



CARROLL
UNIVERSITY

STUDENT HANDBOOK 2012-2013





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



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.



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I. CONTACT INFORMATION

Emergency Numbers

Ambulance/Paramedics911
Fire911
Police.....911

Non-Emergency calls

Fire Department524.3651
Paramedics524.3651
Police Department.....524.3831

Carroll Assistance

Carroll University Public Safety Office 524.7300
Safewalk and Shuttle Service 524.7300
Counseling Center 524.7335
Chaplain’s Office 524.7336

Community Assistance

Addiction Resource Council..... 262.524.7921
 Providing alcohol and other drug prevention education, intervention, assessment, and referral services. Office: W228 N683 Westmound Dr.
 Web: www.arcouncil.net

 Substance Abuse Referral 24-hour helpline 262.524.7920

AIDS Info 24-Hour Hotline..... 414.273.2437
 Wisconsin Department of Health Services
 Web: <http://dhs.wisconsin.gov/data/hotline.asp>

Mental Health Association in Waukesha County, Inc. 262.547.0769
 Office: S22-W22660 Broadway, Ste. 5s
 Web: <http://www.mhawauk.org/>

211/First Call for Help 262.547.3388
 24-hour crisis line: suicide prevention, telephone counseling and information about personal, family, health and emergency services.
 Web: www.mhawauk.org/MobileCrisis.html

Planned Parenthood of Wisconsin, Waukesha Clinic..... 262.544.0708
 Information, counseling, contraceptives for men and women, walk-in pregnancy test: examinations by appointment only. Office: 426 W. Main Street
 Web: www.plannedparenthood.org

Waukesha County Health Department S.T.D. Clinic 262.896.8450
 Waukesha Memorial – by appointment only. Office: 725 American Ave.
 Web: www.stdtestclinics.com

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

 Crisis Line 262.542.3828

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

Absence: Extended	Student Affairs, Kilgour, 524.7334
One day or class	Individual Instructor
Athlete	Athletics, Van Male 203, 524.7321
Academic Advising Services (Center for).....	acadadvising@carrollu.edu, 125 Wright St, 524-7410
Academic Grievances	Registrar's Office, 1 st floor, Voorhees, 524.7208
Grade Appeals	A. Paul Jones Scholars Hall, Room 201, 524.7657
Academic Resources	
Career Center.....	Library, lower level, 524.7624
Learning Commons.....	Library, lower level, 524.7313
Activities Calendar	Student Orgs Office, 650.4805
Advisor Change	Registrar's Office, 1 st floor, Voorhees, 524.7208
Alumni Affairs	Alumni Office, 2 nd 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	Campus Center, lower level, 524.7344
Box Office.....	Campus Center, Room 112, 524.7633
Business Office	Voorhees, lower level, 524.7337
Campus Activities Board	Campus Center, Room B38, 524.7354
Campus Telephone Service.....	ITS, New Hall, 524.7229
Career Services	Learning Commons, Library 012, 524.7624
Carroll Outdoor Recreation Education (C.O.R.E.)	Kilgour 115, 524.7339
Carroll Ca\$h (pioneer.card.carrollu.edu).....	(on campus use only – dial "CARD") ext. 2273
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
Chaplain	Walter Young Center, 524.7336
Check Cashing (personal).....	Business Office, Voorhees, lower level, 524.7337
Churches	Chaplain's Office, Walter Young Center, 524.7336
Classes (Registration, wait list, on-line, openings)	Registrar's Office, 1 st floor, Voorhees, 524.7208
Club Sports.....	Van Male 203, 650.4844
Computer Labs:	
Art Humphrey,	Room 216, 524.7193
KECK	Maxon 202, 524.7142
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 st floor Voorhees, 524.7208
Core Requirements	Academic Advisor
Counseling	Walter Young Center, 524.7335
Cultural Diversity	Office Student Affairs, Kilgour 118, 524.7378
Custodial	Physical Plant, 524.7340
Dean of Students	See Vice President of Student Affairs
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, Verde	1 st floor Campus Center, 524.7347
Second Cup	Library, 524.7347
Au Bon Pain	Frontier Hall, First Floor, 524.7347
Disability Services Coordinator	Walter Young Center, 524.7335
Duplication Services.....	General Services- Duplication - Sentry Dr 524.7232
Duplication Services.....	Physical Plant, 524.7232
Employment:	
Student jobs off campus	Learning Commons, Library 012, 524.7624

Work Study, Campus Jobs Financial Aid Office, 1st floor Voorhees, 524.7295

Event Reservations/Scheduling:

Reservation and Event Services	Campus Center, Room 112, 524.7353
Examination Schedule	Registrar's Office, 1 st Floor Voorhees, 524.7208
FAX: Carroll.....	Business Office, Voorhees, 524.7139
Student Faxes (incoming)	Campus Center, Room 112, 524.7114
Student Faxes (outgoing)	Campus Center, Room 112, 524.7327
Financial Aid.....	1 st floor Voorhees, 524.7296
Fitness Center.....	Ganfield Room 106, 650.4825
Fleet Services	Physical Plant, 951.3650
Grades.....	Registrar's Office, 1 st Floor Voorhees, 524.7208
Graduation Requirements	Registrar's Office, 1 st Floor Voorhees, 524.7208
GRE, GMAT information	Library Learning Commons, 524.7313
Greek Life.....	Student Organization Office, CC Lower Level 650.4805
Greene Field Station Director.....	524.7146
Health Insurance	Voorhees 302, 524.7372
Housing (On Campus)	Student Affairs, Kilgour, 524.7100
Independent Study	Advisor
Individually Designed Major forms	Registrar's Office, Voorhees, 524.7208
Information Desk	Campus Center, 1 st Floor 524.7373
Information Technology Services Help Desk (ITS).....	Main Lobby, New Hall, 524.7229
International Education	Jones Hall, 650.4911
Internships: College Dean	
Natural Sciences, Health Sciences and Business	524.7650
Humanities & Social Sciences	951.3048
Intramural Sports.....	Ganfield Room 109, 650.4825
Judicial Procedures.....	Student Affairs, Kilgour, 524.7352
Laundry Services	(Campus Services), 524.7327
.....	Mac-Gray, 1.800.622.4729
Library Services:	
Front Desk	524.7175
Information Commons	650.4892
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
Meal Plan.....	Campus Center Room 120A, 524.7347
Newspaper:	
New Perspective Editor.....	Campus Center, Lower Level B42, 524.7351
Hometown Newspapers.....	Public Relations, 2 nd Floor Voorhees 524.7236
Notary Public:	
Business Office	524.7243
Registrar's Office.....	524.7209
Student Affairs.....	524-7100
Off-Campus Programs (NCEP/IOP)	Jones Hall, 650.4911
Open Recreation	Ganfield Room 108, 951.3042
Parking:	
Permits (commuter/resident), Questions, Appeals	Public Safety Center, 524.7300
Violation Payments	Business Office, Voorhees Lower Level, 524.7337
Overnight permit.....	Campus Center, Information Desk 524.7373
Part-time Studies	Voorhees, 1 st 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 (Student ID).....	(on campus use only – dial "CARD"), ext. 2273
Report lost card, add value, check balance	pioneercard.carrollu.edu
Lost/Found	Information Desk, Campus Center, 524.7373
New/Replacement.....	Information Desk, Campus Center, 524.7373

Public Relations	Voorhees, 2 nd Floor 524.7236
Radio Station – WCCX 104.5 FM	Campus Center, B41, 524.7355
Request line	524.7699
Recreation Program and Information	Ganfield, Rm 108 650.4825
Registrar	1 st floor, Voorhees, 524.7208
Residence Life	Student Affairs, Kilgour, 524.7100
Safewalk and Shuttle Service	Public Safety, 524.7300
Scholar Center	A. Paul Jones Hall, 524-7657
Scholarships and Grants	Voorhees, 1 st Floor Financial Aid 524.7296
Security Concerns	Public Safety Center, 524.7300
Snack and Beverage Vending	(Campus Services), 524.7327
Spiritual Counseling	Chaplain's Office, Walter Young Center, 524.7336
Student Affairs Office	Kilgour, 524.7100
Student Billing	Business Office, Voorhees lower level, 524.7337
Student Health Center.....	New Hall lower level, Room 019, 524.7233
Student Organizations	Campus Center, Lower Level B38, 650.4805
Student Senate	Campus Center, Lower Level B38, 524.7363
Study Abroad	Jones Hall, 951.3137
Study Skills Assistance	Library Learning Commons, 524.7313
Swimming Pool	Van Male, 524.7315
Teacher Certification	Barstow, Rm 200, 524.7288
Transcript Requests	Registrar, 1 st floor Voorhees, 524.7208
Vice President of Student Affairs	Student Affairs, Kilgour 121, 524.7334
Volunteer Center	Student Organization Office, CC Lower Level 650.4805
Walter Young Center.....	117 Wright St, 524.7335
Withdrawals:	
From Carroll	Director of Student Success, 1 st floor Voorhees, 524.7360
From Course	Instructor, Advisor, Registrar
Work Study Program	Voorhees, 1 st floor Financial Aid Office, 524.7226
Worship Services	Chaplain's Office, Walter Young Center, 524.7336



II. RESOURCES AND SERVICES FOR STUDENTS

ACADEMICS

A Teaching & Learning Partnership

Welcome! For many of you, participating in academic advising at the university level will be a brand new experience. You have a wonderful opportunity to develop a meaningful partnership with a faculty or professional staff academic advisor who has expertise in the academic subject that you are choosing to focus on during your undergraduate years at Carroll. The *Who, What, When, Where and Why* of academic advising at Carroll University are detailed below. It is your responsibility to be fully involved in the academic advising process. This is your first academic advising assignment-- please read the following information carefully and if you have questions, feel free to be in touch!

Who:

You and your academic advisor are the key participants in the academic advising process. We have, primarily, a faculty-based academic advising model at Carroll. This means that if you have declared a major, your academic advisor will be a faculty or professional academic advisor who also teaches courses in your academic major program. If you are a *deciding* student, exploring your academic options, you will be assigned to a faculty or professional academic advisor who is trained to work with *deciding* students on an individual basis to provide guidance and support as you move toward making a decision about what your academic major and career path will be. Once you make that decision, a faculty advisor who teaches in your academic program, will be assigned to you. The Center for Academic Advising Services in collaboration with the Career Center and academic advisors also offers programming specifically designed for deciding students. Once you have declared a major, a faculty or professional academic advisor who teaches in your academic program will be assigned to you. You can find out who your advisor is and how to be in contact with him or her via your MY.CARROLLU web portal.

What:

Academic advising is a teaching and learning partnership. It is critical to your experience at Carroll that you become a full partner in the academic advising process. This means responding to communication from your advisor, understanding the requirements of your academic program, and investigating opportunities available to you as a member of the Carroll University learning community. Make sure you prepare for your academic advising appointments by reviewing all of this information in advance and making note of the questions you want to ask your advisor. Your academic advisor has the expertise to answer your questions and recommend a variety of learning opportunities for you, but it's up to you to listen well and take action. You are expected to take ownership of your Carroll educational experience- in *and* out of the classroom!

When:

When academic advising occurs varies slightly among academic programs, although all advising is completed prior to course registration for the upcoming semester. Some advisors meet with students one-on-one, while others meet with students in a small group setting. You must see your academic advisor prior to registering for classes for the upcoming semester. Your advisor will 'clear' you for course registration once you've been advised. You will always be advised for the upcoming semester during the current one, for example, advising for your spring 2013 semester will take place during your fall 2012 semester. In most cases, you will make an academic advising appointment with your advisor and meet in their campus office. Many advisors across campus ask you to schedule an advising appointment by stopping by their offices and signing up for an appointment that works with your schedule (many advisors post sign-up schedules on their office doors). Programs through which group advising is offered may send you announcements (via e-mail or your MY.CARROLLU web portal) regarding the schedule and location of your advising. ***Be sure to pay close attention to the e-mail and web portal messages and updates you receive.*** Become knowledgeable about the academic advising information communicated to you!

Where:

If you have an individual academic advising appointment with your academic advisor, you will typically meet at your advisor's office on campus. If you are involved in group advising, you will be informed by your faculty advisor or a departmental professional staff member about where on campus your advising session will take place. Some individual and group advising is also offered at the Center for Academic Advising Services. Advising Warm-Up Sessions are also offered for students each semester at the Advising Center – be sure to take advantage of this opportunity to be informed and well prepared for your advising session.

Why:

Why be involved in this partnership with your academic advisor? The answers to this question are many and varied. Some examples include:

- To gain a more thorough understanding of your academic program, opportunities and options.
- To develop a strong, mentoring relationship with a faculty or professional staff academic advisor.
- To become connected with other students who are studying in your academic field.
- To be involved in educational planning and answer questions important to you. For example:
 - What CCS300: Cross-cultural Experience might I consider participating in?
 - When might a Study Abroad experience best fit into my academic plan?
 - What is the New Cultural Experiences Program (NCEP)?
 - How do I become involved in Celebrate Carroll, the university's academic conference?
 - How do I explore possible involvement in undergraduate research opportunities (Pioneer Scholars)?
- To learn about what student organizations might be tied to your academic program.
- To discover how a student-employee experience might help you gain important professional skills.
- To identify potential academic minors that would enhance your degree program.
- To take advantage of special academic programs and academic support services.
- To gain skills and knowledge about how to navigate your campus environment- learning about Carroll academic policies and procedures will also impact your educational planning.

Remember that Carroll is *your* campus! We encourage you to take advantage of your academic advising opportunity by being fully engaged in the process. If you have any questions, please contact the Center for Academic Advising Services at 262-524-7410 (acadadvising@carrollu.edu) or stop in to visit us at 125 Wright St. (Monday through Friday, 8:30 a.m. – 4:30 p.m.) We look forward to welcoming you!

Academic Support Services

Academic Resources, located on the lower level of the library, provides free academic support services for Carroll students through the Career Center and the Learning Commons.

Career Center

The Career Center offers a variety of services including resume and cover letter assistance, help choosing a major, career assessment, career exploration, and searching for a job/internship.

Online services include:

- Pioneer Career Net: Students have access to internship and job postings, informational videos, career exploration resources and event announcements.
- Online Career and Education Planning Tool: WISCareers provides career assessments, and information on occupations and related fields of study.
- Career Connect: Students connect with alumni to build their professional network.
- Social Media: LinkedIn, Facebook and Twitter

Career Events:

- Career Networking Fair
- Work Force Career Fair
- Etiquette Dinner

Learning Commons**Math Center**

Math assistants help students as they prepare for quizzes and tests, complete assignments, and learn new concepts in their classes.

