



CARROLL
UNIVERSITY

Student Handbook

2008-2009

Mission Statement

We provide a superior educational opportunity for our students, one grounded in the liberal arts tradition and focused on career preparation and lifelong learning.

We demonstrate Christian values by our example.

We succeed in our mission when our graduates are prepared for careers of their choice and lives of fulfillment, service and accomplishment.

Adopted by the Carroll College Board of Trustees, 1995

Carroll Alma Mater

Our Carroll College hail to thee
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.

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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 or veteran's status 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.

III. CONTACTS

Emergency Contacts

EMERGENCY NUMBERS

Ambulance/Paramedics 911
Fire..... 911
Police 911

CAMPUS SAFETY

Carroll University Safety Office7300

When calling any of these emergency numbers:

- 1) Give your name.
- 2) Give exact location — name of building, location of building, room number, etc.
- 3) Briefly describe the problem.
- 4) Stay on the line to answer questions.
- 5) Have someone meet those responding.

For non-emergency calls:

Dial the number listed for the appropriate agency below.

Fire Department..... 524-3674
Paramedics..... 524-3674
Police Department 524-3820

Carroll University

Prefix (524)

Safety..... Ext. 7300

Safety Escorts..... Ext. 7300

Counseling Center Ext. 7335

Chaplain's Office Ext. 7336

Community Assistance

Addiction Resource Council (262) 524-7921

AIDS Info Hotline 1-414-273-2437
24-hour line

Crisis 24-hour helpline..... (262) 524-7920

First Call For Help..... (262) 547-3388
24-hour crisis line, suicide prevention. Telephone counseling and information about personal, family, health and emergency services.

h.e.i.p. Counseling Center (262) 547-3388

Short-term health counseling - crisis suicide prevention information and referral line 24 hours. Free, anonymous, no age restrictions, counseling.

Mental Health Association in Waukesha County, Inc.....(262) 547-0769
Mental health advocacy, educational programs and information.
Office: S22-W22660 Broadway

Planned Parenthood of Wisconsin, Waukesha Clinic(262) 544-0708
426 W. Main Street
Information, counseling, contraceptives for men and women, walk-in pregnancy test. Examinations by appointment only:
Hours: Monday, Tuesday, Thursday 12 - 8 p.m.
Wednesday, 10 a.m. – 6 p.m.
Friday, 9 a.m. - 5 p.m.
Every 2nd & 4th Saturday, 10 a.m. - 2 p.m.

Waukesha County Public Health S.T.D. Clinic at Waukesha Memorial Hospital(262) 896-8450
Hours: Monday: 4:30 - 7 p.m.
Charge: \$30

Women's Center, Inc(262) 547-4600
Crisis Line(262) 542-3828
Women's 24-hour crisis line. Counseling, resource center, sexual assault center, domestic abuse counseling. 505 N. East Avenue

Campus Contacts Where To Go For . . .

Carroll University Carroll University Area code (262)

Absence:	Extended	Student Affairs, Kilgour, 524-7334
	One day or class	Individual Instructor
Academic Grievances	Registrar's Office, Voorhees, 524-7208	
Activities Calendar	Activities Office, 524-7350	
Adviser Change	Registrar's Office, Voorhees, 524-7208	
Alumni Affairs	Alumni Office, Voorhees, 524-7237	
Athletic Hotline.....	262-951-3940	
Auditions:	Band	Shattuck B-20, 524-7182
	Theatre	Otteson 104, 524-7304
	Vocal	Shattuck B-37, 524-7187
Bookstore	Campus Center lower level, 524-7344	
Box Office.....	Campus Center, Room 112, 524-7633	
Business Office	Voorhees lower level, 524-7337	
Campus Telephone Service: ITS	7229	
Career Services	Learning Commons, 524-7313	
Catalogs: Carroll Undergraduate & Graduate	Registrar's Office, Voorhees, 524-7208	
Change of Major	Registrar and individual faculty adviser	
Chartwells Food Service	Campus Center, Room 120a, 524-7347	
Check Cashing Business Office,	Voorhees lower level, 524-7337	
Churches	Chaplain's Office, Walter Young Center, 524-7336	
Computer Labs: New Hall MAC Lab, Rm 130.....	524-7011	
	New Hall Technology Center.....	524-2062
Core Requirements	Academic Adviser	
Counseling Center	Walter Young Center, 117 Wright St., 524-7335	
Dean of Students.....	Student Affairs, Kilgour, 524-7334	
Dining Service (Chartwells)	Campus Center, Room 120a, 524-7347	
Disability Services Coordinator	Walter Young Center, 524-7335	
Employment-off-campus (full-time, part-time)	Learning Commons, 524-7313	
Examination Schedule	Registrar's Office, Voorhees, 524-7208	
FAX:	Carroll	Business Office, Voorhees, (262) 524-7139
	Student Faxes (incoming)	Campus Center, Room 112, (262) 524-7114
	Student Faxes (outgoing)	Campus Center, Room 112, 524-7327
Financial Aid.....	Voorhees, 524-7296	
Fitness Center.....	Ganfield Room 106, 650-4831	
Grades	Registrar's Office, Voorhees, 524-7208	
Graduation Requirements	Registrar's Office, Voorhees, 524-7208	
GRE, GMAT information	Learning Commons, 524-7313	
Health Center.....	New Hall lower level, Room 019, 524-7233	
Health Insurance	Student Affairs, 524-7372	
Housing: On Campus	Kilgour, 524-7330	
Independent Study	Adviser	
Individually Designed Major forms	Registrar's Office, Voorhees, 524-7208	
International Education.....	951-3137	
Internships.....	Area Coordinator or Divisional Dean	
	Business Internships	Deb Schultz, 524-3021
Intramural Sports	Ganfield Room 108, 650-4825	
Judicial Procedures	Student Affairs, Kilgour, 524-7352	
Library	524-7175	
Loans	Voorhees, ext. 7296	

Lost & Found	Information Desk, Campus Center, 524-7373
Mail Services	Mailroom, Physical Plant, 524-7231
Newspaper — New Perspective Editor	Campus Center, B42, 524-7351
Off-Campus Programs	Voorhees 209, 524-7364
Open Recreation	Ganfield Room 108, 951-3042
Parking:	
Parking Permits, Specific Questions	
and Appeals	Campus Center, Campus Safety Office 524-7300
Violation Payments	Business Office, 524-7337
Over night permit	Info Desk, Campus Center, 524-7373
Payments: Tuition, etc.	Business Office, Voorhees, 524-7337
PiONEer Card (Student ID)	Campus Center, Room 112, 524-7327
Printing/Duplication	Duplication, Physical Plant, 524-7232
Public Relations	Voorhees, 524-7236
Radio Station — WCCX	Campus Center, B41, 524-7355
Request line.....	524-7699
Recreational Facilities Usage and Information.....	262-524-7315
Registrar	Voorhees, 524-7208
Residence Life	Student Affairs, Kilgour, 524-7352
Safewalk Service	Campus Safety, 524-7300
Scholarships and Grants	Voorhees, 524-7296
Security Concerns	Campus Center, Room 107, 524-7300
Spiritual Counseling	Chaplain's Office, Walter Young, 524-7336
Student Billing	Business Office, 524-7203
Student Senate	Campus Center, Room B38, 524-7363
Study Abroad	951-3137
Study Skills Assistance	Learning Commons, 524-7313
Part-time Studies	Voorhees, 524-7216
Teacher Certification	Barstow 200, 524-7288
Transcript Requests	Registrar, 524-7208
University Activities Board	Campus Center, Room B38, 524-7354
Walter Young Center	117 Wright St, 524-7335
Withdrawal from Carroll	Director of Student Success, 524-7360
Withdrawal from Course	Instructor, Adviser, Registrar
Work Study Program	Voorhees, 524-7226
Worship Services	Chaplain's Office, Walter Young Center, 524-7336

IV. RESOURCES AND SERVICES FOR STUDENTS

ACADEMIC RESOURCES

Academic Advising

Each student is assigned an academic adviser. Freshmen have faculty advisers specifically trained to advise new students. When the student is ready to declare a major they will switch to a program adviser. A form for changing advisers is available at the Registrar's office. Students will meet with advisers each fall and spring to select the subsequent semester's course schedule. Advisers also distribute midterm grades to new full-time students. Academic advisers are a valuable resource for students throughout their University years. Ultimately, though, the responsibility for satisfying graduation requirements rests with each individual student. Therefore, you will want to consult your catalog carefully in planning class schedules.

Academic Support Services

The Learning Commons, located on the lower level of the library, offers academic support services to all currently enrolled Carroll students free of charge. The purpose of academic support is to offer students the assistance they need to be successful in their University courses. In addition to being a great place to study, the Learning Commons offers six academic support services: Career Services, the Math Commons, Supplemental Instruction, Tutoring, the Writing Center and academic workshops.

Career Services: Career Services provides personal career counseling appointments that assist in resume writing, job or internship searching, employer research, interviewing, and salary negotiations. Career Services also provides academic support by providing Myers-Briggs Personality Assessments, assistance in choosing a major, and information on Graduate Schools. A variety of job assistance software that includes information on businesses, employers, graduate schools, and majors is also available. Call the Learning Commons desk to schedule an appointment during Fall and Spring semesters: 262-524-7313.

Math Commons: The Math Commons is a support center for students designed to assist in the comprehension of mathematics and delivering skills necessary to succeed and be confident in coursework. The Math Commons is open every weekday during the academic year week including day and evening hours. Located in Maxon 305, the Math Commons provides assistance to students at any time with no appointments necessary.

