

STUDENT HANDBOOK

The Student Handbook is the University's official notification of its policies, rules, regulations, and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations, and standards of conduct; enrollment is considered acceptance of all conditions specified in this handbook. However, the provisions of this handbook do not constitute a contract between a student and University of Saint Mary. The University reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the University. The University also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook. If a material revision to a policy, rule, regulation, or standard of conduct is made and becomes effective during the academic year, students will be notified of such and will be expected to abide by the updated terms.

Institutional, academic, and student life policies and procedures are covered in the University of Saint Mary Catalog, the Student Handbook, and the Faculty Handbook.

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Welcome Letter

Dear Saint Marian,

Welcome to the new academic year, Spires!

For those new undergraduate, transfer, and graduate students who are just beginning their University of Saint Mary (USM) experience, you and your family, made an excellent decision to join a community rich in tradition and academic excellence. For all returning students, welcome back! I am certain this year will be filled with curricular and co-curricular experiences designed to challenge, grow, and develop you as a person.

For almost 100 years, USM has been an exemplar in Catholic education. You are members of an academic and civic community that is committed to your development as a whole student. As such, you have rights and responsibilities outlined in this resource.

We hope this handbook assists you in becoming an involved, engaged, and informed member of the community.

Best wishes for an outstanding year,

Bob Schuchardt

Vice President of Student Life

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University of Saint Mary Overview

Mission and Values

The University of Saint Mary educates students of diverse backgrounds to realize their God-given potential and prepares them for value-centered lives and careers that contribute to the well being of our global society.

Saint Mary believes in the dignity of each person's capacity to learn, to relate, and to better our diverse world.

We value:

- Community
- Respect
- Justice
- Excellence

Tradition and Roots

The University of Saint Mary is a Catholic University.

As a Vatican II Catholic University, rooted in the Gospel of Jesus Christ, the University embraces diversity, community, and justice and in that spirit welcomes and respects people of all beliefs including those who seek God through the good, the true, and the beautiful. The University is committed to providing experiences for students to live the Gospel in alleviating suffering in the local areas and the world.

The University of Saint Mary is a Vincentian University.

Rooted in the 17th century spirit of St. Vincent de Paul, the University's makes practical Vincent's Gospel values of bringing people together for mutual spiritual, intellectual, and economic benefit. Groups from the University, scholarship sponsors, and civic organizations lead each other to find ways to break the cycle of poverty. The University empowers graduates to continue Vincent's work after they graduate.

The University of Saint Mary is an institution of higher learning sponsored by the Sisters of Charity of Leavenworth.

Rooted in the pioneer spirit of the 19th century American church, the University shares its spacious grounds with the Sisters and celebrates their hard-working and pragmatic tradition as well as their deep trust in God. It strives for excellence in every aspect of teaching and learning in order to develop the whole person in students. In adapting to the needs of the contemporary world, the curriculum meets students where they are educationally and helps them develop their God-given potential.

History

1858 —Sisters of Charity arrive in Leavenworth; St. Mary's Academy opens downtown Leavenworth

1870-92—Permanent 200-acre campus with opening of Saint Mary and Mead Halls

1923 —Saint Mary Junior College opens

1930 —Junior College becomes Saint Mary College; Berchmans Hall opens

1960s —Maria Hall; Miega Hall, and Saint Joseph Dining Hall built; Saint Mary opens 2+2 in Wyandotte County

1988 —Saint Mary College goes co-ed

1990 —Saint Mary College offers degree-completion and graduate programs in Overland Park

2003 —Saint Mary College becomes the University of Saint Mary (USM)

2004 —USM launches on-campus BSN program

2009 —Athletic Department created with the introduction of football; USM introduces special partnership with Kansas City University of Medicine and Biosciences (KCUMB) allowing gifted students to matriculate into medical school (without the MCAT) following the completion of their junior year; Berkel Hall opens

2011 —USM admits first class of Stefani Doctor of Physical Therapy (DPT) students

2014—USM debuts the Círculo de Cuidado (Circle of Care) program—a scholarship opportunity for Wyandotte County Hispanic and Latino prospective nursing students; also moves the HIM program online and launches new Enhanced Accounting program

2015—USM DPT program receives notice of accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE); Charles Berkel Stadium opens

2016—USM Accepts first class of undergraduate Exercise Science majors; opens admissions process for first class of Master of Science in Athletic Training students; and receives notice of acceptance from nursing's premiere honor society, Sigma Theta Tau International

2018—USM renames the De Paul Library the Archbishop James Keleher Learning Commons and Special Collections became renamed LeBeau Special Collections, named after Dr. Bryan Lebeau, USM's former Provost and Vice President for Academic Affairs

Foundation in the Liberal Arts

USM's core curriculum reflects its roots in the liberal arts educational tradition. The basis of a liberal arts education is the belief that learning in a broad and deep range of fields enhances a student's ability to think. It refines, challenges, and encourages that ability in a student no matter the background or preparedness for University learning. As a graduate of a liberal arts education, a student will be an articulate and fulfilled human being, will find meaningful and gainful employment in a particular field, and will live a just and humane life.

University of Saint Mary Seal



The official University seal serves as a confirmation of the University of Saint Mary's belief that Virtus Et Scientia, virtue and knowledge, are foundational to the University's educational mission. These Latin words have appeared on every seal since the start of the school in 1923. The central image is the torch, inspired by the torches that have embossed the walls of Saint Mary since 1870. The torch symbolizes the truth and enlightenment gained through study and interactions between Saint Mary students and faculty, between student and fellow student, and between the University and the community.

Two spiral stems unfolding from the torch symbolize growth, change, and the God-given potential that is being cultivated within students. The leaves signify the University's Mission to educate and prepare students to lead value-centered lives and careers that contribute to the well-being of our global society.

The seal is used on academic diplomas, transcripts, and other official documents.

University of Saint Mary Motto

Latin: Virtus Et Scientia

English: Virtue and Knowledge

University of Saint Mary's Colors

Blue (Pantone PMS-289c) and Yellow (Pantone PMS-109c)

Mascot

Spiro, the Dragon

<http://www.gospires.com/who-is-spiro>

Right before the campus went co-ed, in the Spring of 1988, the "Sports Spirit Task Force" was created – comprised of both faculty and students; this task force chose four possible names for Administration to choose from (Emprisers, Goldfire, Spires, and Sting). In the fall of 1988, the sports teams began their seasons as the Spires.

Our mascot, Spiro the Dragon, was proposed by Athletic Director, Dr. Tom Gioglio, to "boost school spirit" in 1999. Spiro was designed by Dr. George Sleger, chair of the History & Political Science Department. Legend says that he was raised by the Sisters of Charity of Leavenworth and lives in the Spire in Saint Mary Hall. His favorite song is "Heart of a Dragon," and his favorite foods are corn dogs from the dining hall and Sr. Madonna Fink's chocolate chip cookies.

University of Saint Mary School Song: "Saint Mary, Beloved Alma Mater"

Words by Sister Mary Jude Redle, USM Professor of Theology, 1950s-1970s.

Music by Dr. Anthony DeRubertis, USM Professor Emeritus and former Music Chair, 1940s-1950s.

Verse I

We greet you, Saint Mary, dear home of youth's sweet dreams.
We cherish, Saint Mary, glad memories of you,
Your trees, flowers and lanes, where lovely nature reigns,
Reflected towers and sunlit shrines beneath the whispering pines.

Chorus

Saint Mary, Saint Mary, lead onward, lead on.
The peace of God dwells in you, best gift of heavenly love.
The torch of truth your symbol, fair wisdom your throne,
We pledge to you our loyalty, our faith, our trust, our love.

Verse II

We greet you, Saint Mary, beloved Alma Mater!
We glory, Saint Mary, that we belong to you.
You gave to us friends, and years of happiness,
You shared with us your spirit, your beauties old yet new.

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University of Saint Mary Traditions

Saint Mary believes in the dignity of each person's capacity to learn, relate, and to better our diverse world. We value:

Community, Respect, Justice, Excellence.

Over the years and in accord with its Mission, the University of Saint Mary has evolved to meet the changing times with each era's events and challenges. Certain traditions carry forward from the University's beginning; new ones are made by its enduring spirit and its new students. These traditions become part of and help to build the University's core value of community. Traditions serve to further excellence in all of this vibrant academic and social community.

Welcome Weekend

New Spires entering the University participate in an integrated program of academic and social events. Students become acquainted with the history and traditions, the people and facilities, the spirit, and the style of life at the University of Saint Mary. This program is designed to welcome all new students who enter in the fall semester. A spring Welcome Weekend is also held in January for new Spires transferring in for the spring semester.

Matriculation Ceremony

During the summer and the fall semesters, new students are welcomed to the University of Saint Mary through a ceremonial reading of names. A central part of this ceremony is a lighted candle, the Christ Candle, which symbolizes the innate light of Christ, God-given abilities of each member of the Saint Mary family, as well as the quest for deeper understanding inherent in University studies. Through this ceremony each new student is made a Saint Marian and thus called to tend the flame of knowledge, service, and self-actualization throughout their studies at the University of Saint Mary and beyond.

Fall Convocation

To mark the beginning of each academic year the University of Saint Mary community gathers to begin the year in prayer. The first academic procession of the year marches through campus and culminates in a gathering where we recommit ourselves to the Mission and Values of the University community in the context of Eucharistic Liturgy, Mass of the Holy Spirit.

USM Involvement Fair

At the beginning of each academic year, students have the opportunity to learn about the many clubs and organizations available at USM. Representatives from organizations host tables at the fair, providing information and encouraging campus community members to join clubs or groups that interest them. All students, especially new students, are encouraged to take an active leadership role in organizations on campus.

Homecoming and Family Weekend

This weekend is a chance for students to celebrate with each other, their families, and USM staff, faculty, and alumni. Social gatherings, liturgy, athletic events, a tailgate party, a student dance, and other events are planned annually. Alumni and current students' families are invited to attend events.

Feast of Saint Vincent DePaul

On September 27th each year the Catholic Church remembers the life and holiness of St. Vincent de Paul. As the University of Saint Mary is founded by the Sisters of Charity of Leavenworth, who take their rule of life from the writings of St. Vincent, the University celebrates his feast day every year. The celebration takes on a different look and feel every year highlighting the Vincentian charism on or around the Feast of Saint Vincent de Paul.