Subject Tutors

Subject tutors are available for many disciplines. Students can connect with a tutor during weekly drop-in hours or by completing a tutor request form.

Supplemental Instruction (SI)

SI pairs peer-led group sessions with historically difficult courses. SI sessions are facilitated by students (SI Leaders) who previously excelled in the course. SI Leaders attend classes, take notes, and hold several weekly sessions to review course material. By employing a variety of collaborative learning strategies and group work, SI offers multiple options for learning challenging material.

Workshops

The Learning Commons offers numerous workshops throughout the year focusing on study skills, test taking strategies, and other special topics. The Make it Happen program is specifically targeted for all new students.

Writing Center

Writing assistants support students during any stage of the writing process including brainstorming, developing and organizing ideas, and revising final drafts.

For more information on services in the Learning Commons please check out our website at <http://www.carrollu.edu/Learningcommons/>

Library

The Carroll Library houses a physical collection of 100,000 volumes, as well as DVDs, CDs and print periodical subscriptions. Electronic access e-books, online reference materials and more than 75,000 full-text periodicals are available on-campus or off-campus to Carroll students. Wireless access is available throughout the building, as are individual study carrels with network connections. An Information Commons with thirty computers, three collaborative workstations, an Information Desk and research assistance provides access and assistance in finding information.

- Library privileges are provided for all registered students with a Carroll University ID card.
- During the academic terms, the library is open until midnight on Sunday - Thursday and until 8:00 p.m. on Friday and Saturday. Special hours for holidays and vacation periods are posted in the library and on the library's website.
- Snack food and covered beverages are permitted in the library (nothing smelly or messy that disturbs other library patrons.) No food or drink is permitted by computers; no food is permitted in the silent Reading Room. Students violating these policies will be asked to leave the library.

Circulation of Library Materials

Upon the presentation of a Carroll University ID:

- Students must have their Carroll University ID to check out materials.
- Books (including Career, Leisure and CMC books) circulate for 28 days.
- DVD's, videos and music CDs circulate for 7 days.
- Periodicals (newspapers, magazines, journals) do not circulate.
- Responsibility for checked-out materials rests with the person in whose name the items have been checked out to.
- Reference materials do not circulate outside of the library.
- Course Reserve materials may be checked out for 2 hours, 3 hours, 24 hours, or 3 days. Ask for reserve materials at the circulation desk.
- Some course reserve articles may be viewed, printed, or saved via electronic reserve. Access is available from the library website. <http://piocat.carrollu.edu/>.

Renewals

- Renewals will be granted for 1 additional circulation period. Request in person, by phone 262.524.7175 or online <http://piocat.carrollu.edu/patroninfo/>
- Renewals will not be given if the item has a hold placed on it by another patron.
- Holds can be placed on any item that cannot be located in the library. Patron will be notified when the item is available.

Overdue Fines

- .25 cents per day for overdue materials.
- .50 cents per hour for late reserve materials.
- Fines will be reduced by half if paid when materials are returned.
- Fines accrue each day the library is open.
- Circulation privileges will be suspended if fines exceed \$15.00.

Lost Fines

Items overdue for more than 25 days will be declared lost. The charge for each lost item is \$60; this includes the cost of replacement, set at \$50.00, plus the maximum \$10 overdue fine. The library reserves the right to charge more than \$50.00 if the cost of a replacement exceeds \$50.00. If a lost item is returned, only the accrued fine will be assessed. Charges for lost items will be transferred to the Business Office for collection 60 days after the due date.

Charges for lost items must be resolved prior to 60 days past the due date. Sixty days past the due date, charges for lost items will be transferred to the Business Office for collection.

Curriculum Materials Center (CMC) and other Special Collections

The library also houses several unique collections, including; the Curriculum Materials Center (CMC) which supports students in education by providing K-12 materials available for circulation as well as the University Archives, and non-circulating Special Collections. Since 2007, some of the items from the archives have been digitized and are available to the public online at:

<http://content-dm.carrollu.edu/index.php>.

- Library privileges are provided for all registered students with a Carroll University ID card.
- During the academic terms, the library is open until midnight on Sunday - Thursday and until 8:00 p.m. on Friday and Saturday. Special hours for holidays and vacation periods are posted in the library and on the library's website.
- Food is not permitted outside of the coffee shop area. Beverages are permitted if in a covered or closed beverage container. Students violating these policies will be asked to leave the library.
- Responsibility for checked-out materials rests with the person in whose name the items are checked out.

Off-Campus Electronic Access

The Library's catalog, journals and numerous databases can be accessed from either on or off campus through the library's website <http://piocat.carrollu.edu/>. Call the library at 262.650.4892 for assistance.

Second Cup, Classroom, Study Rooms and Noise Levels

Comfortable lounge furniture can be found throughout the building and in the Ganfield café (2nd Cup) where coffee, daily newspapers and popular magazines are located. An instructional classroom with 28 computers is available as a computer lab at times when library classes are not scheduled. Six group study rooms are available in the library on a first come, first served basis. The library has various study areas with a range of noise levels for all types of users. Please see signage in the library for more information.

Registrar

The Registrar's Office, located on the first floor of Voorhees Hall, maintains the official academic records of the University. Go to this office for: registration questions; requesting an academic petition; obtaining registration materials; inquiring about the process for selecting a new major, or changing your academic advisor; making an address change; requesting transcripts or certification of enrollment.

The registrar determines graduation eligibility for each student. In order for this final audit to occur, you must file the application for graduation one year prior to the anticipated date of graduation. The form is located at the registrar's counter in Voorhees Hall. You must apply for graduation in order to graduate.

Forms are also available online at: <http://www.carrollu.edu/academics/registrar>.

CAMPUS SERVICES

Campus Center

Information Desk: Located in the lobby of the Campus Center, the information desk is staffed by students and staff who serve as a source of campus and community information.

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

PiONEer Card: The Pioneer One card identifies you as a Carroll student and contains your library bar code and Information about door access, your meal plan and Carroll Ca\$h. It also functions as an ATM/debit card when linked to a U.S. Bank checking account. Visit pioneer.card.carrollu.edu for more information.

Box Office: The Box Office is the central location for ticket sales to major concerts and performances listed in the Arts Calendar. On performance days the box office moves to the performance venue and opens for ticket sales one hour before curtain.

Commuter Services

Campus Services coordinates services designed to meet the specific needs of our commuter students. Some of the services provided are:

- Local phone calls - telephones located on the first floor, in the north and south vestibules as well as the lower level of the Campus Center, have free access to local phone calls.
- Refrigerator - The Campus Center information desk has a refrigerator where commuter students can store lunches or other food items.
- Lockers – There are a limited number of lockers available to commuting students. Locks will be provided and lockers must be registered at the Campus Center Information Desk. The lockers are located on the lower level of the Campus Center in the corridor near the PIT. Carroll University reserves the right to reclaim the locker if the individual is no longer a student of Carroll University.
- Commuter Parking – All commuter students, full and part-time, should register their motor vehicle with the campus Public Safety department and obtain a parking permit. Permits must be displayed in the appropriate designated vehicle location. A permit is issued at no charge at the time of vehicle registration. Commuters may park in lots 3, 9, 10, 11 and 12. In addition commuters may park in lots 6, 7, and 8 after 4 p.m. Monday-Friday and on holidays and weekends. Alternatives to on-campus parking include area streets and a city lot. The area streets are posted with regulations and signs should be checked before parking. The city lot is located just to the west of lot 12 and is rarely full. It is limited to no more than 3 hours of continuous parking without the purchase of a permit from the city. The cost of the permit is approximately \$19 per month and allows unlimited parking.

Information Desk

The Information Desk is located in the lobby of the Campus Center (street level); the info desk is staffed by students and professional staff members who are a source of campus and community information.

They can also help you:

- Make \$.10 copies and send or receive a fax \$.50 per page (local). \$1 per page (long distance)
- Get change (but get change for your \$50.00 and \$100.00 bills in the business office)
- U.S. Postage Stamps
- Find a lost item or PiONEer Card
- Claim your packages (if you live in the houses or the apartments)
- Purchase temporary overnight parking permits
- Report problems with vending and laundry machines (and process refunds if appropriate)
- Find a bus or train schedule, Carroll athletic schedules and maps of campus or Waukesha
- Buy tickets to student organization events, special athletic events and some performances
- Provide your parents/friends with information about Care Packages (cake, flowers, balloons to

- celebrate your birthday, congratulate you on good grades, let you know they miss you, etc.)
- Refrigerate your lunch and/or beverage if you're a commuter student
- Rent a locker if you're a commuter student who needs a place to store books, clothes, etc. while you're on campus
- Add money (cash or check or credit card) to your Carroll Ca\$h/Dining Dollars account(s)
 - Cash can also be added at the VTS-Value Transfer Station in the lower level of the Campus Center
- Find the ATM (currently contracted with U.S. Bank) in the north vestibule of the Campus Center.

PiONEer Card Office

The PiONEer Card Office is located at the Campus Center Information Desk.

All students are issued, at no additional charge, their first photo identification card (PiONEer Card). Students are expected to carry their PiONEer Card at all times and to keep their cards until they graduate or leave the university.

The PiONEer Cards are not transferable and are 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 online office and can be replaced for a \$20.00 fee (stolen cards can be replaced for \$10.00 when a police report is presented at the time of replacement). Damaged cards can be replaced for a \$10.00 fee as long as the damaged card is presented at the time of replacement. Full payment is due when the card is replaced. Students will be required to take a new picture when replacing their PiONEer Card.

Images that are part of the identification system are property of the university and may be accessed by university staff.

Reservations and Event Services

The Office of Reservations and Event Services can help you schedule space on Carroll University's campus for your meetings, banquets, conferences, sporting events, receptions, etc. (Located next to the Information Desk in the Campus Center). Our staff will help you select the perfect space(s) for your event and help you secure the necessary resources required to ensure success – including audio visual (A/V) equipment and staff, public safety and parking support, information technology services and equipment, furniture and catering.

To request a meeting or event space, please visit <https://astra.carrollu.edu>. Astra can also be accessed via the Reservations and Events Services portal page.

CONTRACTED SERVICES

Carroll Bookstore

Operated by Follett University Stores, the Carroll Bookstore is located on the lower level of the Campus Center. The bookstore offers used and new textbooks as required for all courses taught on the Carroll campus. Students are able to sell their textbooks back year-round, and may receive up to half of the purchase price, depending on demand. Special ordering is available for any book still in print. The bookstore also carries a wide selection of imprinted clothing, gifts and supplies, with new styles arriving monthly. Fiction, non-fiction and reference titles are always in stock. Other services include express carrier shipping and fax service. University housing supplies including linens, greeting cards, candy and many sundries are stocked year-round.

Regular store hours are:	Monday - Thursday	9:00 a.m. to 6:00 p.m.
	Friday	9:00 a.m. to 4:00 p.m.
	Saturday	10:00 a.m. to 1:00 p.m.

Hours are extended at BuyBack, the start of classes and registration. Hours vary close to and during breaks and holidays so check the schedule posted in the Campus Center vestibules.

Dining Services

Carroll contracts with Chartwells to provide dining services to the campus community. Please visit www.dineoncampus.com/carrollu, call 262.524.7347 or e-mail 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. The cashier window of the Business Office is located on the lower level of Voorhees Hall. The following services are available in the Business Office: payment of your student bill, signing of loan/scholarship checks, purchase dining dollars, adding funds to Carroll Cash, pick up of student payroll checks or personal check cashing (up to \$25 per day upon presentation of a valid Carroll ID 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 and institutional grants/scholarships, student/parent loans and campus employment programs. Stop in this office to inquire or request financial aid counseling as well as questions regarding the campus employment program.

Security Deposit

Every new full-time student who enrolls this year at Carroll is required to pay, as part of his/her initial registration, a security deposit of \$100. This amount is retained intact until the student leaves the University through graduation, withdrawal, etc. At that time, any unpaid fees, fines, damage charges, etc., will be deducted from the deposit and the remainder is sent to the student upon leaving the University. Security deposits are not refundable for disciplinary or academic dismissals.

At all other times, special charges, such as those described above, are payable immediately upon notification to the students. All charges payable to the Business Office are charged to the student's account.

GENERAL SERVICES

Duplication Services

Duplication services are available to students and their families. We have added a part time designer to assist with any on campus design work, and non-recruiting materials you need. All designs must be approved by Public Relations for content. A minimum two (2) day lead time is required. Please contact the Duplication Center which is located at 1111 Sentry Dr. for further information about available services and costs. Hours of operation are Monday through Friday from 8:00 a.m. to 4:30 p.m. Call or e-mail duplication@carrollu.edu for more information.

Mail Services

The mail distribution center (also known as "the mailroom") is located at 1111 Sentry Dr. Hours of operation are Monday through Friday from 8:00 a.m. to 4:30 p.m.

- Students living on campus receive their mail in the residence halls.
- Inter-campus mail as well as stamped US mail can be deposited in the drop box at the Campus Center info desk.
- The mailroom will also process bulk mailings for organizations on campus.

At the end of the academic year, first-class mail will be sent to the address listed in the Student Directory unless the student has given Residence Life a change of address card. **THE MAILROOM WILL NOT ACCEPT ADDRESS CHANGES OVER THE PHONE.** You may change your address in person but bring your Carroll ID card or driver's license with you!

- The student is responsible for sending a change of address card to magazine publishers—it takes approximately six weeks for this to become effective. The mailroom cannot forward or hold magazines and bulk mail for students.
- For graduating seniors or students NOT returning to campus—first-class mail will be forwarded for six months.

Receiving and Package Distribution

The receiving department is located at 1111 Sentry Dr. and the hours are 7:30 a.m. to 4:00 p.m. Receiving is staffed by the Materials Control Handler and student workers who accept and log packages from all carriers. A package is anything that will not fit in your mailbox that comes either through the US Postal Service or by an express carrier. Individual letters are not logged.

- Packages are delivered to the front desk of residence halls or to the Campus Center info desk for those students living in Charles or Wright House or any of the apartments (those living spaces that don't have front desks).
- If you are looking for a package whose delivery seems overdue, this should be the first department on campus to contact. The staff will let you know if/where/when the package arrived on campus.
- **IMPORTANT NOTICE REGARDING MEDICATIONS THAT ARE TO BE DISTRIBUTED BY THE HEALTH CENTER ONLY:**
- If you are having medication sent through the mail or express carrier that is to be delivered to the Health Center, be sure to address it as follows:
- Carroll University Health Center
- For (your name)
- 100 N. East Ave.
- Waukesha, WI 53186
- Please be sure "REQUIRES REFRIGERATION" is clearly marked on the outside of the box if the medication needs to be kept cold.
- All of your other mail should be addressed to your residence hall address.