Supplemental Instruction (SI): Students taking Biology 130, Biology 150, Chemistry 101, Chemistry 109 and Physics 101 fall semester and Biology 140, Biology 160, Chemistry 102, Chemistry 110 and Physics 102 in the spring will benefit from participating in SI. Supplemental Instruction (SI) is an academic support program that targets historically difficult courses. SI is a nonremedial approach to learning enrichment that increases student performance and retention. SI offers regularly scheduled, out-of-class review sessions to all students enrolled in these targeted courses.

Tutoring: Carroll Tutors are students who have excelled in their courses, have been highly recommended by faculty, and enjoy helping others. Some tutors hold regular hours in the Learning Commons and others are available by request. All students are encouraged to stop by the Learning Commons to request a tutor for any course in which they are not performing as well as they would like. Every attempt will be made to match the request with a tutor.

Writing Center: The Writing Center offers one-on-one sessions with writing assistants who are trained to help students with every stage of the writing process. Writing assistants are available during posted hours and appointments are strongly encouraged.

Workshops: The Learning Commons provides workshops throughout the year to support students. Topics for this year include: test anxiety, time management, study skills, developing your essay, MLA and APA citation styles and how to register for classes online.

For more information on services in the Learning Commons please check out our website at <http://divisions.cc.edu/library/LearningCommons.asp>

Carroll University Library

The Carroll library houses a physical collection of 150,000 volumes and carries 350 print periodical subscriptions. Electronic access to more than 18,000 full-text periodicals is 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 14 computers and a Reference Desk is staffed by librarians, and provides access and assistance in finding information.

Comfortable lounge furniture can be found throughout the building and in the Ganfield Library Café 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.

The Learning Commons, located on the lower level of the library, provides academic support services to currently enrolled students. In addition to being a great place to study, the Learning Commons offers six academic support services: Career Services, the Math Commons, Supplemental Instruction, Tutoring, the Writing Center and academic workshops. Four group study rooms, two with VHS and DVD capabilities, are available in the lower level.

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>. More materials will be added to the Digital Collections in the coming year.

- 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.

Circulation of Library Materials

Upon the presentation of a Carroll University ID:

- 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.
- 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

Materials overdue by 25 days are declared lost. Charges for lost items include a minimum \$50.00 replacement fee plus a \$10 processing fee. The library reserves the right to charge more than \$50.00 if the cost of a replacement exceeds \$50.00. Circulation privileges will be suspended until:

- The lost item is returned with payment of accrued fines (\$10.00) – OR –
- An exact replacement copy is purchased by the patron (replacement must be approved by the circulation manager) plus the \$10.00 processing fee.

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.

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.

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

This department has the primary responsibility for the following areas:

<u>CAMPUS CENTER</u>	<u>CAMPUS SUPPORT SERVICES</u>	<u>CONTRACTED SERVICES</u>
Campus Center Office	Duplication Services	Carroll Bookstore
Information Desk	Mail Services	Dining Services
PiONEer Card	Receiving and Package Distribution	Snack and Beverage Vending
Events Office	Fleet Services	Laundry Services
Operations		

CAMPUS CENTER

Campus Center Office 262.524.7327

This office, located next to the Information Desk in the Campus Center, is staffed by students and professional staff members who coordinate the following services:

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

[Pioneer One Card](#) the card that identifies you as a Carroll student and contains your library bar code and information about your meal plan and Carroll Cash

[Box Office](#) a central location for ticket sales to major concerts and performances listed in the Arts Brochure. On performance days the box office moves to the performance venue and opens for ticket sales one hour before curtain

Lockers used by commuters who need a place to store books, clothes, etc. while they're on campus

Keys those used in the Campus Center by operations and student organizations (other than the ones issued by Campus Safety)

Meal Plan Appeals these requests are for the more complicated changes to meal plans- the kind that might require a physician's statement (simple changes do not require an appeal-just see the staff in the business office)

[Driver Approval](#) a supply of forms is kept here for the convenience of the students- when completed the form is forwarded to the Campus Support Services Assistant in the physical plant building

Information Desk 262.524.7373

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 local and campus information.

They can also help you

- Make copies
- Get change (but get change for your \$50 and \$100 bills in the business office)
- Rent a DVD
- Find a lost item or ID
- Claim your packages (if you live in Charles or Wright House 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
- Send/receive faxes

- Provide your parents/friends with information about Special Occasion 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
- Add money (cash or check) to your Carroll Cash account (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 Associated Bank) in the lower level of the Campus Center

PiONEer Card (Identification Card)

262.524.7327

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

Student ID cards are not transferable and are the property of Carroll University. Falsifications, misuse or failure to show an ID 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 \$15 fee (stolen cards can be replaced for \$5 when a police report is presented at the time of replacement). Damaged cards can be replaced for a \$5 fee as long as the damaged card is presented at the time of replacement. Lost, damaged and stolen cards are replaced in the Campus Center office after the student fills out the ID replacement form. Full payment is due when the card is replaced. Students may request a new picture when replacing a card.

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

Events Office

262.524.7353

This office, located in the lower level of the Campus Center, Rm. B20, is staffed by the Events Manager and assistants who can help you schedule an event on campus (academic classes are scheduled by the Registrar). You can stop at the office, call or e-mail events@carrollu.edu. For more information, please review our [Facilities Reservation Policy](#). The staff in the Events Office will be able to help you with:

- Reserving a space
- Reservation set-up requirements
- Audio-visual equipment
- Technology equipment
- Dining services/catering needs

In addition to on-campus clients, this office also schedules outside clients for weddings, conferences, summer camps and clinics and musical and stage performances.

Operations

262.524.7117

Once your event is scheduled, it's turned over to the Operations Manager and staff. They will be sure:

- To have the room(s) open
- To have the set-up you requested in place
- To have the A-V equipment and/or technology equipment you requested in place and working
- To meet you before the event starts and be available during and after the event
- To ask for your evaluation of the event office and operations services

You can reach the Operations Manager at 262.524.7367 or at 262.524.7373 (the Campus Center info desk).

CAMPUS SUPPORT SERVICES

Duplication Services

262.524.7232

Duplication services are available to students and their families. 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 a.m. to 4:30 p.m. Call or e-mail duplication@carrollu.edu for more information.

Mail Services

262.524.7231

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

- Students living on campus receive their mail in the residence halls.
- Off-campus, stamped mail may be deposited in the U.S. mail box located on the corner of Wright Street and East Avenue.
- Inter-campus 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

262.650.4846

The receiving department is located at 1111 Sentry Dr. and the hours are 7:30 a.m. to 4 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.

**Fleet Services
262.951.3560**

The fleet services department is staffed by the Campus Support Services Assistant whose office is located at 1111 Sentry Dr. Office hours are 8 a.m. to 4:30 p.m. The university maintains a fleet of 12-passenger vans for use during university sponsored trips. Reservations may be made by emailing vans@carrollu.edu or by completing a [Vehicle Reservation Request Form](#).

Drivers become approved to use university vehicles by submitting a [Motor Vehicle Record \(MVR\) Request Form](#) and completing the university's driver training program. This process can take up to 2 weeks, so please plan accordingly.

For more information please refer to the [Vehicle Use Policy](#).

CONTRACTED SERVICES

**Carroll Bookstore
262.524.7344**

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, greeting cards, candy and many sundries are stocked year-round.

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

Hours are extended at BuyBack, the start of classes and registration.

**Dining Services
262.524.7347**

Carroll contracts with Chartwells, an independent food service company, to provide dining services to the campus community. Please call, e-mail dining@carrollu.edu or visit the Chartwells website for more information.

**Snack and Beverage Vending
262.524.7327**

Carroll contracts with Food Services Inc. to provide the beverage and snack machines located in the residence halls, academic buildings and the Campus Center. Items can be purchased using Carroll Cash.

Laundry Services

262.524.7327

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

CAMPUS SAFETY DEPARTMENT

The University has campus safety personnel on duty 24 hours a day. The Campus Safety Department is located on the first floor of the Campus Center. 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:

1. 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 campus safety, in consultation with the dean of students. 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.
2. Carroll believes that the responsibility for the safety of the University community is shared one.
3. The University provides a living and working environment that enhances the safety and security of community members.
 - a. 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.
 - b. 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.
 - c. The University conducts: personal safety, general safety, travel safety, self defense and crime prevention classes during the year.

Crime Reporting

The University has campus safety personnel on duty 24 hours a day.

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

- o 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 Campus Safety at 262-524-7300
In an emergency all campus phones can dial 9-1-1

Campus 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.

Campus Safety Personnel

Campus Safety Personnel receive training in basic and advanced topics. Campus 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.

Building Access, Locks and Keys

The outside doors to all University housing will be locked 24 hours a day. All residents will be issued a room key or card access depending on their hall assignment. Exterior doors of housing units in which the resident lives are accessed by the student's PiONEer Card or issued key. Some residents also receive a mailbox key. A charge will be assessed if keys assigned are lost or not returned at the announced deadline. A student's check-out will not be considered complete until all keys have been returned. Duplicate keys threaten the security of everyone in the hall and will not be tolerated. Disciplinary action will be taken in this situation. If a student is locked out of his/her residence hall room, the Resident Assistant on duty has a master key to open the room. There will be a charge for this service. Unauthorized locks may not be put on room/apartment doors. Any change or addition of locks must be done by physical plant department personnel and only by request of the Director of Campus Safety.

