may reserve, through the Reservations and Event Services Office, available University building space to engage in partisan political activities within the University community, provided that such organizations (i) pay for the costs of such activities and (ii) pay rental fees for the use of such facilities. The University's outdoor grounds may not be used for partisan political events.

- University funds, including student organization budgets, may not be used for campaign materials.
2. No campaign rallies or campaign fund-raising are permitted.
  3. A disclaimer must be included in all written materials and advertising and announced at the beginning of all events: "Carroll University does not support or oppose any political candidates. The views expressed are those of (the candidate or other partisan political speaker) only. The (Carroll-related group) is sponsoring this event." The distribution of written materials must be limited to time and location of the event.
  4. Organizations that are composed of non-University members, participants, or employees are ineligible to use University space to engage in partisan political campaign activities.
  5. Certain nonpartisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) may be permissible if they do not show evidence for a preference for or opposition to a political party or to a candidate(s) who have taken a particular position.

### Policy on Demonstrations, Including Protests, Marches and Rallies

For the purposes of this policy, "student" includes all enrolled full or part-time undergraduate and graduate students.

For the purposes of this policy, "employee" includes full and part-time faculty (including adjunct), full and part-time administrative staff, full and part-time support staff and administrators.

For the purpose of this policy, the word "demonstration" includes all demonstrations, protests, marches, rallies, leaflet distribution or other activity involving the public display of a group or multiple groups on University property. Please refer to the Policy on Partisan Activity for partisan political events.

This policy applies to all members of the University community defined as students, employees, contracted vendors, volunteers, and their invited guests as well as to those third party individuals or groups visiting the University independent of any specific invitation.

Carroll University supports the right of individual students, recognized student organizations, and employees to dissent and to demonstrate providing such activities do not disrupt normal campus operations, obstruct free access to University buildings, or infringe upon the rights of others. It is the intent of this policy to ensure that all demonstrations on campus occur with minimal threat to the safety and security of persons or facilities and with minimal disruption to educational activities through proper planning and scheduling.

The University does not condone behavior that violates the freedom of speech, choice, assembly, or movement of individuals or organizations. In short, responsible dissent carries with it sensitivity for the civil rights of others.

The following guidelines will apply to all demonstrations:

- Demonstrations will be permitted in the following locations, unless the space has previously been reserved by another University department or organization: the Quad Lawn and The Van Male Plaza.
- Persons or their belongings may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
- Persons or their belongings may not block or otherwise interfere with ingress and egress into and out of campus buildings.

- Persons or their belongings shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any event or activity sponsored by the University or by any users authorized to use University facilities.
- Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
- Persons shall comply with the directions of any University official acting in the performance of his or her duty.
- Classes or other scheduled activities shall not be disrupted.
- Use of public address systems and amplified sound will not be permitted without prior approval from the Office of Reservations and Event Services. Such approval is contingent upon review of potential impact on classes or other scheduled activities.
- Where an invited speaker is the object of protest, persons may demonstrate outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience, paying admission fees where applicable, and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending persons being asked to leave. If they choose not to leave, University Public Safety Officers will escort them out. Signs, placards or similar paraphernalia associated with a demonstration will not be carried into any building.
- The safety and well-being of members of the campus community collectively and individually must be protected at all times. The University maintains the right to define the time, place and manner in which activities occur on campus. The Office of Reservations and Event Services will identify appropriate spaces for planned and spontaneous demonstrations.
- University property must be protected at all times.
- The University reserves the right to require the presence of University Public Safety Officers at any demonstration. In certain circumstances, searches or metal detectors may be used to ensure safety. The costs for these officers are to be paid by the organization holding the demonstration.
- Persons engaging in activities on University property are subject to and expected to comply with all applicable University policies and procedures.
- Persons who are not students or employees, may participate in demonstrations, rallies, or equivalent activities only upon invitation by a student or employee.

This policy does not supersede any local, state or federal laws and regulations. Members of the University community that plan a demonstration and fail to follow outlines procedures will be referred to the appropriate governing or discipline body. Since organizations and persons who are not students, recognized student organizations, or employees of the University are not subject to University discipline procedures, failure to comply with this policy may result in action under terms of local and State law, as appropriate.

#### Guidelines for Scheduled Demonstrations

Registered student organizations or other campus constituents that wish to schedule a demonstration, rally, or equivalent activity, may request the space through the regular reservation procedure up to forty-eight (48) hours in advance.

#### Guideline's for Unscheduled Demonstrations

Occasionally, events occur which demand immediate public outcry, and it is not the intent of this policy to limit the University community's rights to protest such events. However, it is inappropriate for events which have been planned to circumvent the policies by claiming to be spontaneous. Because prior approval from the Office of Reservation and Events Services is not possible for unscheduled demonstrations, the use of public address systems or amplified sound is prohibited for unscheduled demonstrations.

## Emergency Contact Notification

Carroll University recognizes that students, emergency contacts and the University are in a partnership in which each has the responsibility to promote a healthy and productive educational experience.

We believe emergency contacts assist students in fulfilling their educational goals through the use of open dialogue. Accordingly, Carroll University reserves the right to notify emergency contacts of dependent students when:

1. A student is at risk of harming themselves or others.
2. A student is experiencing a medical or psychological emergency.
3. At any time, the University decides it would be in the best interest of the student, the community, or the University to do so.



# V. Code of Conduct

## A. Introduction

Carroll University expects all students to comply with all federal, state, and local law(s), regulations, and ordinances and also expects students to comply with the policies outlined in the Student Handbook, catalog, and other University policies and procedures.

Students who are aware of or observe a violation of the Student Code of Conduct are expected to remove themselves from association or participation and are encouraged to report the incident to the Office of Student Conduct.

**The Student Code of Conduct is applied to both on and off campus settings as well as online and digital spaces (including social media and blogging platforms).**

The Student Code of Conduct lists the actions that are considered violations, the conduct process Carroll University adheres to when addressing an alleged violation(s), and the definitions of sanctions that may result from the conduct process.