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, scanners, and CD/DVD "burners." The Technology Center is a walk-in lab located in the lower level of New Hall which has both Windows and Macintosh machines. There are also e-mail stations in the lobby of most residence halls for checking student email. 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. There are also several smaller departmental computer labs across campus. For more information, please contact the ITS Help Desk at 524.7229 or send an email to helpdesk@carrollu.edu.

E-mail

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 from anywhere on campus or from around the world via the Internet. 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 and visitors, as well as coverage for damages to, or theft of, University-owned property.

Student Health Insurance

Because Carroll University is concerned about the health and welfare of its students, health insurance is mandatory for all full time undergraduate and international students. A comprehensive plan is available to all full-time Carroll students from WPS Health Insurance, a leading provider of student health insurance plans. Information about the plan can be found at <http://www.wpsic.com/waicu>.

Full time undergraduate students with other comparable coverage may request a waiver from the Carroll University sponsored plan. To do so, students must request a waiver online by logging onto <http://www.carrollu.edu/campuslife/healthSer.asp> under "Health Insurance". Any student who does not complete a waiver by August 31, 2012 will be automatically enrolled in the Carroll University Student Health Insurance Plan and the cost of the plan will be billed to the student's account. (Please note: many insurance and/or HMO plans do not provide coverage outside of a particular area, and therefore you should review your policy before waiving the plan offered by the University.) Students are solely responsible for the cost of their medical care.

International students should consult with the Office of International Education for additional information.

Athlete Insurance

The University carries an 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 by the University, the student athlete is responsible for the \$500 deductible. The deductible may be paid by other insurance maintained by the student.

Automobile Insurance

The University carries insurance on all of its vehicles. Anyone who wishes to drive a University vehicle must be an approved driver before he or she drives any of University owned, leased or rented vehicle.

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 Office of Public Safety.

Other Property Insurance

Our property insurance policy covers damage to, or theft of, University-owned property. It does not cover any personal property belonging to employees or students. Any damage to University-owned property should be reported as soon as possible to The Office of Public Safety.

THE OFFICE OF PUBLIC SAFETY

The University has public safety personnel on duty 24 hours a day. The Office of Public Safety is located at 208 Wright Street. Our mission 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, but also reports on security policies the University maintains. The act required campuses to report occurrences of the following crimes: murder, rape, aggravated assault, burglary, motor vehicle theft. The act also requires the following arrests and judicial referrals that occur on campus be reported: liquor law, drug abuse and weapons violations. 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 act requires the University to notify the University community in a timely manner. This determination will be made by the director of The Office of Public Safety, in consultation with the Vice President of Student Affairs. The University will make timely notice to the University community utilizing options such as the University newspaper, radio station, flyers distributed to the University community, etc.

- Carroll 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 also attempts to provide the essential safety and security systems and equipment for its classroom buildings and gives special attention to potentially “high risk” areas, such as laboratories. Again, 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 University conducts: personal safety, general safety, travel safety, self-defense, and crime prevention classes during 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 Director of The Office of Public Safety.

Crime Reporting

The University has Public Safety personnel on duty 24 hours a day.

The University provides **exterior and interior public safety phones** at various locations.

- Exterior emergency phones are located:
 - Barstow building West side
 - Lot 9 East and west sides
 - Van Male East entrance
 - Van Male Near Southwest corner
 - Lowry East entrance
 - Steele Hall East entrance
 - North Bergstrom East entrance
 - Hartwell B Northwest corner
- Interior Phones are located in halls of academic buildings as well as the front vestibules of the residence halls and the Campus Center.

To request assistance or report a crime or emergency, call The Office of Public Safety at 262-524-7300. In an emergency all campus phones can dial 9-1-1.

The Office of Public Safety personnel will respond to all calls—emergency or non-emergency. Officers will evaluate information and make proper written reports and in certain cases make immediate contact with proper University administration. The University will always encourage reports of crimes by the victim be made with the City of Waukesha Police.

Personnel

The Office of Public Safety Personnel receives training in basic and advanced topics. The Public Safety Officers are unarmed and have no police arrest powers. The University employs off-duty law enforcement officers that patrol during the evening hours and are certified peace officers.

The University has a good working relationship with local law enforcement. 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 Office of Public Safety statistics and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act information is available on the Carroll University Office of Public Safety web page no later than October 1st of each year. Hard copies of the report are also available from the Office of Public Safety Department no later than October 1st of each year.

STUDENT AFFAIRS

Chaplain's Office

The Carroll chaplain is available to individuals or groups of students, faculty and staff as a resource for spiritual growth and support. Several regular programs in place or able to be developed include the following:

- a. The chaplain leads a weekly ecumenical worship gathering in the Humphrey Memorial Chapel. Specific times may change according to semester schedules; a schedule of worship services intended to appeal to a variety of worship traditions is available each semester.
- b. Study groups, fellowship groups, occasional retreats, access to multi-campus events, and community service are scheduled as opportunities and interests arise.
- c. Counseling with the chaplain is available - by drop in or by appointment.
- d. The chaplain can help make connections with local congregations of various faiths for worship and/or service.

Cultural Diversity

At Carroll University, cultural diversity is a vital component of the campus' richness. We value all students and the unique qualities that each brings to the campus and to the surrounding communities.

Diversity is associated with the acceptance, awareness, knowledge, and skills in learning about differences in other people. 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.

Carroll University is committed to diversity by providing comprehensive, holistic student support services and programs that orient students to the culture of the Carroll community, their peers, and to the Waukesha and/or Milwaukee communities. These programs are also designed to assist students in their adjustment of their educational goals by providing exposure to a plethora of challenging, new learning experiences.

Opportunities include but are not limited to:

- BSU—Black Student Union
- Caras—Carroll's diversity leadership program
- IEC—International Experiences Club
- LASO—Latin American Student Organization
- Pre-college programs—Horizontes en Carroll, WFIC College Readiness 21
- Q & A—Carroll's gay, lesbian, bisexual, transgender, and friends organization
- Study abroad and international programs

These programs as well as many others are open to all students. Their purpose is to enhance multicultural competence, consisting of multicultural awareness, knowledge, and skills. These programs enrich Carroll's campus community by sharing the vast diversity that exists at Carroll and in our world. Carroll strives to provide a place of comfort, education, culture, and pluralism to the entire Carroll community.

Disability Services

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). The mission of The Office of Services for Students with Disabilities at Carroll is to assist in creating a campus community where students with disabilities have an equal opportunity to participate in all aspects of the educational environment. Disability 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.).

Please see the 2010-2011 Carroll University catalog or contact Disability Services for information about the accommodation process.

Personal Counseling

Personal counseling services are located in the Walter Young Center on campus. Experienced, licensed therapists are available to provide confidential short-term counseling and referrals to community resources when needed. The therapists assist students with concerns regarding family, relationships, self-esteem, adjustment to college and many others.

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.

Policies:

Residency Requirement

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.

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 corresponding requirement above.

Students who have not been approved for release from the requirement and/or fail to submit a Housing and Meal Plan Contract will be charged for a standard double room and 140 Block Meal Reservation meal plan until the terms of the residency requirement have been satisfied.

Access Policies

1. Access ---Students must allow members of the University staff to access their living unit when requested to do so. Staff members may enter student living units whenever there is reasonable cause to believe there is a violation of University, local, state or federal regulations or a threat to the health or safety of the resident or other students or a disruption to the community.
 - a. Requests for maintenance are considered permission to enter the living unit.
 - b. Staff 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 be considered noncompliance and may result in disciplinary action.
 - c. Personal property in living units in violation of University, local, state or federal regulations may be confiscated.
2. Inspection of all living units for maintenance, safety or security purposes is a right reserved by the University.
 - a. Representatives from Residence Life, Physical Plant or the Department of Public Safety will periodically check all living units to make certain that all windows are closed, all appliances are disconnected and all smoke alarms are in working order.
 - b. If, during these checks, there is visible evidence of a violation of University policy, staff will document the situation and may confiscate any prohibited items or common area furniture.

- The University reserves the right not to return any confiscated items.
3. Obstruction of the rights or movements of other people 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 person to enter or leave a living unit.
 4. Tampering with the mechanical, electrical or communication systems in Residential facilities will result in disciplinary action.

Alcohol Policies

Violations of these policies may result in individual or group sanctions. The University reserves the right to involve civil authorities at any time officials deem appropriate.

1. Living units can be defined in the following ways:
 - a. Dry room: No resident of the living unit is of legal drinking age.
 - b. Damp room: One or more residents of the living unit are of legal drinking age and one or more residents are not of legal drinking age.
 - c. Wet room: All residents of the living unit are of legal drinking age.
2. Persons under the age of 21 may not possess, consume, or be in the presence of alcohol*
3. Persons under the age of 21 may not possess alcohol containers or container parts. This includes but is not limited to bottles, boxes, cans, and containers used for storage or decoration. These items are prohibited and may be confiscated.
4. Alcohol may be possessed by persons who are 21 or older under the following conditions:
 - a. The door to the living unit must be closed when consuming alcohol.
 - b. Alcohol is not allowed in common areas (e.g. lounges, hallways, etc.)
 - c. No person under the age of 21 may be present when alcohol is being consumed.*
 - d. Alcohol may only be transported to living units in manufacturers sealed or capped containers.
5. The production and/or sale of alcohol is prohibited.
6. No minors may be in the presence of alcohol.
7. Regardless of age, alcohol paraphernalia and common sources, including but not limited to beer bong, barrels and kegs are prohibited. Look into amount or define paraphernalia

* With the exception of a damp room. In this case, the underage resident may be in the presence of alcohol use by persons of legal age. No other underage individuals may be in the unit while alcohol is being consumed.

Break Periods

1. No one is permitted to stay in residential facilities during the Thanksgiving, winter and spring breaks. Exceptions are made to this policy, through a petition process, by the Office of Residence Life and Housing.
2. Summer term housing: Students must complete and sign a housing contract for summer term by the appropriate deadline.
3. Failure to leave the residential facilities within 24 hours of a resident's last final or by the designated time and/or entering the halls while the hall is closed may result in a disciplinary action.

Check-in

1. Residential facilities will open at a time and date that the University designates before classes begin.
2. Residents will receive keys and review and sign a completed room condition report (RCR) or an apartment condition report (ACR). Residents are given the opportunity to add to the condition report within a certain time frame established by the Office of Residence Life and Housing. It is important to fill out the form thoroughly, as the resident may be held responsible for any damage not recorded on the check-in portion of the form.

Check-out

1. An appointment must be made with a Residence Life Staff 24 hours before a student moves out of your residential facility, unless the resident is electing to do an express check-out. Residents must be present for the appointment.

2. If the resident elects to do an express check-out, the resident must pick up an express check-out packet from the front desk or from any residence life staff member and must follow all of the procedures outlined in the express check-out contract, in order to properly check-out of your housing unit.
3. At the end of the academic term, each student must check-out within 24 hours after his/her last final exam. At the end of an academic term, if a resident is leaving campus housing, the check-out section of the room/apartment condition report must be completed. The resident's signature on the check-out line acknowledges awareness of check-out policies and procedures and the damage assessment process; it does not imply agreement of assessed damages. The resident will be charged for damages whether or not a signature is acquired on the check-out line. Charges for damages will be assessed after check-out based on a final inspection by Residence Life staff.
4. The keys issued must be returned directly to the Residence Life Staff who conducts the check-out. Keys may not be left with another student.
5. All residents must be completely moved out and checked out by the deadline given by the Office of Residence Life and Housing. Residents who fail to observe proper check-out procedures will receive a \$50.00 fine and may face disciplinary action.
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 \$500 cancellation fee will be assessed to the student.

Community Responsibilities

1. Common area damage is the responsibility of all residents.
 - a. Any resident removing or damaging any piece of furniture or appliance from common areas may be subject to disciplinary action.
 - b. When damage occurs in a common area of your residential facility, the individual(s) responsible, if known, will be billed for the cost of repairs and may result in disciplinary action.
 - c. When damage occurs in a common area of your residential facility and the individual(s) responsible is/are unknown, the procedure will be as follows:
 - i. When the damage is discovered, the residents will be notified by the Office of Residence Life and Housing.
 - ii. If, after the given deadline, no responsible party has been identified, the cost of the repairs will be divided among the appropriate parties using the common area.
2. Communication ---The University provides access to e-mail and mailboxes for all students living on-campus. These methods of communication are consistently used by the University in an effort to contact students. It is also expected that residents will check these communications regularly.
3. 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 of this policy.
 - b. If you encounter a noise problem, request the offenders to be quiet. If they persist and are not responsive to your requests, contact a Residence Life staff member or the Department of Public Safety.
 - c. Residence Life staff may document courtesy hour violations without a previous warning in an excessive noise incident.
 - d. Repeated courtesy hour violations may result in disciplinary action.
4. Littering from, in or around residential facilities is not permitted.
5. Propping fire doors and exterior doors in residential facilities is not permitted.
6. Quiet hours are in effect from 10 p.m. to 8 a.m., Sunday through Thursday and Midnight- 8 a.m. Friday and Saturday. Noise should be kept to a minimum 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 other members of the Carroll University community may document violations of the quiet hour policy.
 - c. Violations of quiet hours may result in disciplinary action.
7. 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. Recreational activities outside of residential facilities should be done far enough to eliminate the possibility of damage to University buildings and property.

8. Restricted areas, such as roofs, most balconies, ledges, fire escapes and mechanical rooms are off limits to students.
9. Tobacco Use is not permitted in university buildings or on university grounds.
10. 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 those common area spaces, unless the space has been appropriately reserved. Students using the common area space must clean up after their usage and return the area to the proper layout.
11. 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. Mail clerks will distribute campus sponsored events notifications and flyers into student mailboxes.
 - c. Any advertisement for a product or event outside the University must be sent through U.S. mail and addressed individually to each resident.
 - d. All advertisements must be approved by the Office of Student Affairs prior to posting. Any unauthorized advertisements will be removed.

Eligibility

Only full-time students at Carroll may live in residential facilities. Students who do not meet full time status may petition to live in residential facilities. The Office of Residence Life and Housing reserves the right to deny housing for students.