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 Campus Safety.

Campus Safety Statistics

Campus Safety statistics and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act information is available on the Carroll University Campus Safety web page no later than October 1st of each year. Hard copies of the report are also available from the Campus Safety Department no later than October 1st of each year.

INFORMATION TECHNOLOGY

Campus Telephone Service

All University housing rooms (with the exception of College Avenue Apartments and Pioneer Hall) have one phone jack and one phone number, providing free unlimited local calls in the (414) and (262) area codes. Students must supply their own phone and standard phone cable from the phone to the wall jack. Each student has their own individual voice mail box.

College Avenue apartment residents are provided phone service via Time Warner Cable providing free unlimited calls within the state of Wisconsin. Students must sign a service agreement pledging not to call out of state, accept collect or third party calls or place any calls directly billed to your phone number (such as 900 numbers). Violators will be billed for the long-distance charges plus a fine of \$10 per call. Individuals who continue to abuse this policy may lose their phone privileges. Students must supply their own phone and standard phone cable. If you have any questions please call the ITS Help Desk at 7229 or send an email to helpdesk@carrollu.edu.

Pioneer Hall residents are provided a single IP phone in every unit located in the living room. This phone will provide 4 digit dialing to any campus extension, 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 calls or third-party calls or to place any calls that bill directly to your phone number (such as 900 numbers). Violators will be billed for the long-distance charges plus a fine of \$10 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

Hall Switchboards

Kilgour Front Desk	524-7700
New Hall Front Desk	524-7000
North Bergstrom Front Desk	524-7500
Pioneer Hall Front Desk	951-3424
South Bergstrom Front Desk	524-7400
Steele/Swarthout Front Desk	524-6800

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 "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. Several programs, such as Education and Mathematics, also have small labs that provide additional computing resources. For more information, please contact the Help Desk at 524-7229 or send an email to helpdesk@carrollu.edu.

University Housing Computing

All University housing (with the exception of the College Avenue Apartments) is wired for Internet and campus network access. The College Avenue Apartments have high speed Internet access provided by Time Warner Business Class services, and may access Campus Services via the Internet. All student computers will need an Ethernet card installed in their computer before coming to campus. 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 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 computers, 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 students. A comprehensive plan is available to all full-time Carroll students from United Healthcare Student Resources, a leading provider of student health and accident insurance plans. Full details about the plan can be found at www.uhcsr.com by clicking "Find My School's Plan" and selecting Carroll University.

Full time undergraduate students with other comparable coverage may request a waiver from the Carroll University sponsored plan. To do so, students must provide proof of insurance and request a waiver online by logging onto www.srstudentcenter.com (click on Carroll University) by July 31, 2008. Any student who does not receive a waiver by August 1, 2008, 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.)

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 \$1,000 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 Campus 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 Campus Safety.

FINANCES

Business Office

The Carroll business office maintains the official financial records of Carroll University, including information relating to student accounts. Go to the cashier window in the business office on the lower level of Voorhees Hall to pay your bill, sign your loan check, purchase dining service points and Carroll Cash, pick up student payroll checks or cash a personal check (up to \$25 per day upon presentation of a valid Carroll ID card).

Office of Financial Aid

This office is located on the first floor of Voorhees Hall. The Financial Aid Office awards all federal, state and institutional grants/scholarships, loans and campus employment programs. The loan and work-study programs are also administered through the Office of Financial Aid. Stop by this office to inquire or request financial aid counseling.

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 \$75. 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. Students withdrawing must have an exit interview. 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.

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:

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.

Study groups, fellowship groups, occasional retreats, access to multi-campus events, and community service are scheduled as opportunities and interests arise.

Counseling with the chaplain is available - by drop in or by appointment.

The chaplain can help make connections with local congregations of various faiths for worship and/or service.

The chaplain's office is located in the Walter Young Center; the chaplain welcomes contact by e-mail or telephone: chaplain@carrollu.edu; 262.524.7336; (x 7336 on campus).

Commuter Services

The Student Affairs Office at Carroll University coordinates services designed to meet the specific needs of our full-time commuter students. Some of the services provided are:

- Local phone calls - telephones located on the first floor in the vestibules and the north lobby area and on the lower level of the Campus Center at the bottom of the steps near the ride board have free access to local phone calls.
- Newsletter – an electronic newsletter will be sent to commuters and updates can be found on the web.
- Refrigerator - The Campus Center information desk has a refrigerator where commuter students can leave lunches or other food items.
- Lockers – There are a limited number of lockers available to commuters. Students must provide their own locks and register the locker with the Campus Center office. The lockers are located on the lower level of the Campus Center in the corridor near the PIT.

Counseling

Personal counseling is available at the Walter Young Center to all full-time students at Carroll University. Experiences, master's level therapists assist students with concerns regarding family, relationship, self-esteem, academic difficulties and many other issues.

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.

For more information, please contact Dolores Ocampo Brown at 262-524-7378 or dobrown@carrollu.edu.

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, and the Americans with Disabilities Act (ADA) of 1990. The mission of Student Disability Services 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. Disabilities 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 contact Disabilities Services for information about the accommodation process.

Residence Life and Housing

The Residence Life and Housing Office answers questions regarding housing arrangements at Carroll University. Staff members coordinate the annual room assignment process each spring, staff selection and supervision of resident assistants and activities for the members of the residence hall communities.

If you need information, or if you have questions regarding life in the residence halls, please see the Residence Life section. Also, feel free to contact your Resident Director, or Resident Assistant. If you need further assistance, contact the Residence Life and Housing Office.

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) during the Fall and Spring semesters. 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 http://www.carrollu.edu/studentlife/health_services.asp. 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 United Healthcare Student Resources. Students needing further treatment are referred to community medical services and are responsible for any costs associated with those services.

V. ACADEMIC POLICIES AND PROCEDURES

Policies and Procedures on 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:

- 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.
- 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.
- fabricating or changing data in any academic exercise.
- 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.

- intentionally impeding or damaging the academic work of others such as hiding a book knowing that another student needs it to prepare an assignment.
- 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.
- 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.

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.

d. 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.

e. Hearing Procedures

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.

f. 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.

g. 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.

h. 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.

i. 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.

Carroll University Policy on 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.

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.

VI. 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).

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.

Copyright Infringement

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 copyrighted unless a disclaimer or waiver is expressly stated. The copyright holder has extensive rights; you must contact the copyright holder and ask permission to copy, use or display the material.

Although this is not an exhaustive list, you are likely to violate copyright by:

- placing materials owned by others on your web page, or for other use or display, without the express permission of the copyright owner.
- displaying pictures or graphics you have not created.
- offering sound recordings you have not produced yourself.
- linking to pages within a site without first accessing the web site home page or to pages with infringing materials.

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.

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 Dean of Students.
- 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.

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.

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.

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 Dean of Students.

PARKING POLICY

The following is parking information including the rules and regulations for the Carroll University facilities. Additional and updated information, rules, and regulations is available at the Campus 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 Campus 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 - 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 Campus Safety Office.

P4 - 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.

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 - 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 Campus Safety Office.

P7 — 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 Campus Safety Office.

P8 — Located west of Van Male Fieldhouse, entrance on Barstow Street. Parking is restricted to faculty/staff only.

P9 - 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.

P10 - 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 Campus Safety Office.

P11 - 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.

P12 - 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.

P13 – 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.

P14 - 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.

P15- Hartwell Ave Apartments—The 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.

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 Campus Safety Office located in the Campus Center, 262-524-7300.

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:
 - a. On grass
 - b. In roadways
 - c. In fire lanes
 - d. In handicapped, reserved, service, loading zones, guest/visitor or other special areas without the appropriate permit or authorization for that area.
 - e. In any area marked or painted red or posted “no parking.”
 - f. Pedestrian crosswalks, driveways, on sidewalks or in any manner that impedes pedestrian or vehicle traffic flow.
 - g. 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:
 - o 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.
 - o 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.).
 - o If an excessive amount of parking violation notifications have been issued on a motor vehicle or owner/operator.
 - o If a vehicle is determined to be abandoned.
 - o 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 Campus 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 Campus Safety Office. 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 Campus Safety Office. 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 Campus Safety Office 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 Campus Safety Office. 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.

Commuter Parking

All commuter students, full and part-time, should register their motor vehicle with the University 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 \$18 per month and allows unlimited parking.

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. Permits are required each night of the week.

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 an 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 owners 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.

Parking Violation Appeals

If you wish to contest a parking violation, you must do so, in writing, within seven business days of the violation. Appeal forms are online at the Campus Safety page of the University Intranet or available from the Campus Safety Office located in the Campus Center. Appeals are reviewed by the parking appeals committee. The committee normally meets once a month. Additional meetings may occur as needed. While tickets are being appealed the fine will not increase as long as the appeal was turned into the Campus Safety Office before the end of the seven business day grace period. Tickets appealed after the grace period will not be removed from a bill unless the appeal is upheld. Tickets on a bill will not be removed during the appeals process. After the committee decides the appeal the results will be sent to the appellant via email. Copies of the decision will also be sent to the Business Office.

Parking policies, regulations, and limitations maybe added or changed as deemed necessary and notification made via the Campus Safety Web site and/or other means. All questions about the parking regulations should be directed to the Campus Safety Office.