Involvement in the conduct process can occur even if the conduct is not discovered until after a degree is awarded. The university reserves the right to delay or postpone a student's participation in any University-related activity, or delay or postpone conferring any honor or degree while a student conduct procedure is pending.

The examples contained in the Student Code of Conduct are illustrative rather than exhaustive. Any ambiguity, inconsistency or need for clarification, shall be resolved by the Vice President of Student Life, Office of Student Conduct, and/or their designee.

## B. Definitions

1. **Administrative Conduct Hearing.** Administrative Conduct Hearings generally are handled by the Director of Student Conduct & Violence Prevention. Typically, an Administrative Conduct Hearing is a one-on-one meeting with the student and the Administrative Conduct Officer, but there are times when due to the severity or sensitivity of the case, two or three administrators will be asked to hear the case.
2. **Administrative Conduct Officer.** An Administrative Conduct Officer is any individual authorized by the Director of Student Conduct & Violence Prevention who determines whether a student has violated the Student Code of Conduct and imposes any sanctions. Administrative Conduct Officers may not impose a sanction of suspension or dismissal from the University. Suspension and dismissal sanctions are determined by the Carroll Conduct Board. Administrative Conduct Officers may include Area Directors or Student Activities Staff as deemed relevant by the Director of Student Conduct & Violence Prevention and/or the Vice President for Student Life.
3. **Alcohol Misuse:** Alcohol Misuse refers to policies and procedures outlined in the Carroll University Student Handbook, specifically pertaining to prohibited consumption of Alcohol.
4. **Arson.** Arson involves causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property, or causing fire or explosion that damages or destroys property while manufacturing or attempting to manufacture a controlled substance.
5. **Attempt to Commit Non-Academic Misconduct.** Attempt to Commit Non-Academic Misconduct

- includes any action or effort designed or intended to commit a prohibited or unlawful act, even if unsuccessful.
6. **Carroll Conduct Board.** The Carroll Conduct Board is composed of trained members: a chair, three faculty/staff members, and one student, and may be convened in serious cases when a student has been through the conduct hearing process multiple times, has violated several policies simultaneously, or the sanction imposed may be suspension or termination from residential facilities and/or suspension or dismissal from the University.
  7. **Carroll University Premises.** Carroll University Premises includes all land, buildings, facilities, and other property in the possession of, or owned, used, leased, or controlled by Carroll University, including adjacent streets and sidewalks.
  8. **Carroll University Official.** A Carroll University Official is any employee with assigned administrative or professional responsibilities (public safety officers, resident assistants, area directors, deans, faculty, and/or staff).
  9. **Contributing to the Planning or Implementation of Any Violation.** Contributing to the planning or implementation of any violation of the Student Code of Conduct means conduct that condones, supports, or encourages the violation.
  10. **Coercion.** Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure an individual uses to get consent from another. When an individual makes it clear that they do not want sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual activity, continued pressure beyond that point can be coercive.
  11. **Consent.** Consent is clear, knowing, and voluntary agreement to participate in certain conduct. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
    - a. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
    - b. Previous relationships or prior consent cannot imply consent to future sexual acts.
    - c. In order to give effective consent, one must be of legal age.
  12. **Creating a Fire or Safety Hazard.** Creating a Fire or Safety Hazard includes tampering with or removing fire safety equipment, falsely reporting fire or bombs, or throwing flammable objects out of windows.
  13. **Dating Violence.** Dating Violence involves an assault, attack or aggressive behavior by a person who is or has been in a social relationship of romantic or intimate nature with the survivor. The existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.
  14. **Disruptive Behavior or Communications.** Disruptive Behavior or Communications includes behavior or communications that are directed toward a member of the University community, or that interfere with academic activities, athletic competitions or residential communities, or that occur on University premises or at University-sponsored activities.
  15. **Domestic Violence.** Domestic Violence occurs when a person uses physical aggression, coercion, threats, intimidation, isolation, stalking, emotional abuse, sexual abuse, or economic abuse to gain or maintain power and control over another person in a domestic or romantic relationship. This includes but is not limited to any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence can be a single act or a pattern of behavior in relationships which could include individuals who are currently or formerly married or in a domestic partnership, currently or formerly dating, currently or formerly living together, currently or formerly in a caregiver relationship, have a child in common, or are a family member.
  16. **Emotional Distress.** Emotional distress involves significant mental suffering or anguish that may,

- but does not necessarily, require medical or other professional treatment or counseling.
17. **Failure to Comply.** Failure to Comply means refusing to follow or otherwise disregarding directives from a Carroll University Official, including communication regarding the conduct process, and/or failing to meet the terms of a sanction.
  18. **Failure to Identify.** Failure to Identify means refusing to give one's correct name or show student identification upon request by any Carroll University official. Pioneer Cards are owned by Carroll University and must be carried at all times.
  19. **Falsifying, Altering, Forging, or Misusing Any Information.** Falsifying, Altering, Forging, or Misusing Any Information involves any verbal or written action to create or change University records, permits, documents, computer resources, identification cards, or any other University paper or electronic materials, or possessing, using, or distributing any documents or electronic materials created or changed without authorization from a University official. Creating, possessing, using and distributing fabricated IDs is prohibited.
  20. **Force.** Force is the use of physical violence and/or imposing on an individual physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent. There is no requirement that an individual resist the sexual advance or request, but resistance is a clear demonstration of non-consent. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not, by definition, forced.
  21. **Gender-Based Misconduct.** Gender-Based Misconduct is misconduct that is deemed Sexual Misconduct when the misconduct is based on gender. Such misconduct may include threatening or causing physical harm, Verbal Abuse, Intimidation, Hazing, Bullying, Dating Violence, Domestic Violence, Stalking or violence better those in an intimate relationship with each other.
  22. **Guests and Visitors.** Guests and Visitors are persons who are not University students, faculty or staff. Guests and visitors are permitted on campus and in University residential facilities as long as they adhere to University policies. Students hosting guests and visitors are responsible for the conduct of their guests and visitors.
  23. **Harassment, Intimidation or Bullying.** Harassment, Intimidation or Bullying involves unwelcome conduct by an individual(s) that is sufficiently severe or pervasive that it alters the conditions of education, employment, or living environment and creates an environment that a reasonable person would find intimidating, hostile, offensive, undermining, humiliating, or denigrating. Examples may include:
    - a. Communicating with another in person, or by telephone, writing, or via electronic communication without legitimate purpose and in a manner likely to cause a reasonable person to feel harassed, intimidated or bullied.
    - b. Using social networking or other internet sites for the purpose of exhibiting, distributing, posting, or communicating matter in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another, or that disrupts or prevents a safe and positive educational or working environment.
    - c. Purposefully and without legitimate purpose putting oneself in proximity to another person, with the intent to threaten, intimidate or alarm that other person.
  24. **Harassment or Abuse Based on Protected Class.** Harassment or Abuse Based on Protected Class includes oral, written or physical misconduct that specifically targets an individual based upon that individual's legally protected class (e.g., gender identity, sexual orientation, race, color, religion, ethnicity, age, disability, national origin, gender).
  25. **Hazing.** Hazing is any action taken or situation created intentionally or unintentionally, which emphasizes a power imbalance and/or produces mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing activities include, but are not limited to: use of alcohol, paddling in any form, causing excessive fatigue, physical or psychological shocks, morally degrading or humiliating games and activities, or any other activity that intentionally or unintentionally endangers the physical or mental health of an individual, regardless of the person's willingness to participate.