Fire and Safety Regulations

Each building is equipped with a fire alarm system. If you discover a fire, activate the alarm system, leave the building and immediately notify the Department of Public Safety. There will be fire drills in each building during each year. Testing of the alarm system occurs monthly and will only last 5-10 seconds. If an alarm lasts longer than 5-10 seconds, it is required by law that you must evacuate. Anyone not leaving the building, or failing to cooperate with university officials/emergency personnel may face disciplinary action.

1. Candles, wax/candle warmers, explosives, halogen lamps and incense of any variety are not permitted in residential facilities.
 - a. Tampering with, fire equipment, including, but not limited to, alarms, exit signs, extinguishers, smoke detectors, and sprinklers, removing or abusing this equipment will result in disciplinary action. .
2. Fire Safety
 - a. Activities/games involving smoke and/or fire will result in disciplinary action.
 - b. There must be a 30 inch path of egress from door to window.
3. Outside grills, charcoal, lighter fluid, propane, or other combustibles are not permitted.
4. Space heaters are not permitted.

Guest/Visitation Policies

Guests 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 guests and visitors. The host resident is responsible for informing his/her guests of Carroll University policies. Consideration for the rights of roommates and other residents must be respected.

1. Guests/Visitors
 - a. Overnight guests may not stay longer than two consecutive nights at a time.
 - b. Overnight guests must register with the Department of Public Safety.
 - c. The University does not permit visitation of an opposite sex overnight guest unless they are a sibling under the age of 13.
 - d. A resident may host a same sex overnight guest.
 - e. All overnight guests must be hosted by a Carroll University resident with no more than two overnight guests per host.
 - f. All students will face disciplinary action when a violation occurs. Guests may be asked to

- leave and/or be restricted from campus.
 - g. No one is allowed to stay overnight during semester final exam weeks, housing break periods or other University designated times.
 - h. Guests, including Carroll students not assigned to the living unit, will be in the building only when escorted by a resident of the living unit.
 - i. Unescorted persons will be subject to providing identification, being detained until identification can be confirmed, and/or removal from University property.
2. Host Responsibility - The host is responsible, at all times, for their guest and visitors' observance of University Student Code of Conduct and the Residence Life and Housing Guidelines. University disciplinary action will be taken against the host in the event that the guest is in violation of a policy.
 3. Visitation Hours - Visitation hours are from 8:00a.m. to 2:00a.m. daily. Any guests/visitors who plan to remain in residential facilities outside of these hours must register with the Department of Public Safety.

Housing Assignments and Living Unit Changes

Incoming students are assigned to living units based on the housing preference form submitted prior to the start of the academic term. Although the Office of Residence Life and Housing will work to accommodate students' requests for specific living units, a housing contract only assures a student a space in a residential facility. Returning students make housing arrangements each spring for the following year. Specific instructions, regarding this process, will be distributed to all residents in the spring. Returning students have housing priority until May 1 for the following year. After May 1, housing priority is given to incoming students. If an issue arises once a housing assignment has been made, the student is responsible for contacting the Office of Residence Life and Housing to discuss the issue. The Office of Residence Life and Housing reserves the right to move any student, if needed, to a different but comparable space. All final decisions will be made by the Office of Residence Life and Housing including the right to deny housing.

Incoming students often communicate with their roommates before arriving on campus (email, phone, Facebook, etc.). The Office of Residence Life and Housing strives to support students' realization of the Carroll Compact: *I will value the human diversity and dignity of all people and will respect their ideas, opinions and traditions* therefore, 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.

Living Unit Changes

1. Unauthorized living unit changes, for any reason, will be referred to Residence Life staff and the student may be required to move back to his/her original living unit.
2. Living unit changes based on race, color, age, religion, sexual orientation, national origin or disability will not be approved.
3. Living unit changes must be completed within 48 hours of receiving the keys from the Office of Residence Life and Housing.

Housing Tornado Procedures

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

Injury or Illness

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

Laundry Services

Carroll University contracts with Mac-Gray Corporation to provide laundry machines in the residence halls and apartments on campus. All locations have HE (high efficiency) machines.

Living Unit Guidelines

1. Air conditioners are prohibited in living units unless provided by the University.
2. Antennas are prohibited outside the windows or in the hallways. Radio transmissions from residential units are prohibited. Satellite TV dishes are prohibited. Cable TV is provided for all students within residential facilities.
3. Decorations --- Decorations that can be seen in students' windows or on the outside of their doors are considered to be posted in a public area. Students 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. Decorations/materials may not be attached to ceilings, door frames, sprinkler system equipment, or lights.
 - c. Students cannot paint any area of their living unit, hallway, or building.
 - d. No window treatments, aside from those provided by the University, are permitted. (i.e., curtains, valances, etc.)
 - e. Decorations on student doors should be limited to an area of 22" x 17" or less of the door surface.
 - f. No device (nails, screws, etc.) that penetrates or damages the door, walls or furniture in any way may be used.
 - g. Decorative lights are permitted as long as they do not present a fire hazard.
 - h. The use of real trees as decorations is not permitted in residential facilities.
 - i. Decorations in hallways are permitted only with permission from Residence Life and Housing staff.
4. Electrical appliances vary based on facility. Students in traditional halls may have closed coils and UL approved items, such as hot pots, coffee makers, popcorn poppers, and sandwich makers in student living units.
 - a. No opened coil appliances are allowed (toasters, hot plates, pizza cookers) in traditional halls.
 - b. Microwaves are allowed in Frontier Hall, New Hall, Pioneer Hall and the apartments based on their ability to accommodate the associated power demands.
 - c. Refrigerator units are not to exceed 4.3 cubic feet. Only one refrigerator unit per resident is allowed. Refrigerators should be plugged directly into wall outlets and not into an extension cord or power strip.
 - d. All students who reside in apartments and in Frontier Hall and Pioneer Hall may have open coil cooking appliances and microwaves as long as they are used in the kitchen areas.
 - e. Indoor grills can only be used in kitchen/galley areas of residential facilities.
 - f. Electrical and data cords must follow the contour of the living unit and not cross entryways.
 - g. Extension cords (those not supplied with an internal circuit breaker) are not permitted in residential facilities. Power strips with an internal circuit breaker may be used, so long as they are plugged directly into the wall outlet, and not into another power strip or extension cord. There is a limit of one of these surge protectors per outlet.
5. Furniture
 - a. University provided furniture cannot be removed from the living unit or taken apart.
 - b. Bed mattresses may not be brought into residential facilities without prior permission from the Office of Residence Life and Housing and medical documentation must be provided to the Director of Services for Students with Disabilities.
6. Hallways ---Items may not be placed in hallways. This includes but is not limited to welcome mats, shoes, and shower caddies.
 - a. Furniture may not be placed directly in a doorway, create a fire hazard, obstruct the view or block an exit from the living unit.
7. Pets, other than fish, are not allowed in residential facilities.
 - a. Aquariums may not exceed 10 gallons.
 - b. One aquarium is allowed per person.
8. Storage ---Limited storage is available depending on each building. Residents should contact their Area Director for information. Bikes can be locked, on provided cables, in the lower level of traditional residence halls.
9. Windows---Screens may not be removed from the windows and must cover the windows. For safety reasons, individuals may not lean out of windows, sit on window ledges, or use the windows as an entrance or exit. Windows should not be used unless the screen is intact.
 - a. Throwing items from windows will result in disciplinary action.

10. Weight lifting and exercise equipment totaling more than 30 pounds, are not permitted in living units.

Locks and Keys

All residential facilities are locked 24 hours a day.

1. Residents will be issued a living unit key and will have outside door access to the building. In addition to the issued keys mentioned above, some students will be issued mailbox keys and/or suite keys.
2. Students must report lost keys immediately to the Housing Office or the Department of Public Safety.
3. Students must report lost student ID cards immediately to the Department of Public Safety or to the online card office.
4. If a student is locked out of his/her assigned living unit, Residence Life staff and Public Safety staff can grant access to the an assigned living unit. There will be a charge for this service.
5. Duplicate keys threaten the security of everyone within residential facilities and will not be tolerated. Disciplinary action will be taken in this situation. Legal action may also be taken against the vendor providing the duplicate key. Students will be charged for the lock change and replacement keys.
6. Unauthorized locks may not be put on any doors within residential facilities. Any change or addition of locks must be done by maintenance department personnel and only by request of Residence Life and Housing staff.
7. A charge will be assessed if keys are not returned on the announced deadline.
8. Students are not allowed to give their keys or student ID to another person to access the building or living unit. The misuse of keys or student IDs threatens the security of everyone within residential facilities and will not be tolerated. Disciplinary action will be taken in this situation.

Phone Services

Phone service in all residential facilities is provided on a by-request basis. If students would like to have standard phone service in their room they must complete Residence Hall Phone Request form. This form may be found on the Residence Life and Housing website. Students must supply their own phone and standard phone cable from the phone to the wall jack. Each student in a room where a phone has been requested will have their own individual voice mail box. The room phone will be assigned when the request is completed. The phone service will provide 4 digit dialing to any University extension and free unlimited local calling in the (262) and (414) area codes. All residential rooms or apartments have one phone jack and one phone number, providing free unlimited local calls in the (414) and (262) area codes. Each student will have their own individual voice mail box.

When a Residence Hall Phone Request is submitted this phone will provide 4 digit dialing to any campus extension and unlimited local calling in the (262) and (414) area codes. Each resident will have their own individual voice mail box.

Students using Carroll University phone service are not permitted to accept collect or third-party calls or to place any calls that bill directly to a campus phone number (such as 900 numbers). Violators will be billed for any phone charges plus a fine of \$10.00 per call. Individuals who continue to abuse this policy may lose their phone privileges. If you have any questions please call the ITS Help Desk at x7229 or send an email to helpdesk@carrollu.edu.

Long Distance Service

Long distance service is not provided. Most students use a cell phone or prepaid calling card.

Carroll Dialing Instructions

ON CAMPUS	4-digit extension number
LOCAL CALLS	9 + number
EMERGENCY	911
LONG DISTANCE	Follow the directions on your phone card

Residence Hall Front Desk Phone Numbers

Frontier Hall Front Desk.....	524.6870
Kilgour Hall Front Desk.....	524.6820

New Hall Front Desk.....	524.6810
North Bergstrom Front Desk.....	524.6830
Pioneer Hall Front Desk.....	951.6840
South Bergstrom Front Desk.....	524.6850
Steele/Swarthout Front Desk.....	524.6800

Roommate/Suitemate Dynamics

There are instances where roommates come in conflict with one another. When this occurs, the Residence Life staff will help students work through their difficulties and explore solutions such as mediation, compromise or roommate agreements. If no solution is reached after extensive effort 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 and will not be considered until after October 1. Considerations will be made based upon availability and the issues involved in the specific situation.

Theft Policies

Theft is not tolerated. For the safety and protection of your personal belongings, always lock your door before sleeping and whenever you leave your living unit, even if it is only for a brief period. Any thefts should be reported promptly to the Department of Public Safety.

1. Liability for loss or damage of student 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.
 - b. Students are encouraged to review family or personal homeowners/renters and health insurance policies and to obtain adequate coverage.
2. Possession of stolen property will result in disciplinary action and possible referral to the Waukesha Police Department.
3. Signs removed from University, city, county or state property are not permitted in student living units.
 - a. Students in violation of this policy will face disciplinary action and possible referral to the Waukesha Police Department.

Residential Facilities Computing

All residential facilities are wired for Internet and campus network access. All student computers need an Ethernet card installed in their computer to utilize wired network access. Network cables and instructions for configuring the Ethernet card to the campus network may be found in your "Welcome Bag" or are available at the ITS office located in back of the ground floor lobby of New Hall. For further information, contact the Help Desk at x7229 or send an email to helpdesk@carrollu.edu.

Wireless network service is available from academic and administrative buildings additional wireless will be found in some residential facilities. Instructions on how to connect to the Campus Wireless network is located at <http://its.carrollu.edu> or contacting the Help Desk at x7229 or by email at helpdesk@carrollu.edu.

Student Health Center

The Student Health Center at Carroll is located in the lower level of the Campus Center / New Hall complex. It is staffed by nurse practitioners (NPs) and 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, and some medications are available at the Student Health Center and are dispensed at the time of service for a fee. The NPs can also do annual physicals, pap and pelvic exams, vaccines, and TB tests required for some majors. For more information and for a list of fees, please visit our website at 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, with the exception that services provided in the Health Center are covered for students enrolled in the insurance plan through Carroll University administered by WPS. Students insured under a parent's health insurance plan can request a receipt they 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. Additionally, students are solely responsible for any costs associated with emergency transport or medical care.

To prevent infectious disease outbreaks on campus, Carroll University requires all full time undergraduate students have a Health History Form with their vaccination record on file in the Student Health Center https://my.carrollu.edu/Docs/admission/newStudent/S4Health/Health_History_Form.pdf. The University requires that all full time undergraduate students have 2 MMR (Measles, Mumps, and Rubella) vaccines, and highly recommends other vaccines in accordance with American College Health Association recommendations http://www.acha.org/Publications/docs/ACHA_RIPI_Apr2012.pdf. If a student chooses to waive the required or recommended vaccines for religious, health, or personal conviction reasons, students can request a waiver for vaccines from the Student Health Center. Please be aware that if there were to be an outbreak of a vaccine preventable infectious disease on campus (i.e. measles, mumps, chicken pox) students may need to be excluded from class if their vaccines aren't up to date and/or vaccine records are not on file.

Wisconsin Act 61 requires the University to provide information to students and parents about meningococcal disease and hepatitis B and the availability and effectiveness of vaccines. Please review the information regarding meningococcal disease and hepatitis B disease and vaccines at <http://www.cdc.gov/vaccines/pubs/vis/default.htm#hepa> and <http://www.cdc.gov/vaccines/pubs/vis/default.htm#mening>. Contact your primary care provider if you have questions. If you have already received these vaccines, please include the dates you were vaccinated on your Health History Form https://my.carrollu.edu/Docs/admission/newStudent/S4Health/Health_History_Form.pdf. 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 the cost of their medical care.

Student Involvement

Student Activities

Student Activities provides programs and services ranging from volunteer opportunities to leadership programs. Student Activities sponsors alternative spring break trips, CORE (Carroll Outdoor Recreation Education), CU@Night (the weekend programming series), commuter student programming; Orientation, recreation, a travel series and the Volunteer Center;

Student Activities also works directly with over 50 recognized student organizations and Greek life.