RESIDENCE LIFE AND HOUSING PROCEDURES

Residency Requirement: Living on campus is an important part of the university educational experience. Beginning with the freshman class enrolling in fall 2008, full-time students will be held to a three-year residency requirement. Students enrolled prior to fall 2008 will be held to the pre-existing two-year residency requirement. Students wishing to live with parents or immediate relatives must receive approval through the Office of Residence Life and Housing.

Check-in

- University housing will open at a time and date that the University will designate before classes begin in the fall. Resident Assistants are available throughout the check in process to assist residents.
- 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

- An appointment must be made with a resident assistant 24 hours before a student moves out of the residence halls. Students must be present for the appointment.
- At the end of the academic term, each student must check out within 24 hours after his/her final exam.
- At the end of the academic year, the check-out section of the room condition report must be completed. The resident indicates agreement with the information on the form by signing on the check-out line. Residents will be billed for any damages to the room.
- The keys issued must be returned directly to the resident assistant who conducts the check-out. Keys may not be left with another student.
- Students who fail to observe proper check-out procedure will receive a \$50 fine and may face disciplinary action.
- Students 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).
- All students must be completely moved out and checked out by the deadline given by the Office of Residence Life and Housing.
- Alternate check out procedure may be available throughout the year. Students are required to comply with the listed procedures for the check out.

Break Periods

- No one is permitted to stay in the residence halls 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.
- Failure to leave the building by the designated time or entering the halls while the hall is closed may result in a fine and/or being charged with a violation of the student code of conduct.
- Summer term housing: Students must complete and sign a housing contract for summer term by the appropriate deadline. If a student fails to sign the contract by the deadline, the student is not guaranteed summer housing.

Housing Assignments: Incoming students are assigned to rooms based on the housing preference form submitted prior to the start of the freshman year. In the years following, residents make housing arrangements each spring for the following year. Specific instructions, regarding this process, will be distributed to all residents in the spring. Upper class students have housing priority until the first of May 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 Housing Coordinator to discuss the issue.

Incoming students often communicate with their roommates before arriving on campus (email, phone, facebook, etc.). 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. 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.**

Occupancy: Although the Office of Residence Life and Housing will work to accommodate students' requests for specific rooms, a housing contract only assures a student a space in the halls. The Office of Residence Life and Housing reserves the right to move any student, if needed, to a different but comparable space.

Eligibility: Only full-time students at Carroll may live in University housing. There is a part-time student housing petition for students who do not meet full-time status. Students may be denied housing for appropriate reasons as determined by the Office of Residence Life and Housing.

Room Changes: 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 room change may be considered as an option. All room change procedures will originate with the area director and will not be considered until after October 1.

Unauthorized room changes, for any reason, will be referred to the conduct system and the student may be required to move back to his/her original room. Room changes based on race, color, age, religion, sexual orientation, national origin or disability will not be approved.

Room changes must be completed within 48 hours of receiving the keys from the Housing Coordinator.

Injury or Illness: Any accidents occurring in the residence halls resulting in injury should be reported to the Resident Assistant, or the Area Director. A written report will then be filled out by the University agent. Any medical emergencies or extended illnesses should also be reported to the Dean of Students.

Locks and Keys

- All residential areas with the residence halls are locked 24 hours a day.
- Residents will be issued a room key and have card access for the outside door of the building through the student ID, except for students living in Carroll Street Apartments, College Avenue Apartments, and Wright House. Students living in the Carroll Street Apartments, College Avenue Apartments and Wright House will be issued a key for exterior door access. In addition to the issued keys mentioned above, some students will be issued mailbox keys.
- Students must report lost keys to the Housing Coordinator, located at the Office of Residence Life and Housing in Kilgour Hall, within 48 hours of losing keys. Students must report lost student ID cards to Campus Safety.
- If a student is locked out of his/her residence hall room, the Resident Assistant on duty has access to a master key to open the room. There will be a charge for this service.
- Duplicate keys threaten the security of everyone in the hall 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.
- Unauthorized locks may not be put on room doors. Any change or addition of locks must be done by maintenance department personnel and only by request of Residence Life and Housing staff.
- A charge will be assessed if keys are not returned on the announced deadline.
- Students are not allowed to give their keys or student ID to another person to access the building or room. The misuse of keys or student ID threatens the security of everyone in the halls and will not be tolerated. Disciplinary action will be taken in this situation.

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 rooms and go to the basements of the residence halls for safety. The residence life staff will assist in alerting students and evacuating the upper floors. Students must remain in the lower level until the all-clear is declared and a staff member allows everyone to return to the upper floors. Any student failing to cooperate will be referred to the conduct system for disciplinary action.

Student Room Guidelines

1. **Furniture**
 - University provided furniture cannot be removed from the room or taken apart.
 - Bed mattresses may not be brought in to student housing without prior permission from the Residence Life and Housing Department and medical documentation must be provided to the Director of Disability Services.
 - Furniture must not be placed directly in doorway: creating a fire hazard or obstructing view into the room.
2. **Pets**, other than fish in an aquarium are not allowed in University housing.
 - Aquariums with fish may not exceed 10 gallons.
 - One aquarium per person

3. **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 rooms.
 - No opened coil appliances are allowed (toasters, hot plates, pizza cookers) in traditional halls.
 - Microwaves are allowed in New Hall, Pioneer Hall and the apartments based on their ability to accommodate the associated power demands.
 - Refrigerator units are not to exceed 4.3 cubic feet. Only one refrigerator unit per resident is allowed.
 - All students who reside in apartments and in Pioneer Hall may have open coil appliances and microwaves as long as they are used in the kitchen areas.
 - Outside grills are not permitted.
 - Indoor grills can only be used in kitchen/gallery areas of the residence halls/apartments.
4. **Halogen lamps** are not permitted in University housing due to the high risk of fire.
5. **Antennas** are prohibited outside the windows or in the hallways. Radio transmissions from University housing also are prohibited. Satellite TV dishes are prohibited. Cable TV is provided for all of the University housing
6. **Air conditioners** are prohibited in student rooms unless provided by the University.
7. **Window screens** may not be removed from the windows and must cover the windows. For safety reasons, students may not lean out of windows, sit on window ledges, or use the windows as an entrance or exit.
 - Throwing items from windows will result in disciplinary action.
8. **Weight lifting equipment** (i.e., exercise machines, barbells with removable weights, etc.) is not permitted in University housing.
9. **Storage** ---Limited storage is available based on building. Students should contact their RA for information. Bikes can be locked, on cables, in the lower level of traditional residence halls.
10. **Decorations** help to personalize University housing rooms and are encouraged. 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. Decorations that can be seen in students' windows or on the outside of their doors are considered posted in a public area and will be subject to the previously indicated standards.
 - Adhesives may be used to attach decorations as long as the can be easily removed without damaging the surface or requiring additional cleaning.
 - Students cannot paint any area of their room, hallway, or building.
 - No window treatments, aside from those provided by the University, are permitted. (i.e., curtains, valances, etc.)
 - Students should be cautious when placing items on room doors because they might present a fire hazard or remove paint from the door.
 - No device that penetrates or damages the door, walls or furniture in any way may be used.
 - Decorative lights are permitted as long as they do not present a fire hazard.
 - The use of real trees as decorations is not permitted in University housing.
 - Decorations in hallways are permitted only with permission from Residence Life and Housing staff.
11. **Ceilings** ---Students may not attach any material to the ceilings or doorframes.

Guest/Visitation Policies

1. **Guests**, including Carroll students not assigned to that room or apartment, are permitted in University housing as long as they conform to the visitation policy and both roommates agree that the frequency and duration of visits is acceptable.
 - The University does not permit co-habitation in University housing.
 - A resident may host an infrequent and occasional same sex overnight guest, provided that such does not interfere with the rights of the roommate.
 - Siblings of the opposite sex may stay overnight as long as they are under the age of 13.
 - All overnight guests must be hosted by a Carroll University resident with no more than two overnight guests per host.
 - Overnight guests may stay no longer than (2) two consecutive days at a time.
 - Overnight guests must register with the campus safety office.

- The host is responsible, at all times, for their guests' 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.
 - All parties who are Carroll students will face disciplinary actions when a violation occurs.
 - Guests are welcome as long as they do not inconvenience the roommates and/or other facility residents.
 - No one is allowed to stay overnight during semester final exam weeks or other University designated times.
2. **Visitation Hours** ---The initial responsibility for control and supervision of visitation hours belongs to each individual. Consideration for the privacy and rights of roommates and other residents must be respected.
- The maximum hours of visitation, for guests of the opposite sex, are 8:00 a.m. to 2:00 a.m. daily, this includes Carroll students not assigned to the room they are visiting.
 - Guests, including Carroll students not assigned to the room, will be in the building only when escorted by a resident of the living unit.
 - Unescorted persons might be subject to providing identification, being detained until identification can be confirmed, and/or removal from University property.

Residence Life and Housing 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 they deem appropriate.

Living units (apartments or rooms) can be defined in the following ways:

- Dry room: No resident of the living unit is of legal drinking age.
 - 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.
 - Wet room: All residents of the living unit are of legal drinking age.
1. Persons under the age of 21 may not possess, consume, or be in the presence of alcoholic beverages.*
 2. Persons under the age of 21 may not possess alcohol beverage containers or container parts. For example: receptacles used for storage or decoration.
 3. 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 (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.
 4. All individuals found in the presence of alcoholic beverages will be considered to be in possession of an alcoholic beverage.*
 5. Any [intoxicated] person will be considered to be in possession of an alcoholic beverage by consumption.
 6. Regardless of age, items including but not limited to: beer bong, barrels, kegs, etc. are strictly prohibited.
 7. The production and/or sale of alcohol are prohibited.