26. **Health & Safety Protocols:** Violating or disregarding directives, protocols, or procedures enacted by the University to protect the health and safety of the University community.
27. **Illegal/Controlled and Banned Substance Use/Misuse:** Illegal/Controlled and Banned Substance Use/Misuse refers to policies and procedures outlined in the Carroll University Student Handbook.
28. **Incapacitation.** Incapacitation is a state where an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing consent.
  - a. Sexual activity with an individual who one should know to be – or based on the circumstances should reasonably know to be – mentally or physically incapacitated constitutes a violation.
  - b. Sexual activity with an individual whose incapacity results from alcohol or other drug use, unconsciousness or blackout, mental disability, sleep, involuntary physical restraint, or from administering a date rape drug (e.g. Rohypnol or Ketamine).
29. **Member of the University Community.** Member of the University Community is any individual who is a student, faculty member, staff or any other person representing the University.
30. **Misrepresentation.** Misrepresentation includes falsely suggesting, stating, or allowing another person to believe that any person is a University Official, student, or Carroll University student organization representative.
31. **Misuse of Fire Alarms and Equipment.** Misuse of Fire Alarms and Equipment involves pulling fire alarms falsely or tampering with firefighting equipment (e.g., fire alarms, extinguishers, exit signs, fire hoses, smoke detectors, emergency lights).
32. **Negligent Damage to Personal or University Property.** Negligent Damage to Personal or University Property includes causing harm to personal or University property through careless, reckless or inattentive behavior.
33. **Non-Consensual Sexual Contact (or attempts to commit the same).** Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person, upon a person, which is without consent. This includes but is not limited to: intentional contact with the breasts, buttocks, groin, and/or genitals, or touching another with any of these body parts, and/or making another person touch yourself and/or them with or on any of these body parts.
34. **Non-Consensual Sexual Intercourse (or attempts to commit the same).** Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a person, upon a person, which is without consent.
35. **Notice.** The term notice when used in conjunction with delivering exhibits, demonstrative aids, or documents means to deliver to the recipient by hand, via email or other reliable means. Such notice, exhibits, demonstrative aids and documentation are deemed provided on the date they are sent or hand delivered.
36. **Obstruction of the Conduct Process.** Obstruction of the Conduct Process involves acting or refusing to act in a manner likely to interfere with or prevent the application or implementation of this Student Code of Conduct. Examples include but are not limited to: refusing to appear at a conduct hearing; refusing to answer questions posed during a conduct hearing; falsifying, misrepresenting, omitting, or distorting information during a conduct hearing; disrupting a conduct hearing; attempting to discourage participation in or use of the conduct process; and/or attempting to influence the impartiality of any member of the University community who is involved in a conduct hearing.
37. **Physical Abuse.** Physical Abuse involves contact that threatens or endangers the health or safety of any person.
38. **Prohibited Possession of Weapons.** Prohibited Possession of Weapons includes:
  - a. Having, holding or retaining any pistol, handgun, rifle, or shotgun while inside University facilities.
  - b. Having, holding or retaining any pistol, handgun, rifle, or shotgun without a Wisconsin state issued permit anywhere on University Premises.

- c. Having, holding or retaining explosives, pellet guns, paintball guns, BB guns, dangerous chemicals, ammunition, or other objects used as weapons, or viewed by a reasonable person to be a weapon on University Premises.
  - d. Use of any item, even if legally possessed, in a manner that harms or threatens others.
39. **Reasonable Person.** A Reasonable Person is a hypothetical person who exercises average care, skill and judgment in his or her conduct and serves as a comparative standard to determine responsibility.
40. **Registered Club, Student Organization, Fraternity and Sorority Organization, or Team.** A Registered Club, Student Organization, Fraternity and Sorority Organization, or Team is a group of individuals who have complied with the formal requirements for Carroll University recognition or who are known to the University through self-identification as a group.
41. **Reporting Party.** The Reporting Party is a person bringing forth an allegation of Sexual Misconduct. An individual who reports a Title IX/Sexual Misconduct violation or someone who is the target of a reported incident.
42. **Responding Party.** The Responding Party is a person responding to an allegation of Sexual Misconduct. An individual alleged to have violated the Title IX/Sexual Misconduct Policy and who has been identified as such in a complaint.
43. **Retaliation.** Retaliation includes any adverse oral, written or physical action toward an individual who makes complaints or brings charges against another student for violation of the Student Code of Conduct.
44. **Use of self-propelled and/or use, possession, storage of motorized devices.** Use of self-propelled and/or use, possession, storage of motorized devices includes the use of self-propelled devices and/or the use, possession or storage of motorized devices while in campus buildings and/or facilities is prohibited. Exceptions include wheelchairs and any necessary medical equipment.
45. **Sexual Exploitation.** Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for the actor's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include but are not limited to:
- a. invasion of sexual privacy
  - b. prostituting another student
  - c. photographing, video-taping or audio-taping of sexual activity or of a nude or partially nude person without consent
  - d. engaging in voyeurism
  - e. knowingly transmitting an STI or HIV to another student
  - f. exposing one's genitals in non-consensual circumstances and/or inducing another to expose their genitals
46. **Sexual Harassment.** Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent and pervasive that it unreasonably interferes with, denies or limits an individual's ability to participate in or benefit from the University's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. There are three types of sexual harassment:
- a. **Hostile Environment.** Hostile Environment sexual harassment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of education or employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged survivor's) and an objective (reasonable person's) viewpoint.
  - b. **Quid pro Quo.** Quid pro quo sexual harassment exists when:

- i. There are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
    - ii. Submission to or rejection of such conduct is likely to result in adverse educational, co-curricular or employment action.
  - c. Retaliatory. Retaliatory harassment is any adverse action taken against an individual because of the individual's participation in a complaint or investigation of discrimination or sexual misconduct.
47. **Sexual Intercourse.** Sexual Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
  48. **Stalking.** Stalking is engaging in a course of conduct (repeatedly maintaining a visual or physical proximity to a person without legitimate purpose or repeatedly conveying oral or written threats, threats implied by conduct, or a combination thereof, directed at or toward a person) directed at a specific person that would cause a reasonable person to (a) fear for his/her safety or the safety of others, or (b) suffer significant emotional distress.
  49. **Student Code of Conduct.** The Student Code of Conduct includes standards and procedures set forth in this document that the University normally follows in disciplinary matters. The University reserves the right to take whatever disciplinary action is appropriate (up to and including dismissal from the University) to protect the safety and well-being of students, faculty, staff and University property. The Student Code of Conduct does not limit the authority and discretion vested in the various University units.
  50. **Student Conduct Board.** The Student Conduct Board is composed of current students, trained and advised by an Area Director and/or the Assistant Director of Student Conduct or his/her designee, who hear low-level violations of the Student Code of Conduct. A Student Conduct Board hearing is an educational opportunity for students addressing behavior and community expectations at Carroll University.
  51. **Students.** Students are any individuals who are taking courses at Carroll University, including full or part-time, undergraduate, graduate or professional studies, even if not earning credit. Individuals who are on internships/rotations, even if not earning credit, also are considered students. Individuals who are on an approved leave or study abroad also are considered students.
  52. **Theft.** Theft involves taking and carrying away personal goods or property of another without the owner's consent on University premises or at University-sponsored activities. Theft also includes knowingly possessing stolen property on or from University premises or University-sponsored activities.
  53. **Unauthorized Access.** Unauthorized Access includes being in a restricted area without permission including but not limited to classrooms, labs, offices, living spaces, roofs or ledges. Unauthorized access also includes viewing paper or electronic documents or materials without permission.
  54. **Vandalism.** Vandalism involves intentionally damaging or destroying University property or the personal property of any member of the University community.
  55. **Violating Any Federal, State, or Local Laws or University Policies or Procedures.** Violating Any Federal, State, or Local Laws or University Policies or Procedures includes breaking or failing to abide by any statute or ordinance enacted by the federal, state or municipal government, and/or any University policy or procedure, including but not limited to Residence Life and Housing policies, Information Technology policies, Tobacco policy, parking policies, and student organization policies.
  56. **Verbal Abuse.** Verbal Abuse involves oral or written conduct that threatens or endangers the physical, mental or emotional health or safety of any person.

### C. Amnesty Policy

Carroll University will not seek to discipline any student who reports an emergency involving another individual

or reports an emergency that the individual is personally experiencing. Carroll University expects students to seek help when someone is in serious and immediate distress. If it is discovered that a student was aware of a person in serious and immediate distress but does not seek help, information regarding that student's failure to act will be brought to the Office of the Vice President of Student Life for investigation and potential discipline. Carroll University reserves the right to initiate a conduct process with an involved student if that student has knowingly negatively contributed to the emergency situation either by omission or commission.

Students involved in this process will have a meeting with an administrative conduct officer and may be expected to complete educational requirements as part of their sanctions. Students completing the associated educational expectations will normally not have the incident considered as a violation of the Student Code of Conduct and thus the incident will not negatively impact their student conduct file.

#### D. Campus Climate Protocol

The Campus Climate Protocol applies to reports made by Carroll University students, faculty, staff and guests. A campus climate concern is an act motivated, in whole or in part, by the victim's actual or perceived race, religion, ethnic background, sexual orientation, gender, gender identity or disability. A campus climate concern may include actions that discriminate, stereotype, exclude, or harm anyone in the Carroll community based on their identity. Campus climate concerns may stem from fear, misunderstanding, hate or stereotypes. Behaviors may be intentional or unintentional.

When reports are alleged, the allegations will be subject to a review using the processes outlined below. Those who experience, witness, or learn of a potential campus climate concern should fill out this online reporting [form](#).

The ability of the university to respond may be limited if key information is not provided and we are unable to learn more from the reporter. Please include your name if you wish to be contacted. If you would like to meet with someone to discuss this incident or complete this form, please contact any of the Campus Climate Team members.

In case of emergency, or if someone's physical safety is at risk, please call Public Safety at 262.524.7300 immediately and complete this form later.

After you have filed the campus climate report, a member of the Campus Climate Team will be in contact with you to discuss what occurred and offer support.

#### E. Off-Campus Behavior

All off-campus activity is governed by the policies and procedures described in the Student Handbook. If a student allegedly commits a violation of the Student Code of Conduct while off-campus, the University official will prepare a complaint report.

If the alleged violation is serious enough to jeopardize the purpose of an off-campus experience or to threaten the well-being of the student or other participants, the University official in consultation with the Vice President of Student Life and the appropriate Academic Dean, may require the offending student to leave the off-campus experience and return to campus. The University will be notified immediately of the incident and the student's early return. The complaint report will be processed through the Office of Student Conduct upon the student's return to campus.