Student Organizations and Greek Life

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

Recreation

CORE (Carroll Outdoor Recreation Education)

The Carroll Outdoor Recreation Education (CORE) program can help you backpack, paddle or climb your way to adventure. CORE promotes safe, affordable, environmentally conscious outdoor recreation through trips, instruction and equipment rental.

CORE sponsors trips, offers training in outdoor-related skills, and provides leadership toward making the Carroll campus more environmentally friendly.

CORE makes outdoor gear available to students, staff and faculty at reasonable rates. We have lightweight tents, backpacks, canoes, kayaks, stoves, snowshoes, cross-country skis – just about anything you'll need for a weekend getaway. Most equipment is located in the basement of Kilgour Hall. For information core@carrollu.edu, 262-524-7339, visit the CORE page at https://my.carrollu.edu/ICS/Departments/Student_Involvement/

CORE promotes biking at Carroll by offering bike rentals, repairs and organized group rides. Visit the Bike Shop at 202 W. College, behind the Math House.

Intramural Activities

The primary purpose of the intramural program is to promote recreational activities and sport competition for Carroll University. The activities offered are open to all registered students, faculty, staff and alumni and spouses of faculty, staff and alumni. Competition is available for an individual and/or team setting. Examples of intramural offerings include softball, flag football, insert basketball, table tennis, bean bag toss, ultimate Frisbee and badminton and volleyball. Student input into the campus recreation and intramural programs is provided through a student Intramural Council. For more information, contact the recreation office at 650-4825.

Open Recreation and Fitness

Ganfield Fitness Center and Gymnasium includes a wood basketball/volleyball court; strength and cardiovascular conditioning equipment; and dance and aerobic studio. A current ID is required for admission to all facilities. For information, contact the events facilities office at 524-7315.

Student Organizations

Expectations of Recognized Student Organizations - Student organizations accept the following obligations as conditions under which they must operate in order to be recognized. Recognized student organizations shall:

- a. Have one full-time University faculty and/or staff member as an advisor.
- b. Develop and maintain bookkeeping and budgeting procedures to assure fiscal responsibility (The Student Senate reserves the right to reclaim from any inactive student organization any Senate allocated funds).
- c. Attend special meetings as requested by the University or Student Senate and president's training.
- d. Cooperate with the policies of Carroll University in the selection of new members. The organization will not discriminate on the basis of race, color, sex, age, religion, sexual orientation, national origin or disability. The selection of members rests on the basis of individual merit. The constitution and bylaws, which set forth the basic considerations on which the selection of members depends, shall be filed confidentially with the proper administrative authority of the University.
- e. Conduct their activities according to local, state and University regulations.
- f. The Assistant Director of Student Activities will have authority to settle constitutional disputes for individual organizations.

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

- a. Proposed name of the organization.
- b. Names of the organizing students, including a primary contact person.
- c. Name of the interested faculty/staff advisor.
- d. Purpose and objective of group.
- e. Statement of need for organization.

Upon completion of the meeting, the students will complete a new organization proposal packet and submit to the Assistant Director. To finalize the registration process, the following must be completed:

- a. Present a constitution to the Assistant Director 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.
- b. The Assistant Director 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 Assistant Director (Exceptions relating to the 90 days may be made on the basis of the academic calendar).
- c. The Assistant Director will notify the student organization of the official status upon review of the constitution.
- d. Subsequent to formal recognition, the student organization's officers must complete the Organization Registration Form and submit it to the Assistant Director of Student Activities.
- e. Failure to complete the formal recognition procedure within one academic year will result in loss of recognition.

Privileges of Recognized Student Organizations - Student organizations recognized by the University will have the following privileges:

- a. Use of the Carroll University name in the organization name and in conjunction with their programs and activities.
- b. Listing of the organization's name in various University publications.
- c. Opportunity to utilize University facilities and resources for meetings, (i.e. rooms, equipment, information services, publicity and media).
- d. Use of organization mailbox in the Student Organization Office.
- e. Eligibility to request funding from Student Senate.
- f. Right to sponsor activities in University facilities.
- g. Access to Business Office services (i.e. establishment of organization accounts, printouts, purchasing and advice).
- h. Eligibility to participate as an organization in student activities and events (e.g. homecoming, etc.).

Student Organization Responsibilities - The officers of 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 foster responsible conduct among members of the organization. Each individual member also should exercise responsibility with respect to members of the organization. In some instances, entire groups will be held accountable and sanctioned by the University for the actions of their individual members.

Student Organization Sanctions - Student organizations will be subject to University sanctions for failure to meet any of the above expectations. Sanctions may include, but need not be 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.
- 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). In addition, the Student Senate may decide to revoke or suspend the spending of Senate-allocated funds.

Volunteer Center

Carroll's Volunteer Center is dedicated to connecting Carroll to 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 your own unique talents and interests.



III. ACADEMIC POLICIES AND 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 campus. Our 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 in fact 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 they be accused of misconduct, students 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, which 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 or 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.

b. 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 imposed by the Student/Faculty Ethics Committee or Chief Academic Officer. The group sanctions include, but are not limited to, the following:

Group I

- A written reprimand.
- An assignment to repeat the work to be graded on its merits.
- A lower or failing grade on the particular assignment or test.

- A lower or failing grade in the course.
- Removal of the student from the course in progress.

Group II

- A written reprimand to be sent to the student.
- A written reprimand to be included in the student's permanent University record.
- University disciplinary probation.
- Suspension or removal from the University or from a professional program.

c. 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) Impose Group II sanctions as appropriate.
- 4) When requested, to consult with staff and faculty regarding appropriate sanctions.
- 5) Hear and advise in cases alleging a breach of faculty ethics with the power to recommend to the chief academic officer.

d. 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 Academic Steering 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 chief academic officer, who will judge whether the person should be replaced. Alternatively, the person in question may withdraw.

e. Reporting Procedures and Appeals – All Students, staff and faculty are expected to report suspected violation of the academic integrity policy. If possible, the suspected violation 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 – for example, cheating on an exam, plagiarizing a paper, falsifying records – the following series of actions will take place.

- 1) When a faculty or staff member observes, or is informed of, a potential act of academic misconduct, he or she will invite the student to meet and discuss the situation within **five** school days. A third party, for example the area coordinator, should be present and take notes to record the proceedings. The notes will be kept by the area coordinator for three years. At this meeting the faculty or staff member will review the evidence, and the student will have the opportunity to respond. If the faculty or staff member is persuaded that no misconduct actually occurred, or that the student was not involved, that will be the end of the matter.
- 2) 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 listed above, and provide the student with an opportunity for

instruction and learning about such academic misconduct. The faculty or staff member will also submit an Incident Report within **five** calendar days describing the misconduct and the sanction.

- 3) The committee chair will call a meeting to review all Incident Reports within fifteen days of receiving the report. 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. The chair will ensure the committee is informed if the student has been found previously in violation of the Student Academic Integrity Policy. If the committee determines that Group II sanctions are warranted, the sanction must be approved by a majority of the committee members present and the student informed in writing within **ten** calendar days. The committee chair will vote only in the case of a tie. If the committee decides to hold a hearing in the case before imposing sanctions, the hearing will follow the procedures described below.
- 4) If the student believes he or she has been unjustly found in violation by the faculty or staff member, or the sanction is unfair, the student may appeal these decisions to the Student/Faculty Ethics Committee. All appeals must be submitted, in writing, within **ten** calendar days of receiving notification from the faculty or staff member. Appeals are to be submitted to the office of the chief academic officer for forwarding to the committee chair.
- 5) If the student believes he or she has been unjustly found in violation by the Student/Faculty Ethics Committee, or the sanction determined by the committee is unfair, the student may appeal these decisions to the chief academic officer. All appeals must be made in writing within **ten** calendar days of receiving written notification of the committee's decision.

f. Hearing Process

When a case is to be heard by the Student/Faculty Ethics Committee, the chair will notify both the student and the committee members of the charges in writing and convene a hearing within **ten** calendar days of that notification. A majority of the committee members must be present, with students and faculty equally represented. For cases in which committee members are not available (e.g. summer, winter break, etc.) the chief academic officer will determine the course of the proceedings.

During the hearing, the duties of the chair will include: moderating the meeting, counseling all parties to ensure the pertinent information is submitted, and taking minutes of the hearing in the form of an audio tape recording.

- 1) The committee chair will read the following introductory statement: "The purpose of this meeting is to inform committee members of the facts in this case. It is not an adversarial process but a fact-finding, academic proceeding. Both the accuser and the accused will be allowed to present relevant evidence and witnesses to support their positions. In addition to questions posed by these two parties, committee members and the chair may ask questions to clarify the facts of the case. During the hearing, all comments should be directed at the chair. It is crucial that all participants in this hearing recognize the seriousness of these proceedings and the need for complete confidentiality."
- 2) The committee chair will introduce all parties to the proceedings. If any party has retained an attorney, the attorney may be present, but may not participate in the proceedings. A list of all additional parties must be submitted to the committee chair for pre-approval at least five days in advance. Witnesses may be asked to leave the room during parts of the proceedings if it is determined, by a majority of the committee, their presence would interfere with due process.
- 3) The committee chair will read the written charges and ask if the charges are correct as read. Evidence or witnesses supporting the charges are presented and members of the committee will have an opportunity to ask questions of any witnesses.
- 4) The chair will ask the student to make a statement and present evidence or witnesses pertinent to the case. Members of the committee will then have the opportunity to ask questions of the accused and any witnesses.
- 5) The chair will ask for any brief concluding remarks.
- 6) All persons who are not members of the Student/Faculty Ethics Committee will be asked to leave the room and the committee will begin deliberations.

g. Judgment

Upon hearing the evidence in the case, the committee will enter closed session to discuss the merit of the case and determine if a violation has occurred.

- 1) The chair will be present to moderate and advise during the deliberations but will vote only in the case of a tie.
- 2) A student may be found in violation of the policy if a majority of the committee members determine the allegations are supported by fact.
- 3) If the committee concludes the student is not in violation, the committee will inform both the student and the faculty or staff member in writing within **ten** calendar days. All committee records of the incident will be destroyed.

If the student is found in violation of the policy, the committee will immediately proceed with the sanction phase. A student's previous violations of the Academic Integrity Policy will be considered in determining the appropriate sanction. The committee may support the sanction imposed by the faculty member or may select from Group II sanctions. If the student is appealing a disciplinary action imposed by a faculty or staff member, the scope of potential penalties available to the committee is not limited to those less severe than that originally imposed by the faculty or staff member. The sanction must be approved by a majority of the committee. The chair will vote only in the case of a tie. The student and faculty or staff member will be both informed of the committee's disciplinary decision in writing within **ten** calendar days.

h. Appeals

Committee decisions may be appealed to the chief academic officer. All appeals are to be in writing and must be received by the chief academic officer within **ten** calendar 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 chief academic officer will have access to all records in the case and may confer with any involved parties as deemed necessary.

i. Record Keeping

Minutes will be kept at all committee meetings. Audio tape recordings of all hearings will be made. These records will be kept in the office of the chief academic officer for three years and available for review by persons involved in further appeals.

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 chief academic officer for seven years.

If the student is suspended, the permanent record will reflect that suspension resulted from a violation of the Carroll University Policy on Student Academic Integrity.

j. Confidentiality

All committee proceedings are to be kept in strict confidence. Following a hearing, committee members, the faculty or staff member who file 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 chief academic officer.

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.

Written and audio records of committee proceedings are accessible only to committee members, the chief academic officer and other individuals with a legitimate right to know. Other individuals with a legitimate right to know include, but are not limited to, persons conducting background checks of individuals for entrance into, or progress towards licensure or certification in certain academic programs.

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 province of the instructor for a particular course. Absent extraordinary circumstances, no grade adjustments or changes will be initiated. Therefore, students should make every effort to resolve questions without seeking a formal grade appeal.

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 may 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

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 Faculty/Student 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.

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.

A written statement clearly identifying the basis for the appeal must be submitted by the student, along with the following documentation:

- **All** assignments/project grades, test/quiz results, instructor comments and assessments related to the course/grade in question.

Once submitted, the 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.

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 of the issuance of the Committee's recommendation. Review of the matter and the issuance of a decision by the Provost shall be final.



IV. GENERAL POLICIES AND PROCEDURES

In general, 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.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Carroll University is a community for learning. To foster and encourage the growth of this community, the Carroll Compact describes the shared Carroll University values. 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 and telephony 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 your responsibility to familiarize yourself 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 also may 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 you observe someone violating this policy, you are expected to report it to the Chief Information Officer, Information Technology Services (ITS).

Copyright Infringement

Carroll University is a strong proponent of copyright law and other protections for intellectual property rights. Illegal file sharing is an issue for the campus and others throughout the country. 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.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code,

Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. See the following U.S. Government website for more information: <http://www.copyright.gov/title17/92chap5.html>
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. You should assume materials that you find 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 engaging in a violation of copyright laws.
- The student(s) will have 3 business days to comply with the instructions on this webpage and to follow-up with the Information Technology Services (ITS) help desk.
- Serious first-time infringements may be referred to Student Affairs for adjudication.
- Failure to comply with to meet the expectations outlined in the above mentioned webpage will result in the alleged infringement being referred for adjudication through the Office of Student Affairs.
- 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 7 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 3 business days to comply with the instructions on this webpage and to follow-up with the Information Technology Services (ITS) help desk.
- The alleged infringement will be referred for adjudication through the Office of Student Affairs.
- 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 3 business days to comply with the instructions on this webpage and to follow-up with the Information Technology Services (ITS) help desk.
- The alleged infringement will be referred for adjudication through the Office of Student Affairs.
- 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 may receive additional sanctions.
- A record of the infringement will be kept in the student(s)' conduct file.

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 in 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 on campus, 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 that user;
- Intercept or monitor any network communications not meant for you;
- Use the information technology resources to transmit private or personal information without the express 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 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 determine 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 law.
- 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.

E-mail Use

Access to and the responsible use of e-mail on campus 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 and federal laws governing electronic communication, rules of electronic etiquette and University policy as defined below:

- Messages sent in the form of e-mail must meet the same standards for distribution or display as if they were tangible documents. Individuals must identify themselves clearly and accurately on all e-mail 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.
- E-mail 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's or group's educational or work performance, by creating a hostile, intimidating or offensive educational or work environment constitutes 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 you receive unwanted e-mail, 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 Vice President of Student Affairs.
- Use of profanity or obscenity is prohibited. All users of e-mail bear the responsibility to use the system in a manner that promotes learning, mutual understanding, and the mission of the University.
- E-mail 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.
- "E-Mail bombing" which floods a recipient with numerous e-mail 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 using excessive amounts of storage.
- The University has secured and/or purchased many software programs governed by contracts or 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 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 you wish to preview computer software, please contact ITS. ITS 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 e-mail services for non-University-related purposes. This 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 e-mail.