* 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 minors may be in the unit while alcohol is being consumed.

Community Responsibilities

1. **Quiet Hours** ---In an effort to reduce the amount of noise in University housing, specific minimum quiet hours have been established.
At minimum quiet hours should be observed from 11 p.m. to 8 a.m. Noise should be kept to a minimum during quiet hours. Examples of noisy items include, but are not limited to toasters,

radios, televisions, musical instruments, video games, computers, amplifiers and conversations. Additional quiet hours may be utilized during semester final exam weeks or other University designated times.

- Residence Life staff or other members of the Carroll University community may document possible violation of the quiet hour policy.
 - Noise violations may result in disciplinary action.
2. **Courtesy Hours** ---In an effort to maintain a respectful community for all members of the University housing, specific courtesy hours have been established.
- Courtesy hours are in effect at all times. Noise to an excessive degree, at any time of the day, is considered a violation of this policy.
 - 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 Campus Safety.
 - Resident Assistants may document possible noise violations without a previous warning in an excessive noise incident.
 - Repeated noise violations may result in disciplinary action.
3. **Social events** in common areas of campus housing may be held with permission from Residence Life and Housing staff. Students who live in that community have priority to those common area spaces, unless the space has been appropriately reserved. Residents using the common area space must clean up after their usage and return the area to the proper layout.
- No alcohol can be served.
4. **Recreational Activities** are prohibited within University housing (i.e. bouncing basketballs, throwing Frisbees or balls, golfing or using skateboards, roller blades, bicycles or skates or remote controlled cars). Recreational activities outside the residential buildings should be done at a distance far enough to eliminate the possibility of damage to University buildings and property.
5. **Littering** from, in or around University housing will not be tolerated as it destroys the appearance of our campus and can create a health hazard.
6. **Smoking** is not permitted in any campus building.
7. **Restricted areas**, (such as roofs including the roof areas between Steele/Swarthout and North/South Bergstrom; the entryway to New Hall, the Charles House balcony, elevator shafts, ledges, fire escapes and mechanical rooms) are off limits to students. To be in these areas presents a serious threat to your safety and may result in disciplinary action.
8. **Propping fire doors and exterior doors** in University housing presents a security risk for all residents and is not permitted.
9. **Common area furniture** and appliances in lounges, game rooms and study rooms is provided for the use of all residents.
- Any student removing or damaging any piece of furniture from the common area may be subject to disciplinary action.
10. **Common area damage** is the responsibility of all residents.
- Prevention is the first step and all residents are urged to be aware of the happenings on their floors and the common areas. Be alert to intruders or residents who might vandalize the facilities.
 - When damage occurs in the common area of University housing, the individual(s) responsible, if known, will be billed for the cost of repairs and the case may be adjudicated.
 - When damage occurs in a common area of University housing and the individual(s) responsible is unknown, the procedure will be as follows:
 - a. When the damage is discovered, the residents will be notified from the Office of Residence Life and Housing. The residents will then have three days to identify the person(s) responsible for the damages.
 - b. If, at the end of three days, no responsible party has been identified, the cost of the repairs will be divided among all the residents using the common area.
11. **Solicitation** is not permitted in University housing (i.e. salespeople and representatives of religious or political groups).
- No resident may use a residential building as a base for any personal business, including serving as an agent for any line of products.
 - Mail clerks will distribute campus sponsored events and flyers into student mailboxes.

- Any advertisement for a product or event outside the University must be sent through U.S. mail and addressed individually to each resident.
 - Advertisements may be posted on the bulletin boards in the lobby or left at the front desk only with permission from the Office of Residence Life and Housing. Any unauthorized advertisements will be removed.
 - Student organizations cannot solicit door-to-door in University housing without prior permission from the Office of Residence Life and Housing.
12. **Communication** ---The University provides access to voicemail, 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 required for all residents to set-up voicemail, obtain access of an e-mail account, and obtain access to the given mailbox. It is also expected that residents will check these communications regularly.

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 room, even if it is only for a brief period. Any thefts, even minor ones, should be reported promptly to a Residence Life and Housing staff member. If the item or amount stolen is substantial, you should report the theft to the Campus Safety Office and the Waukesha or Milwaukee police departments.

1. **Liability** for loss or damage of student money or property in University housing due to fire, theft, water or other peril is not assumed by the University.
 - The protection of personal property and safety is the responsibility of the individual.
 - 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 through the University and possible referral to the Waukesha Police Department.
3. **Signs removed** from University, city, county or state property are not permitted in student rooms.
 - Students in violation of this policy will face disciplinary action through the University, with possible referral to appropriate city, county or state authorities.

Access Policies

1. **Access** ---Students must allow members of the University staff to access their room when requested to do so. Staff members may enter student rooms 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.
 - Requests for maintenance are considered permission to enter.
 - Staff might ask students to open closets or check under beds or coverings or to open the refrigerator.
 - Failure to cooperate may be considered defiance of authority.
2. **Inspection** of all rooms for maintenance, safety or security purposes is a right reserved by the University.
 - Resident Assistants, Community Coordinators, and Area Directors will routinely check all rooms to make certain that all windows are closed, all appliances are disconnected and all smoke alarms are in working order.
 - If, during these checks, there is visible evidence of a violation of University regulations (e.g. common area furniture, restricted appliances, candles, etc.), restricted appliances and items will be confiscated.
3. **Obstruction** of the rights or movements of other people will result in disciplinary action.
 - This includes verbal, written or physical threats or abuse to another person, and through any means making it unduly difficult for another person to enter or leave a room.
4. **Tampering** with the mechanical, electrical or communication systems in University housing is strictly forbidden and subject to disciplinary action.
5. **Confiscation** - The University reserves the right not to return any confiscated items.

Fire and Safety Regulations

Carroll Fire Procedures: Each building is equipped with a fire alarm system. If you discover a fire, activate the alarm system, leave the building and immediately notify campus safety. Upon hearing the alarm, all residents should leave the building even if the fire is not confirmed. There will be fire drills in each building during each year. Remember, every time the alarm is sounded, it is required by law that all persons exit the building. Anyone not leaving the building or failing to cooperate with the hall staff will face immediate disciplinary action.

1. **Fire equipment** such as alarms, smoke detectors, extinguishers and exit signs are important to the safety of residents.
 - Tampering with, removing or abusing this equipment will result in disciplinary action. If no one person is found responsible common area damage will be charged.
2. **Fire Safety** is the responsibility of all residents.
 - Dangerous activities/games involving smoke and/or fire will result disciplinary action.
 - There must be a 30 inch path of egress from door to window.
3. **Candles, incense, halogen lamps, and explosives of any variety** are not permitted in campus housing because they are a fire hazard and might be a nuisance to other residents.
4. **Weapons** of any kind, including but not limited to firearms, ammunition, bows, arrows hunting knives, air guns, paintball guns or objects used as weapons are not permitted in University housing.
 - Possessing weapons might result in serious disciplinary action.
 - Contact campus safety with any weapon concerns.

PERSONNEL LIST ACCESS POLICY

The Faculty and Staff directory and the online People Finder book contain names, addresses, phone numbers and e-mail addresses of students, faculty and staff and are considered privileged information to be used for University business only. Making available such lists to any off-campus person or group or the use of these lists for other than University business is prohibited.

Personal information is provided by students and staff with the understanding and assurance that it will be used only for on-campus communications. Further, commercial, political, religious and special-interest groups often use such lists to promote their product or point of view, usually suggesting in some manner the involvement or endorsement of the University, and this is not allowed.

It is understood that, in officially recognized and University-sponsored activities, some student names and addresses are provided, but this is done with the full knowledge of the student.

SMOKING POLICY

All buildings on the Carroll University campus are designated as smoke-free. This includes apartments, residence halls, private offices, labs and enclosed entrance areas. Chewing tobacco is discouraged because it may be a nuisance to other residents.

VII. STUDENT CODE OF CONDUCT

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 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.

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.

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.

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.

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.

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.

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.

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.

Application of the Student Code of Conduct

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 Code apply even if the conduct is not discovered until after a degree is awarded. The University may take disciplinary action against Carroll University students or organizations that violate local, state, or federal laws and/or Carroll University policies. The Dean of Students shall decide whether the Code shall be applied to conduct occurring off campus on a case-by-case basis, at his/her sole discretion. 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.

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 or in residence 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: separation from the University or residence area; relocation of residence; restriction to designated campus areas or other campus facilities by time or location; 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 separation or expulsion from the University.

The University and the Law

Carroll University is not a sanctuary from the law. Criminal and civil laws still apply within the academic community. Students who violate criminal codes 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; they do, however, take on additional responsibilities.

Definitions of Terms

Hearing Administrator: Any person or persons 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 Housing, or other members of the Student Affairs division.

Member of the University Community: Any person who is a student, faculty member, staff, official, or any other person employed by the University.

Student: 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.

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 discipline process. Students may be charged individually and/or collectively as a group depending on the nature of the incident.

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 staff.

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).

I. Personal Conduct

All members of the community share the responsibility for protecting and maintaining community health and safety and the rights of other persons. The University expects all students to comply with all federal, state and local laws, regulations and ordinances and also expects more of its students. 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.