In the case of an off-campus course, the instructor in charge of the course is an agent of Carroll University and is

charged with upholding the standards of the University as set forth in the Student Handbook. A student who is asked to leave an off-campus course will not receive course credit and will forfeit all monies paid for the activity. The student will pay the full cost incurred in their return to the campus (including any penalties charged by the airline or other vendors).

Carroll University assumes no responsibility for any individual(s) who violates the laws of any state or country. All expenses resulting from a violation of any law or ordinance and/or violation of the Student Code of Conduct or policies or procedures are the responsibility of the individual involved. All expenses for counsel will be the responsibility of the individual. In no case will refunds be made to a student for losses or additional expenses.

## F. Violations

### 1. Personal Conduct

**Violations of personal conduct include, but are not limited to,** conduct that adversely affects the University, community, and/or the pursuit of University objectives, such as:

- a. Arson.
- b. Attempt to Commit Non-Academic Misconduct.
- c. Contributing to the Planning or Implementation of Any Violation.
- d. Creating a Fire or Safety Hazard.
- e. Dating Violence.
- f. Disruptive Behavior or Communications.
- g. Domestic Violence.
- h. Failure to Comply.
- i. Failure to Identify.
- j. Falsifying, Altering, Forging, or Misusing Any Information.
- k. Gender-Based Misconduct.
- l. Harassment or Abuse Based on Protected Class.
- m. Harassment, Intimidation or Bullying.
- n. Hazing.
- o. Misrepresentation.
- p. Misuse of Fire Alarms and Equipment.
- q. Negligent Damage to Personal or University Property.
- r. Non-Consensual Sexual Contact.
- s. Non-Consensual Sexual Intercourse.
- t. Obstruction of the Conduct Process.
- u. Physical Abuse.
- v. Prohibited Possession of Weapons.
- w. Retaliation.
- x. Sexual Exploitation.
- y. Sexual Harassment.
- z. Stalking.
- aa. Theft.
- bb. Unauthorized Access.
- cc. Use of self-propelled and/or use, possession, storage of motorized devices.
- dd. Vandalism.
- ee. Violating the Alcohol Misuse policy.
- ff. Violating the Illegal, Controlled and/or Banned Substance Use/Misuse policy.
- gg. Violating Any Federal, State, or Local Laws or University Policies or Procedures.
- hh. Verbal Abuse.



## G. Conduct Process

Carroll University strives for a conduct process that is fair to all members of the community. The conduct process detailed here is the process for non-academic violations of the Student Code of Conduct. The timeframes indicated are guidelines and may be changed depending on the circumstances of the case. If a change in a timeframe is necessary, the Office of Student Conduct will notify the appropriate student(s) and, if applicable, obtain confirmation from the student(s).

### 1. The University and the Law

Carroll University is not a sanctuary from the law. Criminal and civil laws still apply. The Carroll University conduct process is not conducted in the same manner as a court of law. It is not a criminal prosecution by the government, nor does it attempt to determine liability for violations of federal, state and/or local law. Consequently, the rules of criminal and civil procedure, which apply in courts of law, do not apply to the Carroll University conduct process. Students do not have the same legal rights as criminal defendants or parties in civil litigation. Disciplinary action at the University will proceed normally, even when criminal proceedings are pending, and will not be subject to challenge on the ground that criminal charges involving the same incident have been upheld, dismissed, or reduced.

The Fifth Amendment to the United States Constitution does not apply to Carroll conduct hearings. Therefore, students are not permitted to “Plead the Fifth”. Students may choose not to answer a question, with the understanding that the administrative/student conduct officer/board will proceed and make a decision based upon the information available. The University expects that students will be truthful while bringing forth any and all information they have regarding the incident in question.

### 2. Honesty Standard

Individuals are not required to answer any questions that are asked; however, any information an individual chooses to provide must be true and correct to the best of his/her knowledge. An individual who intentionally provides false or misleading information to the hearing body will be charged with falsifying information. Additionally, a pattern of lying or fabrication will be considered by the hearing body when imposing sanctions.

### 3. Filing a Complaint Report

- a. Complaint reports detail incidents involving an alleged violation of the Student Code of Conduct. These reports can be initiated by individuals or by Carroll University officials who observe or become aware of an alleged violation of the Student Code of Conduct.
- b. All complaint reports are forwarded to the Office of Student Conduct where it is determined how each specific case will be handled and what type of hearing will occur. In some circumstances, complaint reports may also be reported to an appropriate law enforcement agency.
- c. Individuals who wish to pursue conduct charges against a student must file a written complaint with either the Office of Student Conduct or the Department of Public Safety.
- d. Individuals who file complaints and/or any victims of violence are encouraged to discuss their concerns with staff members of the above-mentioned offices. Every effort is made to provide complainants and/or victims with appropriate support services. Students who knowingly file a false complaint are subject to disciplinary action.

### 4. Investigation

The Office of Student Conduct will review the complaint report and interview witnesses, if necessary, to determine the most appropriate forum to resolve the complaint.

## 5. Notice of Hearing

- a. The accused will be provided written notice prior to a disciplinary hearing describing the alleged violations and information regarding the hearing body.
- b. For cases heard by the Student Conduct Board and Carroll Conduct Board, and by an administrative hearing officer, The Director of Student Conduct & Social Responsibility will compare availability based on course schedule and provide the accused and/or relevant witnesses with a day/time/location for the administrative meeting.
- c. Students may request a copy of the complaint report prior to their hearing. All requests must be submitted in writing to the Office of Student Conduct at least two business days prior to the scheduled conduct hearing.

## 6. Types of Hearing

The Carroll University system consists of three types of hearings: Student Conduct Board Hearings, Administrative Conduct Hearings, and Carroll Conduct Board Hearings. All hearings are based on the philosophy of fairness and consistency, while emphasizing the importance of education. Students must inform the appropriate hearing officer, advisor or chair not less than two business days before the hearing if they have witnesses for their scheduled conduct hearing. Witnesses are those individuals who can provide specific personal knowledge of the facts of the incident. Character witnesses are not permitted to attend any conduct hearing.