Founders Day

On or near November 11th, the University remembers and celebrates the coming of the Sisters of Charity to the Leavenworth Territory in 1858. In the Sisters' tradition of simplicity, events are differently planned each year, but include meeting with Sisters from the on-campus Sisters' Motherhouse and Leavenworth areas.

Feed the Need

Volunteers from the USM community (students, staff, and faculty) work together to package over 20,000 meals for distribution to hungry families in a designated third world country.

Lincoln Lecture

The annual Lincoln lecture celebrates the Bernard H. Hall Abraham Lincoln Collection and spotlights a prominent speaker who has been influenced by our 16th President. There is also a Lincoln-Douglas debate the same week that showcases students' arguments on current event issues. As a part of these events, there is an opportunity to view an original copy of the 13th amendment signed by Abraham Lincoln. For more information, please visit the Keleher Learning Commons LeBeau Special Collections.

SpireFest

Each April, the USM community comes together to celebrate students' achievements and raise funds for student scholarships.

Spring Convocation

To celebrate students' accomplishments and formally end the academic year, USM seniors, faculty, staff, and administration come together to recognize outstanding academic achievements with awards.

Alumni Weekend

Each summer, a weekend (Thursday thru Sunday) is reserved to celebrate and reminisce with past graduates from USM. While pondering their memories of USM, alumni have the opportunity to stay in the Maria Hall Residence Hall. With a schedule of events for the four days, alumni have the opportunities to tour academic and athletic facilities while enjoying social hours each night to catch up with friends and make new ones.

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University of Saint Mary Buildings

[View the Main Campus Map](#)

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Campus Resources

Saint Mary believes in the dignity of each person's capacity to learn, relate, and to better our diverse world. We value: Community, Respect, Justice, Excellence.

The University of Saint Mary provides resources that will help students feel at home and more quickly become part of the University community. Departments and services are designed to accommodate and enhance each student's development as a whole human being: their spiritual, academic, social, emotional, and physical lives. Department services build their programs, procedures, and policies based on the Mission of the University.

Academic Affairs Services

Office: Provost & Vice President of Academic Affairs and Academic Dean, St. Mary Hall 207

Phone: (913) 758-6115

Email: sharron.lucas@stmary.edu

Athletics

Website: <http://www.gospire.com/>

University of Saint Mary is a member of the National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Association (KCAC)

ATM

A 24-hour ATM machine is available on campus and is located in the KLC.

Bookstore

(See "Spirit Shop" below)

Campus Counseling Services

Website: <https://stmary.libguides.com/counseling>

Office: Miega Hall 107

Phone: (913) 758-6267

Email: CampusCounseling@stmary.edu

A concerned individual who believes a student is struggling can complete the counseling referral form at: <https://www.stmary.edu/campus-counseling-services>. The counselor will follow up with the student by offering support.

During college years, students face a variety of challenges that affect growth and development. At times, conflicts and problems can arise and prevent students from realizing their full potential. The Campus Counselor is someone with whom students can discuss, explore, understand, and work through their concerns freely and confidentially, addressing personal, academic, and career aspects for an individual. In addition to the counselor on staff, referrals are occasionally made to the community mental health center or psychologists in private practice.

Students seek personal counseling to:

- Increase self-confidence;
- Overcome loneliness;
- Cope more effectively with stress;
- Develop more satisfying relationships;
- Control test anxiety;
- Study more effectively;
- Change unhealthy eating habits;
- Deal with problems involving alcohol or drug use or abuse.

Campus Ministry Office

Website: <http://www.stmary.edu/CampusMinistry>

Campus Minister– Jude Huntz (913) 758-6259

Chaplain – Fr. Bala (913) 758-6388

The Campus Ministry Office serves the Saint Mary community by providing opportunities for fellowship, prayer, spiritual growth, and the development of religious and moral understanding. The Eucharist is celebrated on Sunday afternoons at 4:00 PM in Annunciation Chapel. Evening prayer is held every

Wednesday at 6:30 pm in the Mead Hall Chapel; see the Office of Campus Ministry for other opportunities to go to Mass on campus. If students wish to attend a local church, they may contact Campus Ministry to learn more about churches in the Leavenworth and Lansing communities.

Campus Ministry also offers opportunities for the Saint Mary community to serve others through various volunteer activities. Some options include serving at a community meal, joining prison ministry, working on on-campus projects, and other non-profit organizations. Campus Ministry also organizes service trips during Fall and Spring Breaks. To cultivate passionate, faith-filled student leadership, the Vincentian Spiritual Leadership course is offered. This is a free 1-credit class offered over three semesters (for a total of 3 free credits), which seeks to give students the tools to articulate how USM's Vincentian tradition is relevant in their own lives and the skills to be faith-filled leaders in the twenty-first century.

Center for Career Readiness and Leadership Development

The Career Readiness and Leadership Development Center supports students as they explore their God-given talents and prepare for a career. Career Readiness and Leadership Development Center staff assist students with finding career-related experiences, such as internships or practicums, and also collaborates with faculty, community members, alumni, and employers to support student career development. Activities include career fairs, mock interviews, major selection, career exploration, internship support, resume writing, interview preparation, job search strategies, skills development, and more.

The Career Readiness and Leadership Development Center supports student leadership development workshops and programs with campus offices, academic departments, and the Keleher Learning Commons & Student Development Division staff. Special programs allow students to gain knowledge about student organization leadership, finances and budgets, collaboration with fellow students from diverse backgrounds, and other topics.

Dining Services

Web: new.dineoncampus.com/usm

Office: (913) 758-6543

Phone: (main kitchen) (913)758-6545

Director of Dining Services – Jennifer Jackson

Email: jenniferjackson@iammorrison.com

The University of Saint Mary contracts with Morrison Community Living to provide students with quality and nutritionally balanced meals in Saint Joseph Dining Hall.

Morrison cooperates with students in accommodating medically necessary diets. Requests for such accommodations should be made to the Director of Dining Services. Sack meals are provided upon request made three (3) days in advance for students needing to miss a meal due to student teaching, class schedule conflict, or scheduled activity as a member of a University sports team or other University-sponsored activity, program, or event.

All students participating in the meal plan must show a University of Saint Mary ID card for service. Students not on the meal plan, faculty, staff, and guests may load Campus Cash to their USM ID card or pay using cash or credit card per meal. Meal costs are posted in the dining hall. Campus Cash can be loaded to a student's ID card at <https://www.stmary.edu/campuscash>.

Students may return to the service line for unlimited seconds, provided they remain in the dining area. No meals may be shared with another person. Meal sharing will be considered theft, and the student who provides the meal and the student who eats the meal will both be referred to student conduct.

Students are expected to clear their dishes and trash from the dining area when meals are completed. All dining hall dishware must remain in the dining hall. Students should not remove dishes, glasses, or

silverware from the dining hall. A charge of \$10 will be assessed for each item removed and found outside the dining hall in a student's possession.

Failure to follow expectations may result in disciplinary sanctions, up to and including denial of dining hall privileges.

Disability and Accommodations Services

Website: <https://stmary.libguides.com/learningservices>

Office: Keleher Learning Commons

Email: accommodations@stmary.edu

All currently enrolled students seeking accommodations at the University of Saint Mary are required to register their documentation with the Disability Services/Access Coordinator. After the paperwork has been evaluated, the student and the Disability Services/Access Coordinator will create a plan addressing academic needs for the semester. Students who do not register their paperwork and create an Accommodation Plan with the ADA Coordinator are not eligible for academic accommodations.

Students who have a disability requiring accommodations must register with the Coordinator of Disability and Accommodation Services: accommodations@stmary.edu.

Identification (ID) Cards

Each new student receives an identification (ID) card during Fall or Spring orientation from the Keleher Learning Commons. The ID card is necessary for residence hall access, access to other campus buildings when required, food service, some campus events, the learning commons, and sports facilities and equipment. Every student must carry a University of Saint Mary ID card at all times and present it when requested by any University staff member, including administrators, faculty, staff, public safety, or an agent of the University when acting in performance of their duties and within the scope of their authority.

Important information about your University of Saint Mary ID card:

- The USM card is your official identification card.
- If your USM card is lost, stolen, thrown away, demagnetized, or damaged, there is a \$25 replacement fee.
- Once a USM card is reported lost or stolen, it is canceled and cannot be reactivated if found.
- Each student, faculty, and staff member is entitled to carry only one active card.
- Cell phones can deactivate IDs. Such damage may render card invalid and may also cause damage to card access equipment.
- Falsification, theft, lending a card to someone, or other improper use of a USM ID will result in disciplinary action.

Information Services (IS) Department

Website: <http://www.stmary.edu/campus-tech>

Tech Support Location: Miega Hall 008

Tech Support Phone: (913)758-6188

Students have wireless internet access and a printing account with 500 pages each semester. Student printers/copiers are located in Berchmans Hall, the Campus Ministry Office in Miega Hall, the Keleher Learning Commons, St. Mary Hall 3rd Floor, and Mead Hall 4th Floor. There are also student printers in Berkel Residence Hall and Maria Residence Hall.

Large format color printing is also available for students to print in poster sized materials for a small fee. Contact the Learning Commons for more information by calling (913)-758-6306 or emailing ask@stmary.edu.

USM provides students with the latest Microsoft Office Suite—free of charge while the student is enrolled at USM. Go to <https://www.stmary.edu/>, click on email and portal, select Install Office.

Technical support can be provided on a case by case basis by calling the Tech Support at (913) 758-6188 or opening a work order on the tech support portal. To open a work order, go to <https://www.stmary.edu/>, click on email and portal, click on tech support icon.

Additional information on USM technical support and technical requirements, students should visit: <https://www.stmary.edu/campus-tech>.

Keleher Learning Commons

Website: www.stmary.edu/commons

Phone: (913)758-6306

Email: ask@stmary.edu

Facebook: @USMKeleherLearningCommons

Instagram: @usm_klc

The Mission of the Keleher Learning Commons:

The Keleher Learning Commons is dedicated to supporting the success of the University of Saint Mary and each and every member of the campus community through all of its endeavors and programs. The Commons staff is committed to providing information resources in support of USM's academic programs and teaching the community to use those resources effectively, in a supportive cross-curricular environment.