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:

A. Violation of University policies or procedures.

B. Physical abuse: contact that threatens or endangers the emotional or physical health or safety of any person.

C. Verbal abuse: verbal conduct that threatens or endangers the emotional or physical health or safety of any person.

D. Bias-motivated physical or verbal conduct that specifically targets an individual based on a protected classification (gender, sexual orientation, race, color, religion, ethnicity, age, disability).

E. Obstruction or disruption of teaching, research, and administrative matters.

F. Failure to comply with requests from University officials acting in performance of their duties.

G. Unauthorized access to restricted areas including but not limited to classrooms, labs, offices, living spaces, roofs or ledges.

H. Unauthorized possession of firearms, explosives, knives, other weapons, pellet, paintball and BB guns or dangerous chemicals on University premises or use of any item, even if legally possessed, in a manner that harms or threatens others.

I. 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.

J. Any intentional or unintentional theft, damage or destruction of property, theft of property or of services on University premises or at University-sponsored activities; knowing possession of stolen property on University premises or at University-sponsored activities; intentionally or recklessly destroying or damaging the property of others on University premises or at University-sponsored activities.

K. 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 other University sponsored activities.

L. Being present during 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.

M. Violating a Residence Life/Housing Policy.

N. Noncompliance with or failure to meet the terms of a sanction imposed at any hearing.

II. Personal Identification and Representation

The climate of life in the academic community 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 Carroll University IDs is prohibited.

B. Misrepresentation of the University or any recognized student organization without the specific prior consent of an official of that group.

C. Falsifying any University record or document or knowingly submitting false information for any University record or document.

III. Violations of University Alcohol Policies

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 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 who are concerned about their own drinking, or someone else's, to seek help.
- 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.
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.

Alcohol Violation Sanctions

• **First level alcohol violations** include but are not limited to: possession of a small quantity of alcohol when underage, possession of alcohol in a designated dry area, possessing an amount of alcohol exceeding the allowed amount in a designated wet area, possession of empties, possession of alcohol paraphernalia, underage drinking and intoxication for students over 21. First level violations will result in a written warning and \$100 fine, and additional sanctions which may include participation in an AODA (Alcohol and Other Drug Abuse) assessment or education program.

• **Second level alcohol violations** include but are not limited to: second violation of first level alcohol violation, possession of large quantities, public consumption, and possession of common sources (kegs, beer balls, punch). Second level violations will result in a written warning and \$150 fine, and additional sanctions which may include parental notification, participation in an AODA (Alcohol and Other Drug Abuse) assessment or education program, and housing/residence life probation.

• **Third level alcohol violations** include but are not limited to: multiple first level or second level violations and providing alcohol to minors. Third level violations will result in a written warning, \$200 fine, and additional sanctions which may include parental notification and participation in an AODA (Alcohol and Other Drug Abuse) assessment or education program, and referral to the Carroll Conduct Committee for probation, suspension or expulsion from housing/residence life and 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.

IV. Violations of University Illegal and Controlled Substances Policies

Carroll University strives for a drug-free environment and takes seriously the negative effects illegal drugs and controlled substances have on its students and community. The University expects students to comply with state and federal laws. Students engaging in the following conduct will be in violation of the Carroll University Code of Conduct (please note that this list is not exhaustive):

- The possession, sale, distribution or use of illegal or controlled substances or prescription drugs is prohibited.
- The presence of residue or paraphernalia, including but not limited to bongs, hookahs, scales, and pipes is prohibited.
- 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.
- The University reserves the right to consider evidence of odor in illegal and controlled substance violations.

Illegal and Controlled Substance Violation Sanctions

• **First level illegal and controlled substance violations** include but are not limited to: possession of residue or paraphernalia, first time possession of a small quantity of an illegal or controlled substance. First level illegal and controlled substance violations will result in a written warning and \$100 fine, and additional sanctions which may include participation in an AODA (Alcohol and Other Drug Abuse) assessment or education program, and housing/residence life probation.

• **Second level illegal and controlled substance violations** include but are not limited to: second violation of first level illegal and controlled substance violation, possession of large quantity of an illegal and controlled substance. Second level illegal and controlled substance violations will result in a written warning, \$150 fine, and additional sanctions which may include participation in an AODA (Alcohol and Other Drug Abuse) assessment or education program, parental notification, and housing/residence life probation.

• **Third level illegal and controlled substance violations** include but are not limited to: multiple first level or second level illegal and controlled substance violations, and providing and/or selling illegal and controlled substances to others. Third level violations will result in a written warning, \$200 fine, and additional sanctions which may include participation in an AODA (Alcohol and Other Drug Abuse) assessment or education program, parental notification, and referral to the Carroll Conduct Committee for probation, suspension or expulsion from housing/residence life and the University.

First, second and third level illegal and controlled 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.

V. Sexual Misconduct

Any type of sexual conduct that occurs without the consent of each student involved may be considered sexual misconduct. Consent must be clearly communicated, mutual, non-coercive, and given free of force or the threat of force. A student who is physically or mentally incapacitated by drugs, alcohol, or other circumstances may not be capable of giving consent.

VI. Harassment

A. Sexual Harassment

The success of Carroll University is based upon a fundamental commitment to treating all persons with dignity and respect. All faculty, staff and students have a right to work and study in an environment free of sexual harassment. Sexual harassment is a form of discrimination as defined by

federal law, Title VII of the 1964 Civil Rights Act, as amended, and Title IX, as well as under Wisconsin Statute § 111.32 et seq. Carroll University will not tolerate sexual harassment on the part of any faculty, student, staff or community members. Sexual harassment includes:

- Unwelcome sexual advances.
- Unwelcome requests for sexual favors.
- Other conduct of a sexual nature which the submission to is explicitly or implicitly a term or condition of employment or participation in an educational program or has the purpose or effect of substantially interfering with an individual's educational or work performance, creating an intimidating, hostile, or offensive educational or working environment.

Persons believing they have been subject to sexual harassment should contact the Dean of Students Office or the Human Resources Department for the options and procedures used to resolve such issues. Depending on whom the harasser may be (faculty, staff, administrator or student), different procedures will apply to resolve the incident.

B. Stalking and Criminal Harassment

Under Wisconsin Statute § 940.32 and 947.013 et seq., stalking and cyber stalking are criminal felonies. Stalking can be accomplished by mail, telephone, electronic mail, internet communication and facsimile. Seek assistance from the Dean of Students Office or Campus Safety if you believe you have become a victim of stalking or harassment.

VII. Obstruction of Discipline Process

Carroll University strives for a disciplinary 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:

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

Discipline Process

Carroll University strives for a disciplinary process that is fair to all members of the community. The discipline process detailed here is the process for non-academic violations of Carroll University policies, procedures and the Student Code of Conduct.

I. Filing a Complaint

Individuals who wish to pursue disciplinary charges against a student must file a written complaint with the Dean of Students' Office, the Director of Residence Life and Housing's Office or with Campus Safety. The complaint should be as detailed as possible, listing the individuals involved as well as any witnesses. The statement should include dates, times, locations and specific information of the behavior leading up to the complaint being filed. An Administrator will review the complaint to determine the most appropriate forum to resolve the dispute. People 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/victims with appropriate support services. Individuals filing charges against a student should be prepared to face the accused regarding the issues at hand in a facilitated environment. Students who knowingly file a false complaint will be subject to disciplinary action.

II. Initiating Communication Reports

Communication reports are generated for all on- and off-campus violations of the Student Code of

Conduct. All communication reports are forwarded to the Dean of Students' Office 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. The majority of communication reports are generated from residence halls, but incidents occurring in classrooms, at athletic events, in student activities and off-campus are also referred to Student Affairs.

III. Types of Hearings

The Carroll University system consists of three types of hearings: Student Conduct Board Hearings, Administrative Hearings, and Carroll Conduct Committee Hearings. All hearings are based in the philosophy of fairness and consistency, while emphasizing the importance of education.

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. The Student Conduct Board may not impose a sanction of suspension or expulsion from Residence Life or from the University.

B. Administrative Hearings

An administrative hearing is an educational opportunity for students regarding behavior and commitment to the Carroll University. At an Administrative 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 Administrator may either hear the case immediately or postpone the case for a hearing at a later date. Administrative Hearings are generally handled by Area Directors, the Director of Residence Life and Housing, or other administrative staff appointed by the Dean of Students. Most times the Administrative Hearings are a one-on-one meeting with the student and the hearing administrator, 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 Committee Hearings (to be in place by 1/1/09)

The Carroll Conduct Committee is comprised of students, faculty and staff. Carroll Conduct Committees may be called in serious cases, when a student has been through the administrative hearing process multiple times or when the sanction imposed may be suspension or expulsion from the residence halls or the University. The Carroll Conduct Committee may recommend sanctions up to and including University Suspension. The committee may make recommendations for expulsion. The Dean of Students will forward that recommendation along with his/her own recommendation to the Provost, who ultimately makes the decision to expel a student from the University. The Carroll Conduct Committee is advised by the Dean of Students or his/her designee.

Carroll Conduct Committee 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 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 indicated a violation has occurred and a student will be found responsible. Decisions which can be made by the Carroll Conduct Committee include responsible, not responsible, no finding, or responsible for a lesser charge. The committee may recommend sanctions up to and including University suspension or expulsion.

Carroll Conduct Committee Advisors

Students may elect to have a member of the Carroll University faculty or staff accompany him/her to the hearing as an advisor. Attorneys may not attend discipline hearings. The role of the advisor at the hearing is limited. S/he is not entitled to address the Committee 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 list of faculty/staff advisors who

have offered to serve in this role is available from the Dean of Students Office. The University does not warrant the level or competency or ability of any volunteer advisor.