### a. Student Conduct Board Hearings

The Student Conduct Board is a committee of current students, who are trained and advised by an Area Director and/or the Director of Student Conduct or their designee, who hear violations of the Student Code of Conduct. A Student Conduct Board hearing is an educational opportunity for students to address their behavior and community expectations at Carroll University.

At a Student Conduct Board hearing, a student will be given the opportunity to either accept or deny responsibility for the alleged violation and to provide reasons and material to support his/her position. The Student Conduct Board may impose sanctions but may not impose a sanction of suspension or termination from residential facilities and/or suspension or dismissal from the University. Family members, including parent(s)/guardians(s), are not permitted in Student Conduct Board Hearings.

### b. Administrative Conduct Hearings

Administrative Conduct Hearings generally are handled by the Director of Student Conduct, or other administrative staff appointed by the Director of Student Conduct or Vice President of Student Life. Typically, an Administrative Conduct Hearing is a one-on-one meeting with the student and the Administrative Conduct Officer, but there may be times when due to the severity or sensitivity of the case two or three administrators will be asked to hear the case.

At an Administrative Conduct Hearing, a student will be given the opportunity to either accept or deny responsibility for the alleged violation and to provide reasons and material to support their position. The Administrative Conduct Officer may either hear the case immediately or postpone the case for a hearing at a later date. The Administrative Conduct Officer may impose sanctions but may not impose a sanction of suspension or dismissal from the University. Family members, including parent(s)/guardians(s), are not permitted in Administrative Conduct Hearings unless approved by the Director of Student Conduct & Social

Responsibility.

**Participation:**

If a student does not attend their scheduled administrative hearing, a non-compliance charge of \$50 may be imposed and the Director of Student Conduct & Social Responsibility may choose to hear the case in the student's absence based on information provided in the report as well as statements from the complainant and/or witnesses if applicable.

c. Carroll Conduct Board Hearings

The Carroll Conduct Board is composed of five trained members: a chair, three faculty/staff members, and one student, and may be convened in serious cases when a student has been through the conduct hearing process multiple times, has violated several policies simultaneously, or the sanction imposed may be suspension or termination from residential facilities and/or suspension or dismissal from the University.

The Carroll Conduct Board may recommend sanctions up to and including University dismissal. The Carroll Conduct Board is chaired by the Director of Student Conduct or their designee.

**1) Advisors**

Students may elect to have a member of the Carroll University faculty or staff accompany them. The advisor is not entitled to address the Carroll Conduct Board or act as an advocate at the hearing. The advisor's role may be to assist the student in preparing a statement prior to the hearing, in understanding the conduct process, and in seeking answers to any questions that the student may have. Violations of these guidelines may result in the advisor being excused from the hearing.

**2) Family Members**

A family member may be present during the proceedings and provide support in the process. Family members may not communicate with Carroll Conduct Board members during the hearing. Questions may be sent to the Office of Student Conduct.

**3) Attorneys**

Attorneys may not attend the hearing, unless the attorney is a family member attending under subsection 2, above. For cases of Sexual Misconduct, please see the Sexual Misconduct Procedures section.

**4) Carroll Conduct Board Hearing Procedures**

The following are guidelines for the order of events for a Carroll Conduct Board hearing. They may be modified as circumstances require. The technical rules of evidence applicable to civil and criminal cases do not apply. Carroll Conduct Board hearings shall be closed except for participants/observers identified above. For incidents involving more than one student, the hearing may be conducted as a joint hearing. All Carroll Conduct Board hearings are recorded.

These guidelines also apply to cases involving student organizations, fraternity and sorority organizations, clubs and teams. In these cases, the organization must designate a member to act as the representative during the hearing.

**a) Carroll Conduct Board Pre-Hearing Procedures**

- i. Not less than 48 hours before the hearing is scheduled to begin, the Office of Student Conduct will provide, in writing, to the complainant (if applicable) and accused, the names of the members of the Carroll Conduct Board assigned to hear the matter. If either the complainant (if applicable) or accused has a valid basis for believing that a member of the Carroll Conduct Board assigned to hear the matter is biased, the student

shall put his/her reasons in writing and submit them to the Office of Student Conduct not less than one full business day prior to the hearing date. The Office of Student Conduct will determine whether to replace the board member in question. The fact that a board member is known to a student is not a reason for exclusion.

- ii. The complainant and the accused must provide to the Office of Student Conduct the names of their witnesses, if any, not less than 48 hours prior to the hearing.
  - iii. If at any time during the course of the hearing an individual exhibits behavior or language that is disruptive or threatening, the person shall be dismissed and the hearing will continue without the person's presence.
  - iv. The Carroll Conduct Board members will have the student's conduct record available to them to help inform the members' decisions regarding sanctions in the case.
  - v. The complainant (if applicable), the accused, and any witnesses (if applicable) may speak from personal knowledge about the incident. Character witnesses are not permitted.
  - vi. A student may refuse to answer any question; however, the Carroll Conduct Board will decide the matter based upon the information available.
- b) Carroll Conduct Board Order of Proceedings at Hearing
- i. An electronic or other verbatim record will be made of all hearings. This record will be retained for seven years from the last incident date. In cases of suspension and/or dismissal, the electronic record shall be retained with the student's record.
  - ii. The Chair will have all parties introduce themselves, explain the purpose of the hearing, address the issues of honesty and confidentiality, and explain the role of advisors, if any are present.
  - iii. Verbal and written affirmation of an honesty statement will be completed by the accused, complainant (if applicable), and witnesses (if applicable).
  - iv. The Chair will read the alleged violations of the Student Code of Conduct brought against the accused. The accused is given the opportunity to accept or deny responsibility for each of the alleged violations.
  - v. The Chair will read aloud the complaint report.
  - vi. If applicable, the complainant filing the complaint report will have an opportunity to present his/her statement.
  - vii. The board will ask questions of the accused, complainant (if applicable) and any witnesses (if applicable).
  - viii. The complainant and accused will have an opportunity to question the other through the Chair.
  - ix. If applicable, witnesses will be brought into the room individually, to make their statement and answer questions from the board.
  - x. The complainant (if applicable) and the accused, respectively, will have the opportunity to make a final statement to the board.
  - xi. The board will deliberate in private, and make a decision regarding responsibility and recommend sanctions to the Vice President of Student Life. If the student is found responsible, the Chair will impose any sanctions.
  - xii. The Chair or designee shall be responsible for providing written notification of the decision and sanctions to the accused and complainant (if applicable) once a decision has been reached.
  - xiii. A written decision will be sent to the accused student not more than five

business days after the date of the hearing.