The Keleher Learning Commons is a central place to meet for campus events, group project work, independent study, help with assignments, or to simply relax during the school day. Co-curricular programming and learning experiences planned or hosted by the Commons promote academic achievement, life skills, and lifelong learning.

Library Services

Our librarians are here to assist you in person and online. Stop by the Commons Front Desk, call, email, or chat with us. Get subject-specific help through the Library research guides. Your student ID card is your Library card and gives you access to all Library services. Your USM Portal information is required to access online resources from off campus.

Library collections focus on hands-on opportunities to explore, gain new skills, collaborate, and create. Check out board games, laptops, camcorders, microphones, graphic novels, and more to support academic projects or independent interests. Librarians work with students to print research posters and 3D creations and equipment. Schedule a one-on-one or small group research session with a librarian for help with your latest paper or project, or stop by the desk for help with printing on campus, downloading Microsoft Office, directions to your advisor's office, or a tour of our Special Collections and University Archives.

Lost and Found

The USM Public Safety and Security Office, located in Berchmans Hall, room 011, is the central location for all lost and found items. If the owner of the items is known, Public Safety Officers will attempt to contact that person. A valid ID will be required to claim all lost and found items. All property will be held for one semester, and after that time, any unclaimed items will either be destroyed or donated to charity.

Media Relations

Students or student organizations seeking news coverage of their events, programs, or activities other than campus media must contact the Vice President for Marketing and Admissions at (913) 758-6329, preferably at least four (4) weeks before the event.

Public Safety and Security

Website: <http://www.stmary.edu/campus-security>

Office: Berchmans 012

Phone: 24-hour cell: (913) 683-5201

On-campus: (913) 758-4346 ext. 6446

Public Safety & Security Supervisor: (913) 758-4315

Email: security@stmary.edu

Submit a concern: stmary.edu/reporting

The University of Saint Mary is committed to providing a safe environment to all individuals who visit, work, and live on campus. The University has adopted policies and procedures as a means of informing and guiding individuals concerning steps students can take to report criminal activity and crime prevention. The University maintains its own public safety and security officers. The department is staffed 24 hours a day, seven days a week. Public Safety and Security officers work towards maintaining a safe living and learning environment. Public Safety officers maintain a regular patrol, enforce policies pertaining to safety and security, issue vehicle citations, and address and control disorderly conduct, loitering, prowling, and other similar and improper conduct in conjunction with local law enforcement, as appropriate.

USM campus safety and security depends on everyone. Student attitudes and actions can help protect the entire Saint Mary community. Students must take precautions to prevent injury, harm, or damage to persons or property, including such things as avoiding dark and vacant areas, closing and locking doors and windows, not propping doors open, and reporting suspicious persons, misconduct, and acts that may cause harm or pose a threat to persons or property.

The Public Safety and Security Department is located on the ground floor of Berchmans Hall in Berchmans 012. The Public Safety Officer on duty may be contacted through the following methods:

- The primary number is (913) 683-5201 (cell phone). The cell phone is always carried by on-duty officers.
- The office number is (913) 758-4346 (ext. 6446 on campus). Officers may not always be in the office; the best option is the cell phone.

Some of the services provided by the USM Public Safety Department are listed below:

- Escorts (24 hours per day) - Students may obtain public safety escorts any time of the day or night from one location on campus to the next.
- Blue-Light Safety Phones – Eight safety phones are positioned around campus, calling directly to the Public Safety Officer on duty.
- Lost & Found – Students who find property on campus should contact the Public Safety and Security Office, and an officer will retrieve the item. Property lost can be retrieved from the Public Safety and Security Office.
- Motorist Assist - The department can assist with automobile battery jump-starts and vehicle unlocks.

Crime Reporting Procedures

In an emergency—that is, a dangerous or life-threatening situation—students, should first call 911 (9-911 from an on-campus phone) and then public safety. Any suspected criminal activity (such as theft, abuse, etc.) on campus must be reported to the Public Safety and Security cell phone at (913) 683-5201 immediately.

Students will provide police or public safety and security officers with the incident's time, description, and location. If known, students will also give the names of individuals involved in the incident. Students may request to remain anonymous when reporting a crime. Students may also report crimes electronically by going to stmary.edu/reporting.

Annual Distribution of the Annual Security Report

- Current Students and Employees – The Director of Public Safety, or his/her designees, will distribute, on or before October 1, of each year, an Annual Security Report to all current students and employees on all campuses. The report is also located on the University's website at <https://www.stmary.edu/campus-security>
- Prospective Students and Employees – The Annual Security Report is available on USM's website and will be provided to prospective students and prospective employees upon request.

Recreational Services and Facilities

Students are encouraged to utilize the recreational facilities at the University of Saint Mary when they are not being used for academic or athletic purposes. Among the facilities at the University of Saint Mary are an indoor jogging track and a fitness room. Use of the athletic fields, including baseball, football, soccer, and softball fields, and Ryan Sports Center is permissible only with the approval of the Athletic Director.

Admission to Campus Events

Most on-campus activities are free to students with a student ID (unless it is a conference tournament).

Ryan Sports Center and McGilley Field House

Ryan Sports Center is a multi-purpose athletic facility. Ryan contains basketball and volleyball courts, a running track, and racquetball courts. In addition, there is a training room and locker rooms that are utilized by the Spire student-athletes. Ryan Sports Center houses some of the offices of athletic department staff members and serves as both the practice and game facility for the volleyball and basketball teams. Use of the Ryan Sports Center basketball courts is allowed by permission only. Any guest must be accompanied by the host at all times while using the facilities. Absent permission of the University, persons other than members of the Saint Mary community and their guests will be considered trespassing on private property and will be asked to vacate the facilities and the University campus.

McGilley Field House has three regulation-sized basketball courts and is also lined for tennis, volleyball, and futsal. Also within the Field House is the varsity weight room and full service athletic training room. Both facilities are available for general activities for students, faculty, staff, and Sisters of Charity when academic and athletic activities are not scheduled or otherwise restricted. Students are allowed access to Ryan when their student identification card has been coded in the Keleher Learning Commons. Hours and regulations for Ryan Sports Center and McGilley Field House are posted in the facilities.

Any member of the University of Saint Mary community may use these facilities and may host a maximum of two (2) guests to use the McGilley Field House/Ryan Sports Center.

Spirit Shop

Website: <https://www.stmary.edu/spiritshop>

Location: First Floor Mead Hall

Phone: (913) 758-6114

Email: cynthia.forrester@stmary.edu

University of Saint Mary gifts and Spire apparel are available in the Spirit Shop on the first floor of Mead Hall. The shop also sells sodas, snack items, school supplies, a coffee shop, and personal necessities. All major credit cards and campus cash are accepted. The Spirit Shop is open 9 a.m.-3 p.m. weekdays during the Fall and Spring semesters—excluding breaks—and during limited dates in the summer. Online Spirit Shop orders can be placed at any time.

Textbooks may be purchased at any book retailer, including amazon.com or barnesandnoble.com. The university's official bookstore—which guarantees book availability and appropriate editions—is available online at <http://bookstore.mbsdirect.net/univofsaintmary.htm>

Student Services Office

Business Office

Website: <https://www.stmary.edu/tuition>

Phone: (913) 758-6257

Email: billing@stmary.edu

Payment Policy – <https://www.stmary.edu/payment-policies>

Student balances must be paid in full or student must be on a payment plan prior to the start of the term. Students who have not made financial arrangements by the end of the second week of classes may be dismissed.

It is the student's responsibility to check the balance on eSpire/My Account Info and make payment arrangements in one or more of the following ways:

- Pay tuition and fees in full by cash, check, MasterCard, Visa, American Express, or Discover.
- Enroll in a University Payment Plan via eSpire/My Account Info. Payments will be automatically withdrawn from the bank account or charged to the credit card

Refund Policy - <https://www.stmary.edu/refund-policy>

Financial Aid Office

Website: <https://www.stmary.edu/scholarships>

Email: finaid@stmary.edu

Phone: (913) 758-4303

Toll-Free: 800-752-7043

Fax: (913) 758-6140

The Financial Aid Office helps students finance an education. Aid packages are based on the University's analysis of student need as determined by processing the Free Application for Federal Student Aid (FAFSA). Typically, packages are combinations of scholarships, state grants, federal grants, federal work study, and student loans – designed to help students easily manage education expenses. Federal work-study is a way for students to earn money to pay for school through part-time on campus jobs. Work-study gives students an opportunity to gain valuable work experience while pursuing a college degree. USM awards financial aid after students are admitted.

USM has a "rolling" admissions policy, which means applications are processed as soon as they are submitted. Financial aid awards are also made on a "rolling basis". USM's ability to award aid is based on the availability of institutional, local, state, and federal funds. The earlier students apply, the better chance

they will have of receiving all the qualified aid available. Contact the Office of Financial Aid with any questions.

Federal Work-Study (FWS) Position Application Process:

1. Prior to the first day of the fall semester, eligible FWS students will receive an email notification from the Financial Aid Office to start the application process.
2. The email will instruct students to review the listings of available FWS positions online via eSpire and identify positions of interest (multiple departments should be selected if possible) before submitting the online FWS employment application.
3. Submitted applications are reviewed and forwarded to the appropriate hiring department(s).
4. Hiring departments will review applications and select FWS student applicant(s) for an interview.
5. Selected FWS student applicant interviews with the hiring department(s).
6. Hiring department(s) will make a selection and notify FWS student applicant(s) of any offer accordingly.
7. FWS students who accept an offer will be provided instructions from the hiring department on next steps and to set up their paperwork.
8. Hiring departments will be notified by Human Resources, Financial Aid, or designee via email, when a FWS student has completed all hiring paperwork and they are cleared to work.

USM Alerts

Students, faculty, staff, and administrators may sign up for USM Alerts and get emergency notifications and other important campus information sent via email or text messages directly to mobile phones. No one is required to opt-in to the messaging service, however, students for their own safety are highly encouraged to opt-in. They may sign up for those alerts at www.stmary.edu/alerts.