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 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 e-mail;
- take appropriate actions and instigate processes in accordance with Student Handbook, Faculty Manual, Personnel Policies, and any other University policy;
- Report the misuse to law enforcement officials if there is reason to believe federal or state laws have been violated.

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

Preservation/Backup of Electronic Resources

Information Technology Services at Carroll University is responsible for preserving University-owned information technology resources of the University. As part of that responsibility, ITS 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 the 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 pages 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 a 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 the ITS.

MISSING STUDENT POLICY

In compliance with the "Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat.3301 (2008)" Missing Student Notification Policy and Procedures, it is the policy of the Office of Public Safety to actively investigate any report of a missing resident who is enrolled at Carroll University, Wisconsin, 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 his/her usual pattern of behavior and 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, or has been with persons who may endanger the student's welfare.

Each resident, on or before checking into his/her 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. In the event 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, Public Safety should immediately be notified. Upon receiving notification, Public Safety, through the Vice President of Student Affairs, will make reasonable efforts to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the resident's room, class schedule, friend, ID card access, locating the resident's vehicle, and calling his/her 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 his/her emergency contact person(s) to help determine the whereabouts of the resident.

If, upon investigation by Public Safety and concurred by the Vice President of Student Affairs, 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
- 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 POLICY

The following parking information includes the rules and regulations for the Carroll University facilities.

Additional and updated information, rules, and regulations is available at the Office of Public Safety Web page.

Carroll University maintains parking facilities throughout the campus for use by members of the University community and guests. University parking facilities are only available for persons using Carroll University facilities or that have received permission from the Office of Public Safety Office.

The parking areas next to residence halls are restricted to resident parking only 24 hours a day, seven days a week. Resident permits are required to park in these lots and in other designated resident lots.

P1 - Kilgour/Bergstrom Lot — Located between Laflin Street and College Ave. This lot is reserved for resident students who have purchased a permit and been assigned this lot. The lot is designated for students living in the Bergstrom complex, Kilgour, and New Hall.

P2 – Sneed House Lot — Located to the rear of the house with the entrance from South East Ave. Parking is for authorized vehicles only and not for general parking.

P3 – Charles House Lot — Located behind Charles House on North Charles Street. This lot is reserved for resident students who have purchased a permit and been assigned this lot. The lot is designated for students living in Charles House.

P4 – Hartwell Ave Apartments—this lot is north of the Hartwell Complex and runs between Hartwell Avenue and Barney Street. This lot is reserved for resident students who have purchased a permit and been assigned this lot.

P5 – Steele/Swarthout Lot — Located between Wright Street and East Avenue behind the Steele/Swarthout complex. This lot is reserved for resident students who have purchased a permit and been assigned this lot. The lot is designated for resident of the Steele/Swarthout complex. If there are additional spaces available after all complex residents are served then they will be made available to other resident students.

P6 – Campus Center Lot — Located directly to the north of the Campus Center, entrance on Wright Street. This lot is for use by commuter students, faculty/staff, and guests of the University. There is no parking in this lot between the hours of 2 a.m. and 6 a.m. without the permission of the Office of Public Safety.

P7 – Voorhees Lot — located west of Voorhees Hall, entrance on College Avenue. This lot is a special purpose lot and spaces are restricted as marked. Most spaces in this lot are available after 4 p.m. Monday - Friday, weekends, and holidays for commuter students, faculty/staff, and guests of the University. There is no parking in this lot between the hours of 2 a.m. and 6 a.m. without the permission of the Office of Public Safety Office.

P8 - Otteson A — the lot is located between North East Avenue and Barstow Avenue. This lot is for use by commuter students, faculty/staff, and guests of the University. This lot is where overnight guests are allowed to park. (Please see guest section of the regulations for further information). Permit required to park between 2 a.m. and 6 a.m.

P9 - Otteson B (Overflow Lot) — Located north of Lot 9, enter from Barstow Street. This lot is for use by commuters, faculty/staff, and guests of the University. This lot is where overnight guests are allowed to park. (Please see guest section of the regulations for further information). Permit required to park between 2 a.m. and 6 a.m.

P10 – Carroll Street Apartments — Located next to the Carroll Street Apartments. This lot and associated garages are reserved for resident students who have purchased a permit and been assigned this lot.

P11 – Cutler Lot — Located next to the Barstow Building, entrances on Barstow Street and on Cutler Avenue. Open parking for commuter students, faculty/staff and guests. No overnight parking is allowed between 2 a.m. and 6 a.m. without permission.

P12 – Tennis Court Lot — Located on Barstow Street by the tennis courts. This lot is for use by

commuter students, faculty/staff, and guests of the University. There is no parking in this lot between the hours of 2 a.m. and 6 a.m. without the permission of the Office of Public Safety.

P13 – Van Male Lot— Located west of Van Male Field house, entrance on Barstow Street. Parking is restricted to faculty/staff only.

P14 – Barstow Street Lot– Located south of Van Male Field, entrance on Barstow Street. Parking is restricted to faculty/staff, Monday through Friday, 7 a.m. to 4 p.m. The lot is open parking for commuter students, faculty/staff and guests during non-restricted hours. There is no parking in this lot between the hours of 2 a.m. and 6 a.m. without the permission of the Office of Public Safety.

P15 - College Avenue Apartments — Located next to the College Avenue Apartments. This lot is reserved for resident students who have purchased a permit and been assigned this lot.

P16- Pioneer Hall-- Located next to Pioneer Hall on College Avenue. This lot and associated garage are reserved for resident students who have purchased a permit and been assigned this lot.

General Parking Regulations

Residential students may park only in the lot designated by their permit. Commuting students must park only in lots designated for commuting student use. Parking in an unauthorized area or in a lot for which the car is not permitted could result in a ticket and/or the towing of the vehicle. Any ticket or towing charges will be the responsibility of the vehicle owner/operator. All questions regarding on-campus parking may be directed to the Office of Public Safety.

Carroll reserves the right to revoke the parking permit and/or refuse to issue any future parking permits to individuals who exhibit a history of repeated offenses, or endanger others, or damage University property, by the careless use of a motor vehicle. Carroll also reserves the right to refuse the issuance of a parking permit to any individual.

General classification of No Parking areas are, but not limited to:

1. Parking allowed only in marked parking stalls.
2. No parking is allowed:
 - On grass
 - In roadways
 - In fire lanes
 - In handicapped, reserved, service, loading zones, guest/visitor or other special areas without the appropriate permit or authorization for that area.
 - In any area marked or painted red or posted “no parking.”
 - Pedestrian crosswalks, driveways, on sidewalks or in any manner that impedes pedestrian or vehicle traffic flow.
 - Any area not marked as a parking stall.
3. No parking between 2 am – 6 am is allowed in lots 3, 6, 7, 8, 9, 10, 11 and 12 without permission.
4. Gas-driven vehicles are not allowed to be parked or driven in any building not designated as a garage. Violations could cause the vehicle to be impounded and the owner fined.
5. During snow removal efforts, you may be asked to temporarily vacate a particular lot. Notices asking you to move your vehicle will be posted prior to snow removal. Vehicles not moved will be subject to ticketing and towing at owner’s expense.
6. Certain lots or spaces may be reserved on a temporary basis for special visitors or special events. Please do not park in these areas or you will be ticketed, regardless of permit.
7. The fact that a person parks in violation of any law, ordinance or regulation and does not receive a citation **does not** mean that the law, ordinance or regulation is no longer in effect.
8. The University assumes no responsibility for the care and protection of any vehicle or its contents at any time while it is operated or parked on land and property of the University. All vehicles should be locked when left unattended.
9. The University is authorized to provide for the removal of a motor vehicle under certain circumstances, including but not limited to:

- If a motor vehicle is parked in such a manner as to block a driveway or other motor vehicles, block a service entrance, create a hazard to public safety, impede construction and/or maintenance requirements or block pedestrian traffic.
 - If a motor vehicle is parked in an area where “No Parking” signs are situated, in an area which is otherwise reasonably designated to prohibit parking or in an area where parking is not reasonably intended (i.e. University sidewalks, lawns, etc.).
 - If an excessive amount of parking violation notifications have been issued on a motor vehicle or owner/operator.
 - If a vehicle is determined to be abandoned.
 - If a vehicle or person receives in excess of five valid parking violations from the University. Upon the removal and/or impounding of a motor vehicle, under the above conditions, a towing charge and additional storage and/or impound fee will be assessed by the removing agency/or the University in addition to any other violation penalty that may be assessed by the University and/or the city of Waukesha.
10. The use of a car cover by resident students that completely obscures the Carroll issued parking permit and/or the license plates on a vehicle must receive prior approval from the Director of Office of Public Safety.

Resident Student Parking

Resident students may bring their vehicles to campus and park on campus property after obtaining a parking permit. Applications for a parking permit are available at the Office of Public Safety. Permits are issued by using a lottery system. The permit will be for a specific residence hall lot or overflow lots. Failure to pay the fee by the deadline will result in the loss of your awarded parking permit. Awarded permits that are not picked up will be re-issued.

If your license number or vehicle changes, you must notify Office of Public Safety. The University, by issuing a parking permit to an individual, confers a license to such individual to park in the lot appropriately designated for that permit. The University, however, does not guarantee a legal parking space to the holder of a parking permit. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for the violation of these regulations.

Spaces are available on a first-come, first-serve basis to permit holders in each lot. If there are no available spaces in your assigned lot, regardless of cause, you must notify the Office of Public Safety and they will instruct you where to park your vehicle. Resident students with permits may park overnight in lots 9, 10, 11 or 12 without being ticketed if their appropriate lot is full.

If your permit is missing, please report it immediately to the Office of Public Safety. You may be held responsible for all tickets you receive while the permit is not displayed.

Parking permits are valid for the academic year indicated on the permit.

Visitor Parking

Guests may park without permit in lots 3, 9, 10, and 11 until 2 a.m. In addition, guests may park with a permit in lot 6 until 2 a.m. Overnight parking for guests is allowed only in the lots 9, 10, 11 and 12 seven days a week. Guests are required to purchase a permit from the Campus Center Information Desk for \$1 per night to a maximum of five nights in a row.

Parking Violations

University parking violations are payable at the Business Office in Voorhees during normal business hours. Payment also may be mailed to the University as noted on the violation. The penalty increases if not paid within seven business days of the violation date. Outstanding unpaid parking tickets will be placed on the student’s account with the University.

People who receive an excessive number of parking violations will be classified as a habitual parking offender (HPO). Habitual offenders are subject to additional disciplinary sanctions. If a vehicle or person receives in excess of five valid parking violations the vehicle is subject to being ticketed by the city of Waukesha police and towed at the owner’s expense. Students are responsible for the vehicles they use

on University property and any violations issued thereon, even if the vehicle's registration is in their parent's name, or in the name of some other member of the immediate family, or other person. If any guest receives a violation while parked on University property, the charge may be assigned to the student of whom he/she is a guest. This includes relatives and friends of the student when they visit Carroll.

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-free campus. The use of tobacco is not permitted in university buildings, on university grounds or in university-owned vehicles. There are no designated smoking areas on campus.

I. Introduction

Scientific findings, as summarized by the United States surgeon general and the Environmental Protection Agency, identify tobacco use as a public health hazard. In light of the health hazard associated with tobacco for users and non-users, Carroll University has adopted a tobacco-free campus policy.

II. Policy

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) 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.

III. 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 Office 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 Affairs (if the violator is a student). The Office of Public Safety may ticket and fine violators of this policy.

WEAPONS POLICY

Carroll University recognizes that the possession of weapons on campus is subject to reasonable control by the University. Accordingly, 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 gatherings 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 Vice President of Student Affairs or the President for educational purposes or special circumstances.

GENDER-BASED AND SEXUAL MISCONDUCT: CARROLL UNIVERSITY TITLE IX

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

"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)

Sex discrimination includes sexual harassment, sexual exploitation and sexual misconduct. It is often thought of as a law that applies exclusively to intercollegiate athletics programs. This is incorrect. In fact, Title IX is much broader than athletics and applies to all programs at Carroll University. While compliance with the law is everyone's responsibility at Carroll, listed below are employees who have primary responsibility for Title IX compliance. If you have a complaint against a staff member or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Office of Human Resources.

Title IX Coordinator, Lorraine Forcinito, Director of Human Resources. Office: Voorhees 330; phone: 262-524-7124, email: lforcini@carrollu.edu

Title IX Deputy Coordinator for Students, Dr. Theresa Barry, Vice President of Student Affairs. Office: Kilgour 121; phone: 262-524-7334.

Title IX Deputy Coordinator for Faculty, Dr. Joanne Passaro, Provost. Office: Voorhees 209; phone: 262-524-7364.

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 they are 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 e-mail 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 (University facilities regularly reserved for student use and other University space such as lecture halls and meeting rooms) 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 that they would otherwise be charged. 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 allowed.
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 evidence a preference for or opposition to a political party or to candidates who have taken a particular position.

A. Introduction

The Student Code of Conduct is designed to promote a campus environment that supports the mission of Carroll University and the Four Pillars of the Carroll Educational Experience: integrated knowledge, gateway experiences, lifelong skills and enduring values and the Carroll University Compact. To that end, the University will facilitate the social, ethical and intellectual development of students by adjudicating violations of the Student Code of Conduct.

The Student Code of Conduct provides information regarding how the code is applied to both on and off-campus settings and the relationship between actions taken by Carroll University and the actions taken by the court of law. The Student Code of Conduct defines expectations of conduct for student organizations, including Greek organizations, as well as the conduct process followed when a student organization violates the code. Further, the Student Code of Conduct lists the policies that govern student conduct at Carroll University, the actions that are considered violations of the code, the conduct process Carroll University adheres to when addressing an alleged violations of the code, and the definitions of sanctions that might result from the conduct process.

B. The Carroll University Compact

Carroll University is a community for learning. As individuals, we come to the campus from different homes and cultures. We bring with us our distinctive perspectives, traditions and experiences. Here we become participants in a community dedicated to the pursuit of academic excellence, personal fulfillment and spiritual meaning. Choosing to join such a community obligates each member to consider thoughtfully the values espoused by the larger group. We therefore invite you to contemplate these ideals and strive toward their realization. We ask that you enter into a voluntary compact with the other members of the community that is Carroll University to live and work according to these values.