7. Written Decision

The accused will be provided written notice of the decision. In cases of Sexual Misconduct, a formal decision letter will be sent to both parties via Title IX Coordinator.

8. Conduct Standard for Decision-Making

The term “more likely than not” is the standard of proof used in all conduct proceedings. It is equivalent to the legal standard of “preponderance of evidence.” Under this standard, a Student, Registered Club, Student Organizations, Fraternity and Sorority Organization, or Team will be found responsible for violating the Student Code of Conduct only with the information presented during the conduct process would lead a Reasonable Person to conclude that it is more likely than not that the accused Student, Registered Club, Student Organization, Fraternity and Sorority Organization or Team’s actions violated the Student Code of Conduct.

## H. Appeal Process

A student has the right to appeal a finding of responsibility if the student can demonstrate:

1. Procedural error that prevented a fair decision;
2. Material misstatement or misapplication of the University rules, regulations or policies alleged to have been violated;
3. Decision not supported by substantial evidence; or
4. Material evidence or facts newly discovered which could not with reasonable diligence have been discovered and introduced at the hearing.

The severity of a sanction is not a legitimate ground for an appeal; however, a student may ask that the Vice President of Student Life and/or the Office of Student Conduct review the sanction as part of the appeal process.

To appeal decisions made by the Student Conduct Board, Administrative Hearing Officer, or the Carroll Conduct Board, appeals must be received within five business days of the date of the decision letter.

If the Vice President of Student Life or Office of Student Life determines that an appeal has merit based on the previously-mentioned criteria, the Vice President of Student Life may (a) alter the recommended sanction(s) by making the sanction(s) more severe, less severe, or otherwise different; (b) refer the case to be reheard in its entirety; or (c) remand the case for further review.

If the Vice President of Student Life or Office of Student Conduct decides that the appeal does not have merit, the sanction(s) are immediately imposed and the decision is final.

## I. Parental/Guardian Notification

Carroll University recognizes that students, parents/guardians and the University are in a partnership in which each has the responsibility to promote a healthy and productive educational experience. Parents/guardians can assist students in fulfilling their educational goals through the use of open dialogue. Accordingly, Carroll University reserves the right to notify parents/guardians of dependent students when:

1. A student is involved in serious disciplinary incident.
2. A student is involved in an alcohol or drug violation.
3. A student has been placed on residential facilities or University probation.
4. A student has been suspended from residential facilities or the University.
5. A student has been dismissed from the University or terminated from their housing licensing agreement.

6. The University decides it would be in the best interest of the student, the community, or the University to do so.

## J. Prevention Policy

Carroll University promotes student safety and aims to address any environmental and/or social conditions that might facilitate violence within our community in order to prevent physical, social and/or emotional harm.

**Therefore, the following are Carroll University's mandatory student educational trainings and modules:**

- Title IX Training
  - All incoming first year students, transfer students and student Athletes
- Orange Zone Training
  - All first year students, student Athletes, orientation mentors, and resident assistants
- Consent & Respect Online Module
  - All incoming first year students and transfer students
- Alcohol-Wise
  - All incoming first year students and transfer students
- Marijuana-Wise
  - All incoming first year students and transfer students

**Mandatory trainings may:**

- Address the definitions of dating violence, domestic violence, sexual assault and stalking
- Discuss safe and positive options for bystander intervention. This is an important part of our prevention philosophy on our campus.
- Share information on risk reduction, options that work to decrease perpetration and bystander inaction and increase empowerment for victims of these crimes.
- Provide information about our institution's reporting process.
- Educate on topics that pertain to campus safety and wellness.

Additional trainings may be required of students based on health and safety needs or changing community concerns as communicated by Carroll University or local/state officials.

Students that fail to complete mandatory trainings or modules may be subject to disciplinary action including but not limited to holds on the student's account or referral to the Office of Student Conduct.

## K. Sanctions

An important objective of the student conduct process is the education of all participants. Sanctions such as suspension, probation and community restitution are not regarded as punishments or controls but rather as educational devices to assist the student in attaining the maturity required to live in society. Suspension may be one way of telling the student they are not yet ready for the living environment and/or education the University offers. This awareness itself may be a significant step in educating the student in question.

A student who is suspended, dismissed or otherwise sanctioned under this Student Code of Conduct shall not receive any refund or credit for tuition, fees, dues, rehabilitation costs, refund or credit for residential facilities or dining, or other sums forfeited.