[top](#)

Health, Safety, and Wellness Policies and Procedures

Saint Mary believes in the dignity of each person's capacity to learn, relate, and to better our diverse world. We value: Community, Respect, Justice, Excellence.

The University of Saint Mary's beautiful 200-acre campus is the setting for the work and joy of scholarship and growth for its administration, faculty, staff, and, most especially, its students. The campus flourishes and grows when each of its members exercises respect for each person they meet. Such daily encounters build a vibrant community that is evident and necessary for the growth of strong academic and social life. As in any smooth-running social group, members of that community abide by certain principles to ensure that the growth may flourish.

Facilities

Students are given access to buildings, facilities, equipment or resources for which they are authorized access. This may be via keys, University of Saint Mary ID card, or unlocked doors. Students whose access is not accurate should contact the supervisor for the area of requested access for spaces or equipment, Keleher Learning Commons for USM ID card access questions, and the Director of Residence Life for any residence life access questions.

Fire Safety and Weather Procedures

Fire

- The fire alarm sounds for both drills and actual fires.
- When a fire alarm rings, remain calm and evacuate the building, closing room doors behind you.

- If possible, wear shoes and a jacket, if needed.
- If smoke is present, hold a damp cloth over your mouth, stay close to the floor, and do not use the elevator.
- Once outside, move away from the building and remain outside until directed to return by a member of Residence Life or other University personnel.

Many times fire and smoke are not evident in all parts of a building. Failure to evacuate the building for a fire drill or actual fire will result in disciplinary procedures and/or corrective action. Tampering with fire safety equipment, including extinguishers, alarms, or detectors (cutting or disconnecting of wires) is a federal offense, not just USM policy. Fines start at \$5,000 and may include jail time. Tampering with fire safety equipment is also subject to a minimum \$300 fine.

Tornado

The term tornado “watch,” as used by the National Weather Service, means that conditions exist for a tornado to develop. A tornado “warning” is issued when a tornado has actually been sighted. When such a warning is issued for the area, tornado sirens will sound. When tornado sirens sound, remain calm, close blinds and doors, proceed to the lowest level of the building, available tunnels or basements, and remain until the all clear is sounded. Do not use any elevators. Additional Emergency Response procedures are listed on the Public Safety and Security website (<https://www.stmary.edu/campus-security>) and posted throughout campus.

Winter Weather

The University of Saint Mary values class time and does not cancel classes without warrant. A recorded telephone message can be heard by dialing ext. 6300 on campus, (913) 758-6300 in the local area, by calling the main phone line, (913) 682-5151, or the Kansas City line at (913) 772-0843, then press “7” to be transferred to the recorded message. Under ordinary circumstances, we will post an email no later than 5 a.m. for campus day classes and 3 p.m. for evening classes. All employees and students are responsible to either read their email or check the recorded message. We have two designations: University of Saint Mary — Leavenworth and University of Saint Mary — Overland Park. Weather announcements will be posted on the webpage and sent via USM email and through the USM Alerts texting notification system. Students may sign up for those alerts at www.stmary.edu/alerts.

If there is not an announcement, classes will be held as regularly scheduled. Please do not call the University main line for information regarding class cancellation. Telephone lines should be left open for emergency calls.

Health Services

Health and Insurance Requirements

It is the student’s responsibility to pay for off-campus medical and/or hospital treatment. University of Saint Mary does not provide health insurance coverage. If students do not have primary health insurance under their parents’ health plan or some other health insurance plan, they must obtain their own individual health care coverage.

All residential students, international students, student athletes, nursing, and doctoral in physical therapy students are required to maintain current health insurance. Students involved in the athletic program must have coverage that includes collegiate athletics. Students must present current proof of health insurance to the University when entering the University. Athletes, injured off-campus during sponsored athletic events, may have additional coverage available through USM athletic secondary insurance.

All residential students, athletes, and international students are required to have an updated health history, physical examination, health/medical insurance, and an immunization record on file with the Residence Life Office, Maria Hall Room 100. All health forms must be on file before a residential student can move into the halls or an athlete can begin practice or participate in games. The athletic trainer

system for submitting health records can be accessed at <https://www.stmary.edu/medical-forms>. Non-student athletes can submit medical records to the Director of Residence Life and Student Engagement.

Accident insurance is also available to commuter students enrolled at University of Saint Mary. Arrangements can be made and accident insurance paid for at the Business Office during the first two weeks of each semester.

Medical Transportation

For liability reasons, faculty and staff are not allowed to transport a student via their personal vehicle in the event of a medical emergency. Faculty/Staff should call 911 for emergency transportation services.

If the student is experiencing a life-threatening situation, the student must be transported via emergency transportation services (EMS). In the event that the student chooses not to be transported via EMS services and the student is agreeable to be transported for medical treatment/evaluation, Public Safety officers may transport the student in the USM Public Safety vehicle.

Students who drive their own vehicles or ride in the vehicle of an individual not employed by or contracted by USM, whether for a university related activity or otherwise, assume the risk thereof and USM assumes no liability in the case of accident or injury to either driver, passenger, or third parties.

Emergency Room Service

Saint John's Hospital is conveniently located to the north of the campus and provides emergency room service.

Infectious Diseases/Immunizations

Failure to provide the required health form and immunization information may result in a fine and a "health hold," placed on the student's account. The student will not be allowed to live in the residence halls, participate in athletics, or register for the next semester's classes until he/she is in compliance.

The immunization portion of the health record requires the following:

- Tetanus-Diphtheria booster within the last 10 years
- Two (2) MMR (measles, mumps, rubella) vaccines (persons born before 1957 are considered immune)
- Hib (four doses required)
- Tuberculosis screening questionnaire filled out or proof of a negative tuberculosis (PPD) skin test or chest X-ray within the past year (12 months)
- Meningitis vaccination (dose or booster required after the age of 16)

A health care provider must validate the immunization record, or a copy of school/health department/military records is acceptable. For those who will not or cannot be immunized for medical, religious, or other reasons, the University will engage in dialogue with the student in an attempt to reach a reasonable accommodation, if possible; however, on-campus residential living may not be an option. Immunization records may be obtained from the student's personal physician, high school, or local health department.

Students in healthcare programs at the University will, in many cases, be required to complete a clinical component at a clinical agency in order to successfully complete the program. These clinical agencies may not accept students who have not had certain immunizations. The University cannot control these agencies' policies or force them to accept a student who does not have certain immunizations. If a student does not complete a required clinical component, regardless of the reason(s) for non-completion, he or she cannot successfully complete the program.

In addition to the required immunizations, the American College Health Association recommends the following: hepatitis B, chickenpox, polio, and influenza.

University of Saint Mary may:

- Refer, when necessary, any person affiliated with the University who may have an infectious disease to appropriate qualified individuals for health care or counseling services in order to educate him or her about the disease, teach appropriate hygiene, and teach the importance of not engaging in behaviors that are known to be likely means of transmitting the disease to others;
- Suspend, when necessary, general University housing regulations to accommodate appropriate living arrangements for persons with an infectious disease or their roommates;
- Require persons with an infectious disease to take precautions with others when they have had or will have especially close contact, e.g. residence hall roommate or suitemate, which could pose an unacceptable risk of transmission of the disease. The Vice President, or designee, will verify such precautions. Precautionary requirements may be waived if alternative housing arrangements are accepted or if recommended by a health care provider satisfactory to the University; or
- Restrict or terminate the enrollment or participation in University-related educational programs, activities, or the housing status of any student known to have an infectious disease. Notice of restriction or termination will be in writing.

Parking and Traffic Regulations

General Information

The University of Saint Mary assumes no responsibility for damage to vehicles parked or operated on campus, for articles left in them, and/or for lost/stolen parking permits. Bringing a motor vehicle to campus is a privilege, not a right. The University of Saint Mary does not exclude any group of students from this privilege.

Motorcycles, scooters, and mopeds are also motor vehicles and must comply with all registration policies, rules, and regulations. No member of the University of Saint Mary community may register a vehicle for the purpose of obtaining campus parking privileges for non-students or non-employees. Skateboards, roller blades, inline skates, hover boards, or other skating devices are not allowed in campus buildings.

Pedestrians have the right of way at all times. Parking rules are enforced every day of the year including breaks and holidays.

Occasionally, special short-term conditions arise that may call for temporarily amending or suspending a part of these regulations. Citations will be issued to violators of any temporary signs or barricades, and violators may be subject to towing without advance warning.

Students who drive their own vehicles or ride in the vehicle of an individual not employed by or contracted by USM, whether for a university related activity or otherwise, assume the risk thereof and USM assumes no liability in the case of accident or injury to either driver, passenger, or third parties.

Motor Vehicle Registration

All motor vehicles operated on campus by employees and students must be registered and have a University of Saint Mary registration permit displayed. The permit will be displayed in plain view. Students can obtain their permit at the Public Safety and Security Office, located in Berchmans 012, or register their vehicle online. Failure to register vehicles may result in fines or towing of vehicle at owner's expense. Replacement permits are available for \$5.

Vehicle Insurance

All vehicles operating on University of Saint Mary grounds must maintain the state minimum liability insurance. Failure to maintain insurance will result in the suspension of parking/driving privileges on campus.

Guest Parking

The Public Safety and Security Office will issue a temporary parking permit for daytime, weekend, and overnight visitors and guests. Overnight guests must display a temporary permit to avoid ticketing.

Authorized Student Parking

All student parking spaces are designated Residential or Commuter via signage. A University of Saint Mary parking permit must be displayed.

Parking is restricted in the following areas:

Main front (Berchmans) circle: No student parking is allowed anytime in the spaces marked "Visitor, "Admissions", and "Faculty/Staff". From 5:00 pm to 6:00 am students may park in spaces not reserved for visitors, admissions, and faculty/staff. As a reminder, this area may be reserved for special events, at which time no student parking is allowed. Mead, Lower Chapel, Miede, and Maria lots reserved for designated/listed vehicles only.

Students and employees are not allowed to park in Cantwell Hall parking behind Ryan Sports Center. This is reserved for Sisters of Charity parking only. Parking is not allowed inside or around the Sisters of Charity cemetery.