1. I will value the human diversity and dignity of all people and will respect their ideas, opinions and traditions.

This ideal requires openness of mind, a willingness to affirm the differences that exist among us, and a desire to develop shared understanding. Dedication to this ideal is inconsistent with behaviors that compromise or demean individuals and groups.

2. I will practice personal academic integrity.

This ideal requires a commitment to honesty, a regard for the rights and feelings of others, and the courage to speak one's convictions. It obligates each member of the community to support creation of a positive learning and living environment and is inconsistent with cheating in classes, games or sports; lying, excuse-making or plagiarizing; and infidelity, coercion or disloyalty in personal relationships.

3. I will care for the physical environment of the campus and its neighborhood setting.

This ideal requires stewardship of the resources allocated to us and a commitment to upholding the natural ecology of the campus and the larger community of Waukesha. Devotion to this ideal is inconsistent with all forms of theft, vandalism and misappropriation; wastefulness or destruction; and violation of the rights of others to live, learn and work in a clean and healthy environment.

4. I will support and enhance the development of others.

This ideal requires a commitment to creation of an empowering learning and working environment, where collaboration, trust and cooperation are favored over suspicion and excessive competition. Dedication to this ideal is inconsistent with blaming or inhibiting the growth of others.

5. I will encourage creativity, artistic expression and excellence in all areas of our lives.

This ideal requires the understanding that beauty and boldness are inherent to the human spirit. A commitment to this ideal is inconsistent with devaluing the work, performance or expressions of another person.

6. I will seek to understand my purpose in the world.

This ideal requires the development of a global vision, an understanding that one is a citizen of the international community. Dedication to this ideal is inconsistent with parochialism, bigotry and selfish use or allocation of shared resources.

6. **I will dedicate myself to exploration of personal values and the spiritual quest for meaning.**

This ideal requires the willingness to explore one's inner life through reflection, study and inquiry.

C. Application of the Student Code of Conduct

All members of the community share the responsibility for protecting and maintaining community health and safety and the rights of other persons. Carroll University expects all students to comply with all federal, state and local laws, regulations and ordinances and also expects students to comply with the policies outlined in the Student Handbook, catalog, and other policies and procedures. Students who anticipate 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. Any alleged violations of the code will result in a hearing.

Amnesty Policy

Carroll University will not seek to discipline any student who reports an emergency involving another student or companion or reports an emergency that he or she is personally experiencing. We expect students to seek help when a fellow student is in serious and immediate distress. If it is discovered that a student is 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 Dean of Student's Office 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.

The examples contained in this Code are illustrative rather than exhaustive. In the event that there arises some ambiguity, inconsistency or need for clarification, the definition, interpretation or clarification shall be decided by the Dean of Students or his/her designee.

D. The University and the Law

The University may take disciplinary action against Carroll University students or organizations that violate local, state, or federal laws and/or Carroll University policies. When the University becomes aware of violations of the Student Code of Conduct occurring on or off campus, student(s) will be taken through the conduct process at the University and sanctioned accordingly. Students may be accountable both to law enforcement authorities and to the University for acts that constitute violations of the law and of the Student Code of Conduct. 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 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 state or federal 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. Carroll University is not a sanctuary from the law; criminal and civil laws still apply. Students who violate the law put themselves at risk of criminal prosecution. In short, students neither relinquish civil rights nor acquire additional rights by virtue of being within an academic community.

Within the student conduct process, a student is not permitted to "Plead the Fifth." The Fifth Amendment to the U.S. Constitution does not apply to these hearings. Students may choose to not answer a question, with the understanding that the administrative conduct officer/board will make a decision based

upon the information available. The University expects that students will bring forth any and all information they have regarding the incident in question.

E. Off Campus Behavior

The Student Code of Conduct shall apply to conduct that occurs on University premises, at sponsored activities, and to off-campus conduct that adversely affects the University, community and/or the pursuit of University objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Sanctions in this Student Code of Conduct apply even if the conduct is not discovered until after a degree is awarded.

All off-campus study experiences, including those offered through the University are governed by the rules, regulations and policies described in the Student Handbook. If a student allegedly commits a violation of the Student Code of Conduct, the University official will prepare a communication report. If the alleged violation is serious enough to jeopardize the purpose of the off-campus experience or to threaten the well-being of the student or other participants, the University Official in consultation with the Dean of Students 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 communication report will be processed through established student conduct channels upon 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. S/he will pay the full cost incurred in return to the campus (including any penalties charged by the airline or other vendors).

Carroll University assumes no responsibility for any person who violates the laws of any state or country. If necessary, the University will help to secure legal counsel, but all expenses for legal aid will have to be borne by the person involved. In no case will refunds be made to a student for losses or additional expenses caused by detainment resulting from violation of any law or ordinance while engaged in a University-sponsored activity.

F. Greek Organizations and other Student Organizations

a. Expectations

The officers of Greek 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 foster responsible conduct among members of the organization. Each individual member should also exercise responsibility with respect to members of the organization. Student conduct process against a student organization shall not preclude further specific conduct action against individual members of that organization for personal violations of the Student Code of Conduct.

b. Conduct Process

In some instances, entire groups will be held accountable and sanctioned by the University for the actions of their individual members. If a Greek 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 charge and a conduct hearing will be scheduled.
- 2) In some instances individual members of the organization may be required to provide written statements prior to the conduct hearing.
- 3) 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 may not speak.
- 4) The administrative conduct officer will uphold the Standard for Decision Making and will notify the organization's president once a decision has been reached.
- 5) If the organization is found responsible for violating the Student Code of Conduct, the Director of Student Activities will impose sanctions. 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.

G. Definitions of Terms

- 1. Administrative Conduct Officer:** Any person authorized by the Dean of Students to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions. This may include Area Directors, the Director of Residence Life and Student Conduct, or other members of the Student Affairs division.
- 2. Member of the University Community:** Any person who is a student, faculty member, staff, or any other person representing the University.
- 3. Students:** All persons taking courses at Carroll University, both full and part-time, who are pursuing undergraduate, graduate or professional studies. Students who are on internships/rotations, even if not earning credit, are also considered students. Persons who have a continuing relationship with Carroll University even if they are on leave are also considered students.
- 4. Registered Club, Organization, Greek Organization or Team:** A group of persons who have complied with the formal requirements for Carroll University recognition or who are known to the University through self-identification as a group. If charges are brought against a club, organization, or team, the president, captain, or otherwise titled student(s) officially responsible will be required to respond to the charges and represent the group in the conduct process. Students may be charged individually and/or collectively as a group depending on the nature of the incident.
- 5. Carroll University Official:** Any employee with assigned administrative or professional responsibilities, including, but not limited to: Public Safety Officers, Resident Assistants, Area Directors, deans, faculty, and Student Affairs staff.
- 6. Carroll University Premises:** 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).

H. 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 by:

- Violating any federal, state or local laws or university policies or procedures** including but not limited to Residence Life and Housing policies, Information Technology policies, tobacco policy, parking policies, and student organization policies.
- Physical abuse** involves contact that threatens or endangers the emotional or physical health or safety of any person.
- Verbal abuse** involves verbal conduct (oral or written) that threatens or endangers the emotional or physical health or safety of any person.
- Protected class harassment or abuse** includes verbal (oral or written) or physical conduct 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).
- Harassment, intimidation, or bullying** involves unwelcome conduct by an individual(s) that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive and may be intended to undermine, humiliate, denigrate or injure the recipient. This includes retaliatory harassment, which is any adverse action taken against a person because of the person's participation in a complaint or investigation of harassment, intimidation, or bullying. These actions may be related to an individual's protected class and may be persistent or an isolated incident.
- Unauthorized access** to restricted areas including but not limited to classrooms, labs, offices, living spaces, roofs or ledges.
- Unlawful possession** of firearms, explosives, knives, pellet guns, paintball guns, BB guns, dangerous chemicals, or other objects used as weapons on University premises or use of any item, even if legally possessed, in a manner that harms or threatens others.
- Creating a fire or safety hazard** including tampering with or removing fire safety equipment, false reporting of fire or bombs, or throwing objects out of windows.
- Any intentional or unintentional theft, damage or destruction of property** on or from University premises or University-sponsored activities; knowing possession of

- stolen property on or from University premises or University-sponsored activities; intentionally or recklessly destroying or damaging the property of others.
- j. **Engaging in disorderly or disruptive conduct** on University premises or at University sponsored activities which interferes with the activities of others including studying, teaching, athletic competitions, and residential communities.
 - k. **Contributing to the planning or implementation of any violation** of the Student Code of Conduct in such a way as to condone, support, or encourage the incident.
 - l. **Failure to comply** with directives made by a Carroll University official, including communication regarding the conduct process, and/or failure to meet the terms of a sanction.
 - m. **Defiance of authority** including engaging in disrespectful or uncivil behavior directed toward a Carroll University official, regardless of whether the official is on or off duty. This includes but is not limited to: oral communication (e.g. threats, name-calling, taunting, challenging, gestures or any other form of disrespectful verbal conduct) or written communication (e.g. emails, online postings, letters, whiteboard comments).

2. Personal Identification and Representation

The atmosphere of community at the university must be one of honesty, acceptance of responsibility and willingness to represent clearly and accurately oneself and one's activities.

Violations of personal identification and representation include, but are not limited to:

- a. **Failure to identify** oneself, or show student identification upon request, to any Carroll University official. Student IDs are owned by Carroll University and must be carried at all times. Creating, possessing, using and distributing fabricated IDs is prohibited.
- b. **Misrepresentation** of the University or any recognized student organization.
- c. **Falsification or misuse of any University information** (verbal or written), including records, permits, documents, computer resources, identification cards, etc.

3. Hazing

Hazing is defined as any action taken, or situation created, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing activities include, but are not limited to: use of alcohol, paddling in any form, creation of 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 a student. This definition applies uniformly to all student organizations and athletic teams.

4. Social Media Misuse

Any online behavior that violates the Student Code of Conduct or the Information Technology Services Acceptable Use Policy, which is brought to the attention of a University official or comes to the attention of an official during the course of an investigation, will be considered social media misuse and treated as any other violation of the Student Code of Conduct. Students exhibiting this online behavior will be charged with violating the social media misuse policy in addition to being charged with the specific Student Code of Conduct policy they allegedly violated.

5. 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 persons 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 local laws, and expect all members of its community to do likewise.

General Alcohol Policies

1. Alcoholic beverages may be possessed, purchased and/or consumed only by persons of legal drinking age, and only in areas designated by the University.
2. No person may procure, sell, dispense or give alcoholic beverages for or to an underage person. This includes hosting a gathering where underage students 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 kegs, are prohibited.
8. Regardless of age, alcohol related paraphernalia are prohibited.
9. Any intoxicated person will be considered to be in possession of an alcoholic beverage by consumption.

Alcohol Violation Sanctions

The level at which the alleged alcohol violation will be heard is determined by the specifics of a particular incident, past history of conduct violation(s), the severity of the alleged violation, as well as other violations which may have occurred simultaneously.

1. **First level alcohol violations** will likely result in a written warning, \$100 fine, and additional sanctions which may include participation in an AODA (Alcohol and Other Drug Abuse) assessment or education programs.
2. **Second level alcohol violations** will likely result in a \$150 fine and additional sanctions which may include parental notification, and participation in an AODA assessment or education programs.
3. **Third level alcohol violations** will likely result in a \$200 fine and additional sanctions which may include parental 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 housing and/or dismissal from the University.

* First, second and third level alcohol sanctions may be more severe depending on the specifics of the particular incident, past history of conduct violation(s), as well as other violations that may have occurred simultaneously.

6. Illegal, Controlled 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.
- The University reserves the right to consider evidence of odor in illegal and controlled substance violations.

Carroll University strives for a drug-free environment and takes seriously the negative effects illegal drugs, controlled, or banned substances have on its students and community. The University expects students to comply with state and federal 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 Sexual Misconduct policy. More information on these drugs can be found at <http://www.911rape.org/>
3. The possession of paraphernalia, including but not limited to bong, 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.

Illegal, Controlled, or Banned Substance Violation Sanctions

The level at which the alleged illegal, controlled, and banned substance violation will be heard is determined by the specifics of a particular incident, past history of conduct violation(s), the severity of the alleged violation, as well as other violations which may have occurred simultaneously.

1. **First level illegal, controlled, or banned substance violations** will likely result in a written warning, a \$100 fine, and additional sanctions which may include participation in an AODA assessment or education programs, and housing/residence life probation.
2. **Second level illegal, controlled, or banned substance violations** will likely result in a \$150 fine and additional sanctions which may include probation, participation in an AODA assessment or education programs, or parental notification.
3. **Third level illegal, controlled, or banned substance violations** will likely result in a \$200 fine and additional sanctions which may include participation in an AODA assessment or education programs, parental notification, and/or referral to the Carroll Conduct Board which may result in probation, suspension or termination from housing, and/or dismissal from the University.

*First, second and third level illegal, controlled, or banned substance sanctions may be more severe depending on the specifics of the particular incident, past history of conduct violation(s), as well as other violations that may have occurred simultaneously.

7. Stalking and Criminal Harassment

Stalking is defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the Carroll University community.

8. Sexual Misconduct

Members of the Carroll University community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Carroll University believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to

an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Any type of sexual conduct that occurs without the consent of the individuals involved is considered sexual misconduct. In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Carroll University will not tolerate sexual misconduct on the part of any faculty, student, staff, or community member.

Carroll University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of sexual misconduct. The success of Carroll University is based upon a fundamental commitment to treating all persons with dignity and respect

Sexual misconduct offenses include, but are not limited to:

a. Sexual Harassment

b. Non-Consensual Sexual Contact (or attempts to commit same)

c. Non-Consensual Sexual Intercourse (or attempts to commit same)

d. Sexual Exploitation

e. Other Gender-Based Misconduct

a. Sexual Harassment

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or 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.

Three Types of Sexual Harassment—Legal Constructs

1. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
2. *Quid pro quo* sexual harassment exists when there are:
 - a. unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - b. submission to or rejection of such conduct results in adverse educational, extracurricular or employment action.
3. Retaliatory harassment is any adverse action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

b. Non-Consensual Sexual Contact (or attempts to commit same)

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, which is without consent and/or by force.

c. Non-Consensual Sexual Intercourse (or attempts to commit same)

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, which is without consent and/or by force.

Intercourse:

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

d. **Sexual Exploitation**

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent;
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- stalking and/or bullying, which is sexually-based, may also be forms of sexual exploitation.

e. **Other Gender-Based Misconduct**

Other misconduct prohibited elsewhere in the Student Code of Conduct may also be charged as sexual misconduct when the misconduct is based on gender. Such misconduct includes threatening or causing physical harm, verbal abuse, intimidation, hazing, bullying, stalking or violence between those in an intimate relationship with each other.