Examples of sanctions for misconduct are as follows:

1. **Alcohol and Other Drugs Abuse Assessment.** Alcohol and Other Drugs Abuse Assessment is an

- assessment through the Walter Young Center regarding alcohol and other drugs abuse. The assessment is confidential; however, verification of attendance and completion will be required.
2. **Alcohol Violation Sanctions.** The specifics of the particular incident, past history of conduct violation(s), the severity of the alleged violation, as well as other related alleged violations which may have occurred simultaneously will determine the level at which the sanction will be imposed.
    - a. **First level alcohol violations** may result in a written warning, \$50 or \$100 fine (depending on severity of violation), and additional sanctions which may include participation in an Alcohol and Other Drug Abuse (AODA) assessment or education programs. Fine may be enforced at discretion of Hearing Officer based on severity, quantity or intoxication.
    - b. **Second level alcohol violations** may result in a \$150 fine and additional sanctions which may include parental/guardian notification, and participation in an AODA assessment or education programs.
    - c. **Third level alcohol violations** may result in a \$200 fine and additional sanctions which may include parental/guardian notification and participation in an AODA assessment or education programs, and/or referral to the Carroll Conduct Board which may result in probation, suspension, or termination from residential facilities and/or dismissal from the University.
  3. **Behavioral Assessment.** Behavioral Assessment is an assessment through the Walter Young Center regarding anger management. The assessment is confidential; however, verification of attendance and completion will be required.
  4. **Community Restitution.** Community Restitution may take the form of a service project or financial responsibility which provides the student with the opportunity to reflect upon his/her decision making, the consequences involved with those decisions as well as having the ability to contribute back to the community in a positive way. The philosophy of community restitution is based on the premise that an individual has taken something away from the Carroll community. Compensation for loss, damage or injury may take the form of appropriate service, monetary, or material replacement.
  5. **Educational Project.** Completion of an Educational Project specifically designed to help the student understand why the Student Code of Conduct violation was inappropriate.
  6. **Fines/Restitution.** A monetary fee or charge for damages. Such sanctions will be placed on a student's account and are payable to Carroll University and must be paid in the Business Office.
  7. **Illegal, Controlled, or Banned Substance Violation Sanctions.** The specifics of the particular incident, past history of conduct violation(s), the severity of the alleged violation, as well as other violations which may have occurred simultaneously will determine the level at which the sanction will be imposed.
    - a. **First level illegal, controlled, or banned substance violations** may result in a written warning, \$100 fine, and additional sanctions which may include participation in an Alcohol and Other Drug Abuse (AODA) assessment or education programs.
    - b. **Second level illegal, controlled, or banned substance violations** may result in a \$150 fine and additional sanctions which may include parental/guardian notification, and participation in an AODA assessment or education programs.
    - c. **Third level illegal, controlled, or banned substance violations** may result in a \$200 fine and additional sanctions which may include parental/guardian notification and participation in an AODA assessment or education programs, and/or referral to the Carroll Conduct Board which may result in probation, suspension, or termination from residential facilities and/or dismissal from the University.
  8. **Interim Actions.** An Interim Action may be imposed by the Vice President of Student Life, Office of Student Conduct or designee when it is determined that a student's presence on campus may pose a threat to the student or others. An interim action becomes effective immediately without prior notice and will remain in effect until the Vice President of Student Life, the Office of Student Conduct, or designee lifts it or until the conduct process is concluded.
  9. **Loss of Privileges.** Loss of specified privileges for a defined period of time (e.g. guest, computer, residential facilities lottery, residential facilities visitation, dining services, representing the

- University, co-curricular activities, and/or work study).
10. **Meeting with a University Official:** Student will be required to meet with an individual at the discretion of the hearing officer. Hearing Officer may also determine frequency of meetings.
  11. **No Contact.** A No Contact restricts a student or anyone acting on their behalf from having any form of verbal or nonverbal contact with another community member. This includes but is not limited to face to face interactions, social networking, letters, phone calls, texts, and emails.
  12. **Postponement of activity participation and conferring of honors and degrees.** The University reserves the right to delay or postpone the involvement of a student in any University-related activity or delay or postpone the conferring of any honor or degree during pendency of any of the student conduct procedures or actions.
  13. **Residential Facilities Relocation.** Residential Facilities Relocation is the requirement to relocate to another on-campus residential facility on a space-available basis.
  14. **Residential Facilities Probation.** Residential Facilities Probation indicates that the student's behavior is not in line with what is expected of a student living on campus and that further violations of the Student Code of Conduct may result in termination of a housing license agreement. Probation is for a defined period of time and may continue into subsequent semesters but not for more than one full year.
  15. **Restriction.** Restriction prohibits a student from a portion(s) of campus, and/or from University premises.
  16. **Termination of Housing License Agreement.** Termination of a student's Housing License Agreement means that a student must vacate and check out of his/her residential facility. The student will be held financially responsible for the remainder of the housing license agreement.
  17. **University Dismissal.** University Dismissal is the action that permanently prohibits the student from attending Carroll University and from exercising any rights and privileges associated with being a student at the University. Students may be held financially responsible for any accrued costs. Dismissal will be noted on the student's permanent education record.
  18. **University Probation.** University Probation indicates that a student's behavior has resulted in a sanction close to suspension. Any further misconduct on the student's part while on probation may result in suspension or dismissal from the University. Probation is for a defined period of time and may continue into subsequent semesters, but not for more than one full year.
  19. **University Suspension.** University Suspension prohibits the student from attending Carroll University and from exercising any rights and privileges associated with being a student at the University for a specific period of time. Students may be held financially responsible for any accrued costs. Suspensions will be noted on the student's permanent educational record.
  20. **University Warning.** University Warning is an official written notification to the student that the student's behavior has been unacceptable. Any additional misconduct may result in further disciplinary action.

#### L. Restriction and/or No Contact Orders

Restriction and/or no contact orders are used when there has been a conflict, confrontation, or problem among students which results in a need to direct students not to have contact with another student or University official pending a formal conduct hearing or until the matter has been resolved.

A student may be restricted from contact with other students, and/or University official(s), from a portion of campus, and/or from University property. Restriction and/or no contact orders will be issued in writing by the Office of Student Conduct or the Title IX Office.

A restriction and/or no contact order are not subject to appeal. Violating a restriction and/or no contact order is a violation of the Student Code of Conduct.



A no contact order requires that neither the identified student nor any person acting on their behalf may have verbal or nonverbal contact with another student as identified by The Office of Student Conduct or Title IX. This includes but is not limited to face-to-face interactions, letters, phone calls, texts, emails, and social media.

No Contact Orders are distinct and different from court-imposed restraining orders or protective orders as they only apply to enrolled students.

A No Contact Order is a University action and is not recognized by city, county or state law as a legal action. If a student wishes to pursue a civil protection order, they must make the request through an appropriate court.