Parking and Traffic Regulations

- Speed limit on campus is 15 mph, unless otherwise posted.
- When parking, the entire vehicle must be located within the marked boundary of the parking space. All vehicles should take up only one parking space.
- Operators will come to a full stop at all stop signs and use the proper turn signals; operators will also yield where designated. Operators will yield the right of way to pedestrians in crosswalks, parking lots, intersections, and/or other congested areas. No person should obstruct the free flow of pedestrian or vehicular traffic on University premises or at any University-sponsored or supervised activity.
- The main front circle is a one-way lane in a clockwise direction. Operators of all vehicles, bicycles, and other forms of transportation are required to comply with the one-way traffic pattern.
- Handicap spaces are only for vehicles bearing the proper State issued designation. Vehicles not bearing the proper designation and USM permit will be cited and subject to immediate towing in the following areas:
 - No parking areas
 - Campus lawn
 - Access drives
 - Sidewalks
 - Loading dock area
 - Yellow curb zones
 - Fire Lanes
 - Any area not specifically marked as a parking area

There is no parking in grassy areas unless such area is designated for event parking. Operating a motor vehicle on the sidewalk or grass is prohibited unless specifically authorized by Campus Safety. No vehicle shall be operated in such a manner as to cause interference with University operations. If a person parks in violation of regulations and does not receive a citation, this does not mean the regulation is no longer in effect or valid. Parking citations may be issued within 24 hours for the same offense but not less than 12 hours after the initial citation. All parking citations must be paid within 10 business days to avoid additional citations.

Towing Policy

All grounds at the University of Saint Mary are private property, and the University of Saint Mary reserves the right to remove any vehicle parked or operated in such a manner as to violate campus parking/vehicle operation policies. Vehicles may be towed at any time as dictated by Public Safety officials for the following reasons:

- Vehicles receiving four or more parking citations within a Fall/Spring Semester school year
- Vehicles blocking a legally parked vehicle
- Vehicles parked in fire lanes/zones
- Vehicles parked in handicap spaces
- Vehicles blocking entrances, drives, or vehicle right of way.

Any vehicle without a registration permit that has four or more parking violations on file will be towed at the owner's expense and removed from campus property. All associated towing and storage fees are the responsibility of the owner/operator of the vehicle. The University of Saint Mary assumes no liability for the vehicles towed.

Fines

- Failure to register vehicle \$25
- Illegally parked in non-parking, restricted or reserved areas \$30
- Illegally parked on grass or walkway \$30
- Illegally parked in fire zone/lane \$100
- Illegally parked in handicap space \$150
- Stop sign violation \$75
- Operating vehicle in an unsafe manner \$75
- Failure to comply with Public Safety Officer \$50
- Other \$30

These are the fines for first offenses. All fines automatically double with each violation received.

Fines not paid will result in a hold being placed on the student's account. Students receiving an excessive number of tickets will be referred to Student Life for student discipline processes.

Appeals

Parking and traffic fine appeals must be made and received within ten (10) days of the offense at the Public Safety and Security Office, located in Berchmans 012. The Public Safety and Security supervisor and The Director of Residence Life and Student Engagement will review all appeals. Outstanding fines must be paid prior to registering for the next academic semester.

Appeal forms may be obtained from the Public Safety and Security Office, or https://cm.maxient.com/reportingform.php?UnivofSaintMary&layout_id=3.

Appeals are reviewed and ruled upon by the Parking Appeals Committee. The committee's decision on an appeal is final. The committee will meet the first week of each month and will contact students via University of Saint Mary email within three days with the appeal decision. If approved, the fine will be removed from student accounts. Appeals cannot be made to campus safety and security officers. Public safety and security officers do not void parking tickets.

Questionnaires / Petitions

Before any student or group of students, sends a questionnaire/petition to any members of the University of Saint Mary community or outside entity, the contents of the questionnaire and its rationale must be submitted, in written form, to the Keleher Learning Commons for approval.

Sales / Business Ventures

Solicitations, including solicitations of sales, and commercial business ventures are not permitted on campus by individual or outside group(s), or individual or group(s) of students. This includes students working as independent contractors for a third-party company that buys and sells textbooks. Variances from this policy are made through written application to the Vice President of the Keleher Learning Commons & Student Development in advance of any proposed solicitation. Only in rare circumstances may variances from or exceptions to this policy be granted. Any person attempting to solicit credit card membership or sell magazines, insurance, clothing, or other merchandise should be reported immediately to the Keleher Learning Commons or USM Public Safety and Security.

Commitment to Non-Discrimination, Non-Harassment and Non-Retaliation

The University's mission is to preserve the fundamental dignity and rights of all individuals involved in campus activities. Discrimination, harassment, and retaliation on the basis of protected status (see the Equal Employment Opportunity Statement for a definition of "protected status") are strictly prohibited. Such conduct is contrary to the education and employment values of the University. Persons who engage in such conduct are subject to discipline up to and including termination or dismissal. Preventing prohibited discrimination, harassment, and retaliation is the responsibility of all members of the University Community.

Employees and third parties may bring a concern or complaint to any supervisor, member of management, or to the Director of Human Resources as soon as possible:

Michelle Carmitchel, Director of Human Resources
Michelle.Carmitchel@stmary.edu or 913-758-4359

Students may bring a concern or complaint to Bob Schuchardt at robert.schuchardt@stmary.edu or 913-758-6111.

Students are also encouraged to report potential violations using USM's online reporting system and www.stmary.edu/reporting.

USM will respond to reports of perceived prohibited conduct in a reasonable, thorough, and prompt manner.

Non-Discrimination, Non-Harassment and Non-Retaliation – Student Policy

Scope

This policy applies to reports of discrimination, harassment, and retaliation on the basis of race or color, national origin or ancestry, disability status, religion or creed, age, sexual orientation, marital status, past, present or future protected veteran status or membership in the uniformed services, citizenship or intending citizenship status, genetic information, or any other legally protected class. Discrimination, harassment, and retaliation on the basis of sex, gender, pregnancy status, and gender identity are governed exclusively by the University's Title IX Policy and Sexual and Gender-based Harassment, Sexual Violence, Relationship and Interpersonal Violence and Stalking Policy. These policies govern reports of discrimination, harassment, and retaliation in all the University's programs and activities and applies to all members of the University Community. It applies to discrimination, harassment, and retaliation that occur on campus, during or at an official University program or activity (regardless of location), and to off campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the University's programs and activities.

Definitions

Discrimination

Discrimination is adverse treatment of an individual based on protected status. It is a violation of this policy to discriminate on the basis of a protected status in any of the University's programs and activities.

Harassment

Harassment consists of unwelcome verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion toward an individual based on protected status. Harassment constitutes a form of prohibited discrimination if it denies or limits a person's ability to participate in or benefit from the University's programs and activities ("discriminatory harassment").

Examples of conduct prohibited by this policy may include, but are not limited to, jokes or pranks that are hostile or demeaning with regard to a person's protected status or have the purpose or effect of creating an intimidating, hostile, abusive or offensive working or academic environment.

Retaliation

The University prohibits retaliation against anyone for reporting discrimination or harassment, assisting in making a report, cooperating in an investigation, or otherwise exercising their rights or responsibilities under this policy and applicable federal, state, and local laws. Retaliation prohibited by this policy consists of materially adverse action, such as disparaging comments, uncivil behavior, or other negative treatment by an individual because a report has been made pursuant to this policy or because an individual otherwise cooperated with the University's investigation.

Investigation and Resolution Procedures

Reports Alleging Misconduct by a Student or Third Party

If a report of discrimination, harassment, or retaliation alleging misconduct by a student or Third Party is received, the report will be referred to Student Development for investigation and resolution pursuant to the process for handling other types of student misconduct as contained in the Student Code of Conduct and www.stmary.edu/handbook.

Reports Alleging Misconduct by a University Employee or Agent

When a report of discrimination, harassment or retaliation alleging misconduct on the part of a University employee or agent of the University is received, the report should be referred to Director of Human Resources for investigation and resolution consistent with the Employee Handbook and the Harassment and Complaint Procedure. Substantiated incidents of conduct prohibited by this policy, can lead to discipline up to and including termination or dismissal.

General Complaint Policy

Student Complaints

University of Saint Mary provides various means by which student complaints and concerns may be addressed. In all cases, students are encouraged to put their concerns in writing and carefully document the events that led to the complaints. All complaints, concerns, and suggestions made by students will be addressed in order to resolve the situation and improve the quality of the educational programs at the institution. No retribution against any individual complainant is permitted.

Complaint Procedure

Whenever possible, students are encouraged to seek an informal resolution of the matter directly with faculty or individual(s) involved. Often a complaint can be resolved in this way. However, if an informal approach is neither successful, nor appropriate, the student should use the following procedure:

Students may file a complaint report online at stmary.edu/report

For complaints related to Title IX, including sex discrimination, sexual harassment, and sexual violence, students will refer to the Title IX Policy of this handbook, and file a report online at stmary.edu/report.

More information can be found here: <https://www.stmary.edu/titleix-grievance>

Policy and Grievance Complaint Procedure

If students do not believe that any of the above are applicable to the nature of their complaint, they may contact the Vice President for the Keleher Learning Commons & Student Development. The Vice President, or his/her designee(s), will work with the student to resolve the issue. The resolution process may include informal discussions and interviews with the relevant parties. The Vice President, or his/her designee(s) will make a determination and issue a written statement regarding the resolution of your complaint.

Students may also file a complaint with Higher Learning Commission (HLC), the University Saint Mary's accrediting organization. HLC has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices, and therefore students are encouraged to try and resolve individual grievances using the University's procedures. If they do wish to make a complaint with HLC, relevant information can be found at <https://www.ncahlc.org/HLC-Institutions/complaints.html>.

Student Organizations

Recognition of Student Organizations

The University community is defined in many ways by the activities of its students. University of Saint Mary officially sponsors organizations whose purposes, goals, and activities are consistent with the Mission of the University. The University reserves the right to review the activities of student organizations and to monitor compliance with University policies.

Students who share a common interest may apply for recognition as a student organization. Application forms are available in the Keleher Learning Commons. With approval of the application by the Student Government Association (SGA), student organizations are permitted to identify themselves directly with the University. Only student organizations that maintain SGA recognition by following all applicable policies and procedures are eligible to request permission to use University facilities or services. If a group obtains recognition from SGA, the group is eligible for SGA funding.