Carroll Conduct Committee Hearing Procedures

The party filing the complaint, accused student and victim (if any) shall receive in writing 48 hours before the hearing is scheduled the names of the members of the Carroll Conduct Committee assigned to hear the matter. If one of these parties has a valid basis for believing that a member of the Carroll Conduct Committee 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 Dean of Students 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 Dean of Students or his/her designee 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. 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 accused student is found responsible, the Chair and/or Carroll Conduct Committee 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, past incidents of sexual conduct with other persons will not be discussed or taken into consideration, except in highly unusual cases. A "victim impact statement" may be read at the hearing in addition to the closing statement. The student filing the complaint has the right to be informed of the decision resulting from the meeting or hearing.

The following are guidelines for the order of events for a Carroll Conduct Committee Hearing. It may be modified as circumstances require. The technical rules of evidence applicable to civil and criminal cases do not apply. Carroll Conduct Committee 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 person filing the complaint, the student accused and the victim (if applicable) may speak from personal knowledge about the incident. No character witnesses are allowed. A student may refuse to answer a question, but the Carroll Conduct Committee will decide the matter based upon the information it has available.

1. 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.
2. Signing of the Honesty Statement by the accusing and accused student.
3. The Chair reads the charges against the respondent.
4. The person filing the complaint is given an opportunity to present her/his statement.
5. The student is given an opportunity to respond.
6. Questions to the student from the Chair, then questions by the person filing the complaint.
7. Questions to the person filing the complaint from the Chair, then questions by the student. Each side is given an opportunity to question the other through the Chair.
8. Witnesses are brought into the room individually, make their statement and answer questions from all parties. Witnesses for the person filing the complaint are heard first. Questions for witnesses from the person filing the complaint and student are directed through the Chair.
9. Questions by Chair or committee members of each witness, then questions by the person filing the complaint and student.
10. The person filing the complaint and the student, respectively, are given the opportunity to make a final summary statement to the committee.

11. The Carroll Conduct Committee will deliberate in private and will make a decision and recommend sanctions to the Dean of Students. If the finding is responsible, the Dean of Students will impose the appropriate sanctions.

12. The Chair shall be responsible for providing written notification of the findings and recommendations to the students involved after the conclusion of the hearing.

IV. 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, b) a violation of the process, or c) 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 appeals officer review the sanction as part of the appeal process. Letters of appeal addressed to the Dean of Students must be received within five (5) business days of the date of the decision letter. Letters of appeal of expulsion, only, should be addressed to the Provost and must be received within five (5) business days of the date of the decision letter. If the Dean of Students (or the Provost, in cases of expulsion) decides that an appeal has merit based on the a, b, or c, above s/he may: a) alter the recommended sanction by making it more severe, less severe, or otherwise different, b) refer the case to a new hearing committee to be reheard in its entirety or c) remand the case for further review. If the Dean of Students (or the Provost, in cases of expulsion) decides that the appeal does not have merit the sanctions are immediately imposed and the decision is final.

V. Parental 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 student is involved in serious disciplinary incident
- A student is involved in an alcohol or drug violation
- A student has been placed on Housing or University Probation
- A student has been suspended from Housing or the University
- A student has been expelled from the University
- A student is at risk of harming themselves or others
- A student is experiencing a medical or psychological emergency
- 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.

VI. Definition of Sanctions

An important objective of the student conduct system 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:

Statement of Concern: Any designated hearing administrator may issue statements of concern, without an administrative conference, to a student for violation of code of conduct. Such statements will be placed in the student's official disciplinary file and may be a basis for further disciplinary action. This sanction is subject to review by the Dean of Students.

University Warning/Reprimand: A University warning/reprimand is an official notification (verbal or written) to the student that his or her behavior has been unacceptable. Any additional misconduct may result in further disciplinary action.

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, work study).

Fines: A monetary fee may be imposed. Fines are payable to Carroll University and must be paid within the dates specified on the sanction letter.

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 their 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.

Educational Project: Completion of a project specifically designed to help the student understand why the Community Standards violation was inappropriate. This may take the form of mandatory participation in an alcohol education program.

Administrative Relocation: Requirement to relocate to another room within the residence hall system on a space-available basis.

Residence Hall Probation: Probation indicates that the student's behavior is not line with what is expected of a residence student 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.

Residence Hall Suspension: Separation of the student from the residence halls for a defined period of time after which the student may be eligible to petition to return.

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.

University Suspension: Suspension prohibits the student from attending Carroll University and from being present without permission on the property of the Carroll University for the duration of the sanction. 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.

University Expulsion: Expulsion prohibits the student from attending the University of the Carroll University and from being present without permission on the property of the Carroll University. Expulsion will be noted on the student's permanent education record.

VII. Stay Away Orders

Stay Away Orders are used when there has been a conflict, confrontation or problem among students. These situations may or may not present the level of a threat, but there is a need to direct students not to have contact with another pending a formal disciplinary review or until the matter has been resolved. These may be issued verbally or in writing by Student Affairs Staff including Campus Safety. As a Stay Away order is not an official disciplinary action, it is not subject to appeal.

VIII. Disciplinary Action while Criminal Charges are Pending

Students may be accountable both to law enforcement authorities and to the University for acts that constitute violations of the law and of the University community standards. Disciplinary action at the University will normally proceed during 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 dismissed or reduced.

IX. The Discipline Process v. The Court of Law

The Carroll University Discipline System 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 system. Students also do not have the same legal rights as criminal defendants or parties in civil litigation. Some of the differences between the Discipline System and legal actions are described below. Within the Student Discipline System, 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 hearing administrator/ 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.

Conduct Standards for Off-Campus Study

1. All off-campus study experiences, including those offered through the Office of International Education are governed by the rules, regulations and policies described in the Student Handbook.
2. Students whose conduct has demonstrated disregard for the University and fellow students, as evidenced by serious violations of the standards described in the Student Handbook, may be denied the privilege of participation in the IOP program. Such determinations will be made by the director of IOP in consultation with the dean of students and the course instructor. Appeals will be handled by the IOP Committee.
3. In the case of an NCEP, the instructor in charge of the course is an agent of Carroll University and therefore is expected to uphold the standards of the University as set forth in the Student Handbook.
 - a. If a student commits a violation of a Carroll rule, regulation or policy, the instructor will prepare an incident report which will be processed through established student conduct channels upon return to the campus.
 - b. If a 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 instructor in charge may require the offending student to return to campus. The University will be notified immediately of the incident and the student's early return. An incident report will be prepared for processing through established student conduct channels upon return to the campus. A student who is asked to leave an NCEP 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).
4. 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.
5. Students whose preparatory NCEP or international education course work or conduct is unsatisfactory will be asked by the instructor in charge to withdraw from the class.

VIII. BEYOND THE CLASSROOM

Music

There are several ensembles open to all students at Carroll University. These include the Wind Symphony, Jazz Band, Concert Choir, Carroll Chorale, Women's Ensemble, Chamber Strings, Flute Choir, and Vocal Collective. Students wishing to audition for any of these groups should contact the music office at 524-7182. Voice, piano and instrument lessons are also available to all Carroll students, regardless of major. Those interested in registering for lessons should contact the music office at 524-7182.

Theatre Arts

The Carroll Players, Wisconsin's oldest active theatre organization, celebrated its centennial in 1996. Through the Theatre Arts Program, The Players produce three faculty or professional guest artist directed productions and several student directed studio productions in the Otteson Theatre every year.

Student actors and technicians are selected by audition and interview about six weeks in advance of mainstage productions; three weeks in advance for student studio shows. Auditions are listed in a master calendar available in the theatre office. Persons interested in theatre may wish to complete a Carroll Players Audition Card available in the Theatre Office in order to receive personal reminders about auditions. Students need not be theatre majors or minors to audition or participate in Carroll Player productions.

Tickets for music and theatre performances can be obtained in the Campus Center Box Office Monday – Thursday 8 a.m. to 4 p.m. and Friday 8 a.m. to Noon, or by calling (262) 524-7633. In-person purchases on the day of the performance may be made one hour prior to curtain times at the performance venue.

Intercollegiate Athletics

Carroll University is a NCAA Division III institution and is a member of the Midwest Conference. In concert with the University's mission and NCAA Division III philosophy, the aims of the athletic program are to promote the growth of intellectual, physical, and social behaviors of the scholar athlete and develop and maintain effective, competitive, and compliant NCAA Division III sports programs.

The intercollegiate program offers competition in ten men's and ten women's sports.

Men's Sports
Baseball
Basketball
Cross Country
Football
Golf
Soccer
Swimming
Tennis
Indoor Track
Outdoor Track

Women's Sports
Softball
Basketball
Cross Country
Volleyball
Golf
Soccer
Swimming
Tennis
Indoor Track
Outdoor Track

In concert with the National Collegiate Athletic Association (NCAA) and the Midwest Conference (MWC), the University's athletic program abides by the Principles for Conduct of Intercollegiate Athletics for Division III (NCAA Constitution, Article 2 and MWC Code of Conduct) pertaining to institutional control and responsibility, student-athlete welfare, gender equity, sportsmanship and ethical conduct, sound academic standards, nondiscrimination, rules compliance, amateurism, competitive equity, recruiting, eligibility, financial aid, playing and practice seasons, and economy of athletics program operation.