Additional Applicable Definitions:

Consent: Consent is clear, knowing and voluntary. 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.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age.

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 resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

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 clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation: Incapacitation is a state where an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

- Sexual activity with individual who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated constitutes a violation of this policy.
- Sexual activity with a person whose incapacity results from alcohol or other drug use, unconsciousness or blackout, mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.

Sexual Misconduct Violation Sanctions:

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous Student Code of Conduct violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or dismissal.
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous Student Code of Conduct violations.

*The hearing body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Sexual Misconduct Reporting:

Reporting confidentially:

If an individual desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors, campus health service providers or off-campus rape crisis resources who can maintain confidentiality. University counselors are available to help an individual free of charge, and can be seen on an emergency basis. In addition, an individual may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Non confidential reporting options:

Individuals are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, Public Safety Officers, and members of the Office of Human Resources). The university considers these individuals to be "responsible employees." Notice to them is official notice to the institution. Individuals have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only individuals who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Any individual believing they have been subject to any form of sexual misconduct should contact the Office of the Dean of Students or the Human Resources Department for the options and procedures used to resolve such issues. Incidents involving students will be investigated by Student Affairs and or Human Resources if the incident involves a student and a faculty and/or staff member. Depending on whom the alleged harasser may be (faculty, staff, administrator, or student) different procedures will apply to resolve the incident. Disciplinary action may be taken whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus.

I. 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 Carroll University policies, procedures and the Student Code of Conduct.

1. Filing a Complaint/Initiating a Communication Report

Communication reports detail incidents involving a violation of the Student Code of Conduct. These reports can be initiated by individuals filing a complaint or by Carroll University officials who observe or become aware of a violation of the Student Code of Conduct.

All communication reports are forwarded to the Office of Residence Life where it is determined how each specific case will be handled and what type of hearing will occur. In some circumstances, communication reports may also be reported to an appropriate law enforcement agency.

Individuals who wish to pursue conduct charges against a student must file a written complaint with either the Office of Residence Life, or the Office of Public Safety. A Student Affairs administrator will review the complaint to determine the most appropriate forum to resolve the complaint.

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 will be subject to disciplinary action.

For additional information regarding incidents involving sexual misconduct, please refer to section H. Violations, number 8, Sexual Misconduct.

2. Conduct Standard for Decision-Making

The standard or basis for findings refers to the criterion or measure of proof that is used to decide if a student is responsible or not for violating the Student Code of Conduct. The basis for findings is "more likely than not." "More likely than not" means that more than 50% of the information presented indicates a violation has occurred and a student will be found responsible. A Decision of responsible or not responsible is made for each charged alleged violation of the Student Code of Conduct.

3. Types of Hearings

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. Character witnesses and family members, including parent(s)/guardian(s), are not permitted to attend any conduct hearing. Students must inform the appropriate hearing officer, advisor, or chair 48 hours before the hearing if they have witnesses for their scheduled conduct hearing.

a. Student Conduct Board Hearings

The Student Conduct Board is a committee of current students, advised by residence life staff, who hear low-level violations of the Student Code of Conduct and University policies and procedures. A Student Conduct Board hearing is an educational opportunity for students regarding behavior and community expectations at Carroll University. At a 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 his/her position. The Student Conduct Board may not impose a sanction of suspension or termination from housing and/or suspension or dismissal from the University.

b. Administrative Conduct Hearings

An administrative conduct hearing is an educational opportunity for students regarding behavior and commitment to Carroll University. 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 his/her position. The Administrative Conduct Officer may either hear the case immediately or postpone the case for a hearing at a later date.

Administrative conduct hearings are generally handled by Area Directors, the Director of Residence Life and Student Conduct, or other administrative staff appointed by the Dean of Students. Most times 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.

c. Carroll Conduct Board Hearings

The Carroll Conduct Board is comprised of faculty, staff, and students 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 housing, and/or suspension or dismissal from the University.

The Carroll Conduct Board may recommend sanctions up to and including University dismissal. The Dean of Students will forward the committee recommendation(s) to the Provost, who ultimately makes a decision regarding sanctions. The Carroll Conduct Board is chaired by the Dean of Students or his/her designee.

1.) Advisors

Students may elect to have a member of the Carroll University faculty or staff accompany him/her to the Carroll Conduct Board hearing as an advisor. The advisor is not entitled to address the Carroll Conduct Board or act as an advocate at the hearing. The advisor's role is to assist the student before the hearing in preparing a statement, understanding the process, and seeking answers to any questions that the student may have. Violations of these guidelines may result in the advisor being excused from the hearing. A family member may be present during the proceedings and act as a support in the process. Family members may not communicate with board members when the Carroll Conduct Board is in session. Attorneys may not attend the hearing.

2.) Hearing Procedures

The complainant (if applicable) and respondent shall receive, in writing 48 hours before the hearing is scheduled, the names of the members of the Carroll Conduct Board assigned to hear the matter. If either the complainant or respondent has a valid basis for believing that a member of the Carroll Conduct Board assigned to hear the matter has a reason to be biased, the student shall put his/her reasons in writing and submit them prior to 24 hours before the hearing is scheduled to begin. The Director of Residence Life and Student Conduct will decide whether or not to replace the board member in question. Just because a board member is known to a student is not a reason for exclusion.

All written or physical information to be used by any party at the hearing must be presented to the Office of the Dean of Students 48 hours before the hearing is scheduled to begin. Copies of this information will be given to the committee members and other parties to the matter before the hearing. Students must inform the Office of the Dean of Students 48 hours before the hearing if they have witnesses for the Carroll Conduct Board hearing.

If at any time during the course of the hearing a party exhibits behavior or language that is disruptive or threatening, he/she shall be dismissed and the process will continue in lieu of his/her presence.

If the respondent is found responsible, the Chair and/or Carroll Conduct Board members will have the student's disciplinary record available to them to decide if a sanction should be more severe based upon past history of the student.

These guidelines also apply to cases involving student organizations, Greek organizations, clubs and teams. In these cases the organization must designate an officer or captain to act as the spokesperson during the hearing.

In sexual misconduct cases, the complainant has the right to be informed of the decision resulting from the hearing.

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 conducted in private. In incidents involving more than one student, the hearing may be conducted as a joint hearing. The student, Chair, and committee

members will be given copies of the complaint and any other information before the hearing.

The complainant filing the complaint, the respondent, and the victim (if applicable) may speak from personal knowledge about the incident.

A student may refuse to answer a question, but the Carroll Conduct Board will decide the matter based upon the information it has available.

- a. A member of the committee will chair the hearing, have all parties introduce themselves, explain the purposes of the hearing, address the issues of veracity and confidentiality, and explain the role of advisors if any are present. All witnesses will be asked to leave the room.
- b. Verbal Affirmation of the Honesty Statement by the respondent, complainant, and witnesses (if applicable).
- c. The Chair reads the charges against the respondent.
- d. The complainant filing the complaint is given an opportunity to present her/his statement.
- e. The student is given an opportunity to respond.
- f. Questions to the student from the Chair or other committee members, then questions by the person filing the complaint.
- g. Questions to the complainant filing the complaint from the Chair or other board members, then questions by the student. Each side is given an opportunity to question the other through the Chair.
- h. Witnesses are brought into the room individually, make their statement and answer questions from all parties. Witnesses for the complainant filing the complaint are heard first. Questions for witnesses from the complainant filing the complaint and student are directed through the Chair.
- i. Questions by the Chair or board members of each witness, then questions by the complainant filing the complaint and student.
- j. The complainant filing the complaint and the student, respectively, are given the opportunity to make a final summary statement to the board.
- k. The Carroll Conduct Board will deliberate in private, and make a decision and recommend sanctions to the Dean of Students. If the student is found responsible, the Dean of Students or Provost will impose the appropriate sanctions.
- l. The Chair shall be responsible for providing written notification of the findings and recommendations to the students involved after the conclusion of the hearing.

4. Appeal Process

A student has the right to appeal a finding of responsible if s/he can demonstrate a) a lack of fairness of the procedures or b) if there is significant new information (previously unknown) that has been revealed or discovered which alters the facts of the matter and may alter the outcome.

The severity of a sanction is not a legitimate ground for an appeal; however a student may ask that the Dean of Students review the sanction as part of the appeal process.

To appeal decisions made by the Student Conduct Board or an Administrative Hearing Officer appeal letters should be addressed to the Director of Residence Life and Student Conduct and must be received within five (5) business days of the date of the decision letter. To appeal a decision made by the Carroll Conduct Board, appeal letters should be addressed to the Provost and must be received within five (5) business days of the date of the decision letter. Letters of appeal for dismissal should only be addressed to the Provost and must be received within five (5) business days of the date of the decision letter.

If the Director of Residence Life and Student Conduct or the Provost decides that an appeal has merit based on the previously mentioned criteria s/he may: a) alter the recommended sanction(s) by making it more severe, less severe, or otherwise different, b) refer the case to be reheard in its entirety or remand the case for further review.

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

In cases involving alleged sexual misconduct, either of the involved parties has the right to appeal the conduct decision.

5. 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. We believe 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:

- a. A student is involved in serious disciplinary incident
- b. A student is involved in an alcohol or drug violation
- c. A student has been placed on Housing or University Probation
- d. A student has been suspended from Housing or the University
- e. A student has been dismissed from the University
- f. A student is at risk of harming him/herself or others
- g. A student is experiencing a medical or psychological emergency
- h. Or at any time the University decides it would be in the best interest of the student, the community, or the University to do so.

6. Definition of Sanctions

An important objective of the student conduct process is that of education of all participants through the process. 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 that s/he is 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. The various sanctions to misconduct are defined as follows:

- a. **Statement of Concern:** Any designated administrative conduct officer may issue statements of concern, without an administrative conduct hearing, to a student for violation of the Student Code of Conduct. Such statements will be placed in the student's official conduct file and may be a basis for further disciplinary action. This sanction is subject to review by the Dean of Students.
- b. **University Warning:** A University warning is an official written notification to the student that his or her behavior has been unacceptable. Any additional misconduct may result in further disciplinary action.
- c. **Loss of Privileges:** Denial of specified privileges for a defined period of time (e.g. guest, computer, housing lottery, residence hall visitation, dining services, representing the University, co-curricular activities, and work study).
- d. **Fines:** A monetary fee may be imposed. Fines are payable to Carroll University and must be paid in the Business Office within the dates specified on the sanction letter. Non-payment is a further violation of the Student Code of Conduct.
- e. **Community Restitution:** The philosophy of community restitution is based on the premise that you have taken something away from the Carroll community. 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. Compensation for loss, damage or injury may take the form of appropriate service, monetary, or material replacement.
- f. **Educational Project:** Completion of a project specifically designed to help the student understand why the Student Code of Conduct violation was inappropriate. This may take the form of mandatory participation in an alcohol education program.
- g. **Housing Relocation:** Requirement to relocate to another on campus residence on a space-available basis.
- h. **Residence Hall Probation:** 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 (however large or small) of the Student Code of Conduct may result in suspension from housing. Probation is for a defined period of time and may continue into subsequent semesters but for not more than one full year.

- i. **Termination of Housing Contract:** Termination of a student's housing contract. A student may be held financially responsible for the remainder of the housing contract.
- j. **University Probation:** Probation indicates to a student that his or her behavior has resulted in a sanction close to suspension. It is imposed for a specified period of time. Any further misconduct on the student's part while on probation may result in suspension from the University. Probation may also place specific restrictions and extra requirements on the student. These conditions will vary within each case and may result in restriction from participating in intercollegiate athletics, extracurricular and residence life activities, or involve requirements not academically restrictive in nature and which are intended to be educational in nature.
- k. **University Suspension:** Suspension prohibits the student from attending Carroll University and from being present without permission on the property of Carroll University for a defined period of time. If required by the sanction, students who have been suspended must petition for reenrollment through the Dean of Students or designee. Should a student be found responsible for sexual misconduct violations, that student may be subject to suspension until the complainant graduates.
- l. **Interim Sanctions:** An interim sanction may be imposed by the Dean of Students or designee when it is determined that a student's presence on campus may pose a threat to the student or others. An interim sanction becomes effective immediately without prior notice and will remain in effect until the Dean of Students or designee lifts it or until the hearing and appeal is concluded. Interim sanctions may include: restriction from the University or residential facilities; relocation of residence; restriction to designated campus areas or other campus facilities by time or location; interim suspension from classes; restriction of communication with named individuals or groups with the University community; or the requirement to obtain advance authorization to engage in a specified activity. Violations of interim sanctions may result in suspension or dismissal from the University.
- m. **University Dismissal:** Dismissal prohibits the student from attending Carroll University and from being present without permission on the property of Carroll University. Dismissal will be noted on the student's permanent education record.

7. Restriction and No Contact Orders

Restriction 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 pending a formal conduct hearing or until the matter has been resolved. A student may be restricted from other students, from a portion of campus, or from university property. Restriction Orders may be issued verbally or in writing by Student Affairs Staff or the Office of Public Safety. A Restriction Order is not subject to appeal. Violating a Restriction Order is a violation of the Student Code of Conduct.

8. Obstruction of the Conduct Process

Carroll University strives for a conduct process that is fair to all members of the community. Obstructing this process prohibits Carroll University from providing fairness to its community. Students engage in obstruction through but not limited to the following conduct:

- a. Refusal to appear at a conduct meeting or hearing and refusal to answer questions as a party or witnesses.
- b. Falsification, misrepresentation, omission or distortion of information during a conduct meeting or hearing.
- c. Disrupting a conduct meeting or hearing.
- d. Attempting to discourage participation in or use of the conduct process.
- e. Attempting to influence the impartiality of any member of the University community who is involved in a conduct meeting or hearing.



ALMA MATER

Our Carroll University
Our home so fair and free

To thee our loyalty we pledge,
And praises sing to thee.

Thy hallowed halls we love so well,
The campus walks the victory bell.

Our hearts and minds rejoice to be,
Thy sons and daughters, hail to thee.

CARROLL HYMN

Our God, our help in ages past
Our hope for years to come
Our shelter from the stormy blast,
And our eternal home.

Before the hills in order stood,
Or earth received its frame
From everlasting thou are God,
To endless years the same.

Our God, our help in ages past,
Our hope for years to come,
Still be our guard while troubles last,
And our eternal home.