Contact the Keleher Learning Commons for more information on forming student organizations.

Annual Registration of Student Organizations

To maintain the listing of active student organizations recognized by the University, each organization is required to submit a registration form to the Keleher Learning Commons at the end of the spring semester. Organizations that apply for and obtain SGA recognition become eligible for SGA funding.

Student Eligibility for Participation in Student Organizations and Groups

To be eligible to participate in student groups and activities, students must maintain satisfactory academic standing. To be eligible to hold office or other leadership positions in any recognized student organization, Residence Life, or intercollegiate (NAIA) athletics, students may not be on academic probation or disciplinary probation. Students or departmental organizations reserve the right to set higher academic and behavioral standards for their members. The departmental or organizational advisor is responsible for confirming the eligibility of the student members of the organization and addressing ineligibility as necessary.

Event Scheduling by Student Organizations

Student organizations may reserve space for activities through the calendaring request system (<http://stmary.libcal.com/spaces>).

Representing the University

Student organizations do not have the authority to contract or speak on behalf of the University without prior written authorization. Engaging in such conduct or violating other provisions of this Student Handbook, will be governed by the Student Conduct Disciplinary Procedures.

University Logo, Trademarks, and Service Marks

The University's logo, trademarks, and service marks may not be reproduced, altered in any way, or used in combination with any other images or text without the permission of the University of Saint Mary Marketing Office. This includes, but is not limited to, event promotion, logos or materials for University of Saint Mary student clubs or organizations, or unofficial social media channels for student groups.

Policy on the Invitation of Outside Speakers to the University of Saint Mary Campus

The University's commitment as a Catholic institution means a deep interest in Catholic thought and presupposes that Catholic viewpoints will be effectively presented. But far from precluding free and thorough investigation, USM's Catholic orientation demands freedom of inquiry and the penetrating search for truth wherever it may be found. Therefore, since knowledge, understanding, and insight are gained not only from discussion within the academic community but from a wider exchange, USM encourages the invitation of outside speakers to the campus to share ideas and insights with students and other members of the University community. There is no limitation on the ideas to which the academic community may be exposed, but this does not imply absolute freedom with regard to speaking or advocacy of clearly illegal or immoral actions. Consequently, students are encouraged to broaden their horizons by inviting persons who can contribute to the educational goals of the University.

Advance arrangements will be made in accordance with the procedures outlined below. Suitable accommodations will be provided for the guest, and the program will be conducted in a manner appropriate to an academic community. Responsibility will be assumed for any effects which follow upon the program or the conduct of the speaker. Obviously, the kind of conduct which restrains either the freedom of expression or the freedom of movement of others who may not agree, or which is disruptive of University operations, is unacceptable in an intellectual community and a democratic society.

The education of its students is USM's primary responsibility, and, consequently, every effort must be made to provide a balanced and varied program so that the students encounter a wide range of viewpoints in many different areas of thought.

It should be clearly understood that the presence of guest speakers on campus does not imply approval or endorsement, either by the University or any sponsoring organization, of the views expressed.

Freedom of Association, Inquiry, and Expression

Students are free to associate themselves with those student organizations recognized by the Student Government Association (SGA). The policies and actions of a student organization will be determined by a vote of those University of Saint Mary students who are of the organization or by a national organization with which the local organization is affiliated. The policies and actions of any student organization must be consistent with the Mission and Values, purposes, and policies of the University of Saint Mary.

Students and student organizations are free to examine and discuss all questions of interest to them and express opinions publicly and privately. They are free to support causes by means which do not disrupt the regular and essential operation of the University. At the same time, it should be clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak solely for themselves.

Alcohol and Other Drug (AOD) Policy and Prevention Program

The University of Saint Mary, as a Catholic liberal arts university, seeks to maintain an atmosphere conducive to the pursuit of learning and to a healthy, and wholesome social environment. University of

Saint Mary considers its students to be adults who will comply with its Alcohol and Other Drug policy (AOD) and federal, state, and local law regulating alcohol and drug use.

The University, however, attempts to educate members of the University community as to the health risks associated with alcohol and drugs and the effects of alcohol and drug use and abuse on themselves, their families, their friends, and their colleagues. The University of Saint Mary tries to teach students to be responsible for their behavior and makes them aware of the effects of their behavior on others within and outside of the University community. The University of Saint Mary provides confidential counseling service for alcohol and drug-related problems when needed. In keeping with the laws of the United States Government, the State of Kansas, and the City of Leavenworth, University of Saint Mary establishes these policies regarding alcohol and drugs.

Current Law

In the State of Kansas, the legal drinking age is 21. The consumption and possession of alcohol by students under the age of 21 is prohibited. The use of alcohol by those over 21 is limited to their individual resident rooms in Berkel Hall only. Those who consume alcohol in their room must not be in the presence of a student under age 21.

In the State of Kansas, it is also illegal to be involved with controlled substances, including prescription drugs obtained or used contrary to the prescription. Violation of the Kansas drug laws also may result in incarceration and substantial fines. The University voluntarily complies with the substantive provisions of the federal Safe and Drug-Free Schools and Communities Act of 1994, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students on the property of University of Saint Mary or as part of an educational program or activity.

Students are prohibited from being intoxicated while on University property or attending a University-sponsored or University-financed function or while holding themselves out as representatives of the University. Behaviors indicative of intoxication include:

- staggering
- strong odor of alcohol or other drug
- incoherence
- lack of judgment
- unconsciousness (passed out)
- other behaviors which indicate the use or influence of alcohol or other drugs

A “minor in possession” is defined as a person of less than 21 years of age who has in his or her possession (for example, car, room, or person) containers of alcoholic beverage. A minor whose breath smells of alcohol will also be considered “in possession.”

Social Event Alcohol Permit Forms

Permission to serve or consume alcoholic beverages at events where students may be offered or served alcoholic beverages in public areas of the University such as social rooms, dining hall, campus picnic areas, academic departments, offices, the circle fountain, or at University-sponsored or University-financed events must be obtained from the Vice President or designee prior to the event. Alcohol for such events must be served and distributed by a third-party vendor. University Saint Mary students, faculty, or staff may not serve alcohol to students. For on-campus events or at University-sponsored or University-financed events, an individual or student organization may request permission by completing and submitting a Social Event Alcohol Permit Form which is available in the Keleher Learning Commons. The Social Event Alcohol Permit Form must be submitted at least fifteen (15) business days prior to the event. Grant or denial of permission to serve alcoholic beverages at a social event is at the discretion of the Vice President or President.

University Regulation of Other Drugs

The University of Saint Mary prohibits the manufacture, distribution, dispensation, possession, sale, transfer, or use of any illicit or illegal drug or controlled substance, including without limitation:

- marijuana and cannabis-derived material
- opium and its derivatives
- hallucinogens
- amphetamines or methamphetamines
- barbiturates
- cocaine or crack
- prescription medications illegally obtained

Any student violating this policy will be subject to University disciplinary procedures. Any illicit/illegal drugs or controlled substances and drug paraphernalia will be confiscated by the University. Prescription drugs not used in conformity with the prescription are considered illicit or illegal drugs under this policy.

All drugs and drug paraphernalia will be confiscated by the University and turned over to law officials. Any student violating this policy will be subject to University Student Conduct Disciplinary Procedures and possible criminal prosecution. The University cooperates with local law enforcement in these matters.

Students are prohibited from being under the influence of drugs while on University property or attending a University-sponsored or University-financed functions or while holding themselves out as representatives of the University. "Under the influence of drugs" is defined as displaying behavior such as staggering, glassy eyes, strong odor of banned substances, incoherence, lack of judgment, unconsciousness (passed out), or other behaviors which indicate the use or influence of drugs. The Office of Residence Life reserves the right to bring in law enforcement officers and canines to inspect residence halls without notice.

Marijuana is not legal in the State of Kansas. The State of Kansas, local law enforcement authorities, and the University of Saint Mary does not recognize medical marijuana cards issued by other states. Possessing a medical marijuana card from another state does not make it legal to use marijuana in the State of Kansas or at the University of Saint Mary.

Drug Testing Policy

The University of Saint Mary strives to maintain a drug-free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances while enrolled as a student. Students will be held accountable for consuming illegal substances, regardless of state/local laws in the location where the substance was ingested. A student is subject to testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing will be required whenever the Vice President, or his/her designee, suspects or has reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus.

Reasonable grounds for requiring a student to submit to a drug test may include, but are not limited to, the following:

- Incoherent communication or inexplicable behavior;
- A pattern of tardiness and/or absenteeism from class;
- Suspicious odors on person, clothing, and/or other property;
- Sudden, inexplicable decline in academic performance;
- Possession of drug paraphernalia;

- Prior positive drug test results;
- Arrest, citation, or conviction for a substance-related offense by University or public law enforcement authorities;
- Observation of substance use or physical symptoms or manifestations of impairment, incoherency, or erratic, inexplicable conduct;
- A report of substance abuse or use provided by a reliable and credible source.

A student who refuses to submit to a request for drug testing from an authorized University official, refuses to authorize the release of test results to the University, or tampers with a drug test sample will automatically be considered as failing a drug test and disciplined up to and including dismissal from the University. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, will result in disciplinary action including, but not limited to, suspension or dismissal from the University. Drug testing may be conducted on campus or also at a lab selected by the University and certified to conduct drug testing. A positive drug test will result in the student paying the fee for the testing services.

Consequences for Alcohol and Drug Policy Violation

Violations of the Alcohol and Drug Policy will be addressed pursuant to the Student Conduct Disciplinary Procedures. Along with any other appropriate sanctions, consequences of a violation of the University Alcohol and Drug policy may include one or more of the following:

- Required attendance and completion of a drug or alcohol education course;
- Rehabilitation;
- Treatment program satisfactory to the University;
- Required periodic alcohol and drug screening;
- Reporting the matter to appropriate law enforcement authorities, which, in any event, may be required in some cases involving violations of federal, state, or local alcohol or drug-related laws;
- Disciplinary fines and sanctions up to and including dismissal from the University which will effectuate appropriate resolution.
- Disciplinary probation which could result in extra-curricular activity suspension, including athletics.