The University regards participation in the intercollegiate athletic program as a privilege rather than a right. Therefore it reserves the right to hold student-athletes accountable for appropriate academic performance and social conduct.

Academic Performance

To be eligible for competition, the student-athlete is required to achieve a 2.0 Carroll University cumulative grade point average by the end of his/her first year of attendance. The student-athlete must maintain an overall 2.0 cumulative grade point average during all subsequent years. This average includes Carroll University and transfer cumulative average.

Social Performance

To be eligible for competition, the student-athlete is required to abide by the University's Student Athlete Code of Conduct. The athletic department reserves the right to execute penalties to the athlete found in violation of University rules, regulations or policies.

Recreation

Open Recreation and Fitness

Van Male Gymnasium, Schneider Field, Kilgour Tennis Complex, Ganfield Gymnasium Recreation Center and the Pioneer Hall Fitness Center are scheduled for student use throughout the year. The Van Male facility includes a wood basketball/volleyball court; three-lane, 170 yard track; athletic weight room containing strength and cardiovascular conditioning equipment; and locker and video rooms. Ganfield Recreation Center 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.

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. Competition is available for an individual and/or team setting. Examples of intramural offerings include softball, flag football 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.

Student Organizations

Note: Greek organizations should also refer to the Greek Relationship Statement.

I. Formal Recognition Procedure

Student groups pursuing official registration from Carroll University should set up a meeting with the 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 adviser.
- 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 Director. To finalize the registration process, the following must be completed:

- a. Present a constitution to the 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 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 Director. (Exceptions relating to the 90 days may be made on the basis of the academic calendar.)
- c. The 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 with the Director of Student Activities.
- e. Failure to complete the formal recognition procedure within one academic year will result in loss of recognition.

II. 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 Campus Center.
- 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.).

III. 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 University faculty and/or staff member as an adviser.
- 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 monthly president's council meeting.
- 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 Director of Student Activities will have authority to settle constitutional disputes for individual organizations.

IV. 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.

V. 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.

GREEK RELATIONSHIP STATEMENT

Preamble

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

Mission and Expectations

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

1. Commitment to the University, its Mission and Compact.
2. Academic and intellectual achievement.
3. Service to campus and community.
4. Respect for human worth and dignity.
5. Promotion of loyalty to the University.
6. Leadership development.
7. Good intra-Greek relations.
8. Adherence to all local, state and federal laws and University policies.
9. Responsible membership selection and education.
10. Sound financial management.

Recognition

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

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

University Support

The University shall support Greek life in the following ways:

Advising

As in the case with University recognized student organizations, it is required that each Greek organization have a faculty member or administrator as an advisor. The University will appoint a staff member from the department of Student Affairs to serve as an advisor to Greek Council.

Use of Campus Facilities:

Greek organizations have access to campus facilities according to the guidelines within the Carroll University student handbook. Facilities may include, but are not limited to, rooms and other space in the Campus Center or academic buildings, suites in the Bergstrom residence hall and designated storage space.

Recruitment Assistance

Greek organizations may request recruitment assistance through the department of Student Affairs. This may be accomplished through such programs as new student orientation, formal recruitment programs and marketing endeavors.

Greek Membership

All full-time undergraduates of Carroll University in good standing are eligible to join a Greek letter organization. All active members of a chapter must be full-time undergraduate students; therefore, organizations must place any non full-time student on a temporary status and this process must be defined in the constitution. The University shall monitor student eligibility.

Responsibilities of Greek Letter Organizations

Greek letter organizations must follow all guidelines for student organizations in the student handbook, in addition to the following:

Risk Management

Greek organizations are required to maintain insurance and risk management policies that protect the University and the member organization. That is, each organization will be expected to: (a) carry insurance coverage to cover loss or damage to property owned by the organization, as well as bodily injury that results from use of equipment owned by the organization; and (b) provide a certificate of insurance to the University on an annual basis that names the University as a co-insured. In addition, each organization is expected to strive toward minimizing its risks and liabilities in the design and implementation of all sponsored programs and activities. A risk management plan for each organization must be reviewed with the Dean of Students before the start of each academic year.

Annual Chapter Management Plan

Each chapter must submit, to the Dean of Students, by September 15 of each year the following:

- Membership Roster.
- Chapter goals and objectives for the year.
- Officer goals and objectives for their term of office.
- Any applicable scholarship requirements for members, as articulated by the national or international organization, as well as a scholarship plan.
- Events calendar for each semester, including descriptions of the purpose of programs and events.
- Details of efforts to promote positive relations on campus and in the community.
 - Names and contact information for chapter alumnae advisor(s) and national office contact (if applicable).
- Names and contact information for chapter officers, chairs and board members.
- Internal judicial system policies and procedures for the year.
- Names and position descriptions for chapter advisor(s) and faculty/staff advisor.
- New members program outline (must be submitted prior to recruitment).

Fiscal Management

Each organization is expected to conduct its financial affairs responsibly; to pay its debts on time; to maintain balanced University accounts; and to maintain responsible, positive relations with campus officers and vendors.

Personal Conduct and Organization Social Program

Each member of a Greek organization is expected to comport himself/herself responsibly and in compliance with the University policies, federal, state and local laws. Each organization will be expected to develop written bylaws that include statements regarding appropriate conduct that is consistent with the University's Mission Statement and Compact. Further, each organization will be expected to plan programs and activities that contribute to the interpersonal and social growth of its members.

Organizational Structure and Meetings

Each organization is expected to annually review its written bylaws and its constitution. Chapters are required to keep updated constitutions on file with the Director of Student Activities and to annually register as a student organization.

Chapter Evaluations and Performance Reviews

In order to sustain the strength of the University's Greek system and promote communication, annual chapter reviews will be conducted by a team, coordinated by the Dean of Students' office.

The University will call for chapter reviews on:

1. Organizational compliance with the Annual Management Plan.
2. Academic performance by members.
3. Campus and Community relations.
4. Campus and Community service.
5. Individual member and organizational adherence to policies.
6. Intra-Greek relations.
7. Campus participation by the organization and its individual members.
8. Alumni participation/advising.
9. Individual leadership development.
10. Risk Management.

*Note: National reports may be substituted for the chapter annual report as long as they include all items listed above.

Reviews will focus on each organization's compliance with University policies, procedures and its annual management plan. Following the review, each organization will be assigned to one of the following categories. (When deficiencies are determined, the chapter will have a designated time frame to prepare an action plan to come into compliance with the standard.)

Chapter Excellence: The chapter has exceeded the expectation of the University and the Greek system with regard to the standards of fraternities and sororities. Chapters must exceed the 2.5 GPA by a least .1 in order to receive credit of quality for this level of recognition. Chapters must meet all categories of full recognition in order to be eligible for chapter excellence.

Full Recognition: The chapter has satisfactorily achieved or maintained all standards required by fraternities and sororities.

Probationary Status:

The chapter has not met the standards required of fraternities and sororities, and deficiencies will be listed. The chapter has not more than one year to achieve full recognition. If full recognition is not achieved through the following Review Process, the chapter will be subject to loss of University recognition as a Greek letter Fraternity or Sorority.

Suspension of Status:

A chapter that fails to submit the required materials by the stated deadline or schedule their recognition annual review will have their status immediately suspended and will need to reapply for recognition.

Immediate Suspension of Status:

In instances when a chapter's action(s) poses a threat to the security or good order of the University an immediate suspension of recognition may be imposed by the Dean of Students pending an investigation of the incident(s). If while awaiting the results of an investigation the chapter commits additional policy violations, these violations will be investigated and considered as well. The results of the investigation will be a granting of one of the above levels of recognition.

Residential Responsibility

Fully recognized Greek organizations may apply for assigned chapter space. The University reserves the right to assign space including suites and on-campus housing. The University must be contacted prior to any Greek letter organization's plan to buy, rent, or renovate a house or residence when more than three residents of a facility will be members of the same Greek organization.

Properties not owned by the University that house a fraternity or sorority should not be identified by signage as a fraternal organization.

- The University's sororities and fraternities may have differing residential arrangements. In some cases, these arrangements are defined in separate documents, the specific terms of which may supplement or alter the requirements of this section.
- Recognized groups in good standing may apply for chapter rooms which they use with University permission and which they decorate and furnish themselves. Groups occupying these suites are responsible for securing their valuable and personal possessions.
- The University retains the right to visit and inspect all facilities occupied by fraternities or sororities on a monthly basis for compliance with health, safety, University policies and building codes and for adherence to maintenance and/or housekeeping standards. It is understood that this could involve City of Waukesha personnel.

Failure to comply with this documents and/or University policy may result in the loss of chapter space.

Statements on Discrimination, Harassment and Hazing

Carroll University does not discriminate on the basis of gender in its educational programs, activities or institutional operations. It is expected that recognized fraternities and sororities will conduct all of their activities in accordance with University policies regarding discrimination. That is, no fraternity or sorority may make age, race, color, national origin, religion, disability or sexual orientation a basis for participation in Greek-sponsored activities. However, Title IX of the Education Amendments of 1972 specifically permits sororities and fraternities to limit membership on the basis of gender.

Further, no student organization recognized by the University shall conduct or condone hazing activities. "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 for the purpose of initiation or membership in a Greek organization.

Any student who believes that he/she has been discriminated against, harassed, been subject to hazing, or any student who witnesses such prohibited conduct should report this activity immediately to the Dean of Students.