A student may be required to present a statement of successful or continued successful participation in drug or alcohol rehabilitation satisfactory to the University and further drug and alcohol screening as a condition of continued enrollment. The cost of such rehabilitation, including communications between the drug or alcohol rehabilitation provider and the University and all drug and alcohol screenings at the rehabilitation location, is the responsibility of the student. Violations of the University AOD policy by a student-athlete are reported to the Athletic Director.

As permitted by law, the University also reserves the right to release information about alcohol or drug related disciplinary violations to parents of students.

Smoking and Tobacco Policy

To promote a safe and healthy University of Saint Mary environment, smoking, and the use of smokeless tobacco or simulated smoking products is not permitted on University property. This also includes “spit bottles,” any product containing or delivering nicotine (e.g., Electronic Nicotine Delivery System or ENDS) or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor. Smoking, and the use of smokeless tobacco or simulated smoking products is not permitted on campus.

Violation of policy will result in University Student Conduct Disciplinary Procedures.

Alcohol and Drug Abuse Prevention Program Biennial Review Process

The University has a drug and alcohol abuse and prevention program and conducts biennial review of this program to evaluate its effectiveness. For more information, see below:

- Student alcohol/drug policy: <https://www.stmary.edu/aod-policy>
- Employee alcohol/drug policy: located in University of Saint Mary's Employee Handbook found on eSpire.
- Alcohol/drug webpage: <https://www.stmary.edu/aod-policy>

Biennial review of the University's drug and alcohol abuse program's latest review was in 2018. Information of the review process and the Student Handbook review can be found by contacting the Vice President of the Keleher Learning Commons & Student Development at (913)758-6111.

The University also has online educational programming and optional yearly screenings for the entire community.

Information Technology Policy

All enrolled students have a University of Saint Mary email account. It is imperative that all students utilize this account. This is the primary means by which the University of Saint Mary will communicate with students outside of the classroom. As such, students are responsible for checking this account and for any information distributed by this means. The provision of the University-owned email system is for the members of the University of Saint Mary community.

The University will make reasonable efforts to maintain the effective operation of its email systems. Users are advised, however, that these systems and other free email packages, for example Gmail, downloaded to the University-owned network and student-owned computers should in no way be viewed as a secure medium for the communication of confidential or sensitive information. Users of email services are on notice that even though sender and recipient may have discarded or deleted their copies of an email record, retrievable back-up copies of email records may exist.

Privacy

Although the University does not routinely monitor information transmitted, stored, received, or retrieved electronically on the University's computers and the resources, it makes available, including, among other things, email, it retains the right to do so. There is no expectation of privacy in any information transmitted, stored, received, or retrieved electronically on the University's computers and the resources it makes available, including among other things email. Use of any University computer or other electronic resource made available through the University constitutes consent to a search and disclosure as described in this policy.

The University may search, retrieve, or view any information or data entered, transmitted, received, stored, or retrieved on its computers and the resources it makes available in connection with, among other things:

- maintenance or improvement
- monitoring for viruses and other destructive computer programs
- investigation of violation of University policy
- investigation by an authorized law enforcement or federal, state, or local agency
- when otherwise required by law
- when authorized by the President, Vice President(s), and/or Academic Dean of the University.

Guidelines

Prohibited uses of the University-owned network or student-owned workstations accessing the University-owned network include, but are not limited to, the following:

- Any use that infringes upon the intellectual property rights of others. This includes sending copies of documents in violation of copyright laws, including inclusion of the work of others into email communications in violation of copyright laws.
- Capture and “opening” of email not addressed to the recipient, except as specifically authorized by the President or Vice President(s) or Academic Dean of the University to diagnose and correct the delivery system.
- Use of email to harass or intimidate others, including harassment on the basis of race or color, sex or gender, national origin or ethnic origin or ancestry, disability, religion or creed, age, sexual orientation, veterans’ status, or citizenship or intending citizenship status. This includes interference with the ability of others to conduct University business.
- Downloading, displaying, printing, creating, saving, or transmitting materials that use obscene, threatening, or disrespectful language, pornography, illegal or violent acts.
- Use of email system for financial gain, gambling, or advertising.
- Use of email systems for any purpose restricted or prohibited by law or regulation or by University policy.
- “Spoofing”, i.e. constructing an email communication so that it appears to be from someone else.
- “Spamming,” i.e. sending a large amount of email to a particular site or workstation sufficient to harass individuals, down servers or otherwise effectuate “denial of email service” to the campus or any other site.
- “Snooping,” i.e. unauthorized access to the electronic files or email of others for the purpose of satisfying idle curiosity, with no substantial University-related purpose.
- Attempting unauthorized access to email or attempting to breach any security measures on any email system or attempting to intercept any email transmissions without proper authorization.
- Knowingly exporting, importing, or downloading a virus on to the University or any other computer system.
- Any use that interferes with the proper functioning of the University’s information technology resources.
- Any use that interferes with the ability of others to make use of the University’s computer and electronic media resources.
- Prohibited applications or devices include Peer-to-peer (P2P) applications, hubs, switches and wireless access points.

It is against University of Saint Mary policy to use electronic media, such as voicemail, email, internet, or other means of electronic communications to send harassing, annoying, or obscene messages; messages that infringe on the privacy of another person or violate any University policy, any theft of electronic material for private usage (e.g. cable splicing, etc.), any fraudulent activity including misrepresentation, or other inappropriate use of electronic media.

Copyright Policies

Copyright Law and Potential Civil and Criminal Sanctions for Copyright Infringement

The federal Copyright law (Title 17, United States Code, Section 10, et seq.) requires all members of University of Saint Mary, including students, to respect the proprietary rights of owners of copyrights and refrain from actions that constitute an infringement of copyright or other proprietary rights.

Those who disregard this policy place themselves individually at risk of civil and criminal liability. As a general matter, a person who is found liable for civil copyright infringement may be ordered to pay actual damages or “statutory” damages in an amount of not less than \$750 and not more than \$30,000 per work infringed. For a “willful” infringement, damages may be awarded by a court up to \$150,000 per work infringed. A court can also assess costs and attorneys’ fees, in its discretion. See 17 U.S.C. §§ 504 and 505. Also, “willful” copyright infringement can result in imprisonment of up to five years for a first time offense and additional fines. See 17 U.S.C. § 506 and 18 U.S.C. § 2319.

Peer-to-Peer (P2P) File Sharing

It is a violation of copyright law to use file sharing software (e.g., BitTorrent, KaZaA, Limewire, etc.) to download music, movies, and other copyrighted material without permission from the copyright

holder. This is unauthorized Peer-to-Peer (P2P) file sharing, and the University of Saint Mary does not condone such use.

Students, faculty, or staff who engage in unauthorized P2P file sharing on the University of Saint Mary network may be held liable for the infringement of copyrighted works (music, movies, computer software, video games, and photographs). Students should be aware that the University of Saint Mary is under no legal obligation to defend, or accept responsibility for, the illegal actions of its students or employees in the P2P context. It is each individual's responsibility to know what constitutes infringement of copyright—if one is not sure then s/he should learn more about the law and/or refrain from copying materials.

If a member of the University community is found to have illegally shared files over the USM's network, the full range of disciplinary actions are available (along with the civil criminal penalties the person may be subject to), including:

- Indefinite or permanent loss of computer privileges and network access;
- Denial of future access to USM's IT resources;
- All disciplinary sanctions available pursuant to the Student Handbook;
- Dismissal from the University; and/or
- Legal action.

Alternatives to illegal downloading include, but are not limited to, iTunes, Amazon, Netflix, and Hulu.

Social Media Policy

The purpose of this policy is to provide guidelines to students regarding their use of social media. Social media are internet-based platforms that are highly accessible to others when individuals generate content and engage in social interactions. Social media platforms are constantly evolving and include, but are not limited to, Twitter, Facebook, blogs, Snapchat, Instagram, YouTube, LinkedIn, etc.

Students at the University of Saint Mary are expected to adhere to the following social media guidelines:

- Use common sense. Know that little, if anything, is private when posted on social media and a person is ultimately responsible for posting and any consequences that may arise from such postings, whether such consequences are in the personal, professional or academic realm.
- Think first, post second. Any conduct that violates University policies or guidelines if social media were not involved can also result in disciplinary action when social media is being utilized. For example, threatening or sexually harassing another student via Twitter or Facebook can subject a student to University discipline just as if that student were engaged in such conduct in person.
- Protect confidential, sensitive, and proprietary information. If a person is in a healthcare program that requires placement at clinical agencies, HIPAA guidelines must be followed and a person must avoid posting or otherwise disseminating protected health information or other identifiable information related to patients.
- Respect copyright and other intellectual property rights of others.
- Do not use the University's logos without prior written permission.
- Do not use the University's name to promote a product, cause, opinion, business, or political party or candidate.
- When identified as a student of University of Saint Mary, avoid claiming or implying speaking on behalf of the University.
- Do not engage in cyberbullying and cyberstalking. Such actions will not be tolerated at University of Saint Mary.

Violations of this policy will result in a review of the incident by University officials and may include action under the Student Conduct Disciplinary Procedure.

Title IX Policy

Saint Mary believes in the dignity of each person's capacity to learn, relate, and to better our diverse world. We value: Community, Respect, Justice, Excellence.

As a private institution of higher learning, the University of Saint Mary recognizes it exists within a civil society in which the justice of Title IX laws and principles constitute a set of legal policies. In the execution of justice, as well as respect for persons and the safeguard of the community, the University upholds the Title IX policies ensuring the sexual well-being and development of its students.

Title IX General Policy Statement

The University of Saint Mary, in compliance with Title IX of the Education Amendment of 1972, prohibits sex discrimination in all of its programs and activities. Sex discrimination may include incidents of sexual harassment and sexual violence, as defined below. Violations of this policy will be investigated according to the Title IX Grievance Complaint Procedures and can lead to disciplinary action, up to and including disciplinary dismissal.

Title IX Policy

<https://www.stmary.edu/titleIX>

Title IX Grievance Complaint Procedures

<https://www.stmary.edu/titleix-grievance>

Filing a Complaint

<https://www.stmary.edu/reporting>

Title IX Coordinator

Bob Schuchardt
Vice President of Student Life
robert.schuchardt@stmary.edu
913-758-6111
KLC 2nd Floor
4100 South 4th Street
Leavenworth, KS 66048

Report a Concern

<https://www.stmary.edu/reporting>

Public Safety and Security
(913) 758-4346
On campus: ext. 6446
24-hour cell: (913) 683-5201
security@stmary.edu

Students can also call 911 for immediate assistance.

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University of Saint Mary Student Code of Conduct and Responsibilities

The University of Saint Mary believes in the dignity of each person's capacity to learn, relate, and to better our diverse world. We value: Community, Respect, Justice, Excellence.

The University of Saint Mary sponsors programs, services, and activities that encourage students to develop their whole person. The University creates an educational environment with principles rooted in its Catholic tradition. These principles challenge students to live, learn, and work together in **community**, **respect** themselves and others, embrace **justice**, and to strive for **excellence**. To achieve these core values, all students are expected to contribute, through their words, actions and commitments, to the development and sustenance of our community characterized by these core values. As a Catholic institution, the University of Saint Mary does not condone sexual activity outside of marriage. A student enrolled at the University of Saint Mary assumes a responsibility to behave in a manner compatible with its core values. The following list of prohibited conduct, while not exhaustive and limiting, illustrate behaviors and actions that are incompatible with the University of Saint Mary's values and are not tolerated. This code of conduct may be amended at any time, in the University's sole discretion.

The Student Code of Conduct applies to all students, resident and commuter, and all student organizations. Each student and each student organization are expected to be fully acquainted with all student conduct policies and will be held responsible for action(s) in violation of any policy. Each student and each student organization will be subject to disciplinary action and sanction(s) for non-compliance.

Prohibited Conduct

All University students are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct and Responsibilities. All students bear responsibility for their conduct. As members of the University community, students are expected to adhere to all published rules, regulations, and policies. Students are expected to show positive regard for each other and for the University community. Moreover, students are expected to build and enhance the University community. Furthermore, students are expected to exemplify honesty, honor, and respect for the truth in all their dealings.

Behavior that violates this Student Code of Conduct and Responsibilities, includes, but is not limited to:

1. Dishonesty or knowingly providing false information to the University.
2. Theft of, misuse of, or damage to University property or the property of another campus community member; possession of stolen property.
3. Failure to comply with directions of University officials acting in the performance of their duties.
4. Conduct that threatens or endangers the health or safety of the campus community.
5. Physical or verbal abuse of another campus community member or anyone else on University property.
6. Fighting.
7. Gambling.
8. Disorderly or disruptive conduct.
9. Sexual misconduct, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking.
10. Discrimination, harassment, or retaliation.
11. Behavior that interferes with the normal operations of the University.
12. Unauthorized entry into or use of University facilities.
13. Misuse or abuse of fire safety equipment including fire alarms, smoke detectors, and fire extinguishers.

14. Possessing, carrying, or using any type of explosive, weapon, or hazardous object on any property owned or controlled by the University or at any University-sponsored, financed or supervised activities. People with valid concealed carry permits may keep handguns locked in their personal vehicles.
15. Violating the Information Technology, Computer Usage, Email & Social Media Policies.
16. Copyright infringement.
17. Bullying/cyberbullying.
18. Making comments or statements that are defamatory, slanderous, threatening, or profane about University community members on social media or other sources.
19. Aggressive, offensive, and inappropriate language or behavior toward other University community members, including on social media or other sources.
20. Manufacture, distribution, possession, or use of illegal drugs or drug paraphernalia.
21. Misuse of prescription drugs.
22. Possession, use, or being under the influence of alcohol in violation of the University's Alcohol and Other Drug Policy.
23. Use of tobacco, or simulated smoking products, in violation of the University's No Smoking and Tobacco Policy.
24. Hazing.
25. Violation of the University's Residence Life policies.
26. Repeated or egregious violations of the University's Residence Life policies.
27. Failure to cooperate with the Student Conduct Disciplinary Procedures described below.
28. Academic dishonesty, including, but not limited to, cheating on examinations, plagiarism, fabrication, forgery, obstruction, multiple submissions, complicity, and misconduct in research assignments.
29. Solicitation, aid, conspiracy, or incitement of others to commit any of the above.

Allegations Involving Sexual Misconduct

Any allegations involving sexual misconduct, including sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking will be addressed through the University's [Title IX Policy and Grievance Complaint Procedures](#).

Allegations Involving Academic Misconduct

Any allegations involving academic dishonesty will be addressed through the Academic Dean's Office.

Disruptive or Dangerous Conduct Policy

The University strives to balance the concerns for the health and safety of individual students with those of the larger University community. When the behavior of a student or student organization poses an immediate threat to him/herself/itself and/or the health and/or safety of the University community, the University at its sole discretion may impose interim measures. The interim measures may include, among other things, removal from the University, restriction on access to residence halls and/or the campus, or prohibition from participation in any University-sponsored/sanctioned event. The interim measure(s) may remain in place, at the University's discretion, until the University has concluded its investigation into the matter and reached a final decision.

Explosives, Weapons, and Other Hazardous Objects

The University of Saint Mary is considered private property. The University of Saint Mary prohibits all employees, students, and visitors from possessing, carrying, or using any type of explosive, weapon, or hazardous object on any property owned or controlled by the University or at any University-sponsored, financed, or supervised activities. This includes all University owned, leased, or controlled facilities, all residence halls, any vehicle parked on campus and every building located on campus grounds. This also applies to those with conceal carry permits, except that persons with valid concealed carry permits may keep a handgun (as that term is defined in pursuant to relevant Kansas law) locked in a private vehicle. Violating this policy may result in confiscation of the weapon and disciplinary actions up to and including expulsion.

All types of explosives, incendiary or poison gas, bombs, mines, grenades, rockets, missiles, firecrackers, fireworks, incendiary or explosive materials with a fuse, wick, or other detonating device, gasoline/fuels used as an explosive, tear gas and smoke bombs, and other combustible materials are prohibited on property owned, leased, or controlled by the University.

Shotguns, rifles, handguns (except as noted above), bb guns, pellet guns, air/CO2 guns, air/CO2 rifles, slingshots, longbows, crossbows, and other types of potentially hazardous objects or equipment including martial arts weapons such as nun-chucks, and throwing stars are not permitted on University property. This also includes all types of ammunition (i.e. bullets, bb's, pellets, and arrows).

Large knives, including switch blades which result in the blade automatically being ejected into position, as well as any straight blade knife of four inches or more are prohibited in all USM properties and leased or controlled facilities. Violations of this policy are subject to the Student Conduct Disciplinary Procedures.

Student Conduct Disciplinary Procedures

The Vice President of Student Life, or his/her designee, is responsible for interpreting this Student Code of Conduct and Responsibilities. The University's interest in student welfare is not bound by campus property lines. Its commitment to neighborhood relations is high, and its positive reputation within the broader Kansas community is essential for its continued well-being. The University reserves the right to act on violations that occur off-campus which adversely affects the University community or at University-sponsored or University-sanctioned events and activities, regardless of location. University sanctioned or sponsored off-campus events and activities include, but are not limited to, those planned and implemented by student organizations/teams/other student groups and University departments.

Student Conduct Discipline

Once the University receives notice of potential misconduct, the Director of Public Safety and Student Conduct, or his/her designee, will investigate the matter and determine if misconduct has occurred by a preponderance of the evidence. The Director of Public Safety and Student Conduct, or his/her designee, will meet with the accused student(s) to discuss the charges. During this meeting, the Director of Public Safety and Student Conduct, or his/her designee, will inform the accused student(s) of the charges and attempt to reach an agreed upon resolution. If an agreement is reached, the misconduct and the sanctions will be recorded in writing and the matter will be deemed resolved. If an agreement is not reached, the Director of Public Safety and Student Conduct, or his/her designee, will enter written findings and an appropriate sanction(s). The written findings and sanction(s) will be delivered to the student. Any sanction issued by the Director of Public Safety and Student Conduct, or his/her designee, will be effective immediately.

In conjunction with reaching a decision on the matter, prior to or after speaking with the accused student(s), University official(s) may discuss the matter with other students, employees, or others with knowledge of the situation and may request additional meetings with the accused student(s).

Appeal Process

A student found responsible for a policy violation may appeal the decision and/or the sanction(s) imposed to the Vice President of Student Life or his/her designee. Students must submit a written Notice of Appeal to the Vice President of Student Life or his/her designee (e-mail sent from the student's University of Saint Mary email account to the Vice President of Student Life or his/her designee) within five business days of receiving the written notice of findings and sanction(s). After five business days, appeals are deemed untimely and are not considered.

The Notice of Appeal must contain a brief description of the history of the charge(s), including the decision, the sanctions issued, and the grounds for the appeal. Appeals will only be considered on one or more of the following grounds:

- The information presented to the Director of Public Safety and Student Conduct, or his/her designee, was insufficient to support the findings or the sanctions;
- New and important information that was not available prior to Director of Public Safety and Student Conduct's, or his/her designee's, decision and can be presented;
- A sanction issued is capricious and not consistent with the policy violated.

The Vice President of Student Life or his/her designee will notify the student in writing if an appeal has been granted or denied. The Vice President of Student Life or his/her designee may, in his/her sole discretion, decide the appeal on the written record or may conduct an additional investigation and/or interviews. The decision of the Vice President of Student Life is final.

Amnesty Policy Statement

At the University of Saint Mary, student health and safety is important. Regarding incidents of crisis or medical emergency, University of Saint Mary students are expected to care for themselves and/or others by getting help from appropriate officials even when violations of the Code of Student Conduct and Responsibilities have occurred. Because the University understands that fear of disciplinary actions may deter requests for emergency assistance, this Amnesty Policy is to alleviate such concerns and reduce hesitation.

In crises involving alcohol and drugs, the University strongly advocates the positive impact of taking responsible action to determine the appropriate response for alleged policy violations relating to the incident. This may mean that no formal University disciplinary actions or sanctions will be assigned to the reporting student(s) or the student in need of help for violations relating to the incident. The incident will be documented, and the completion of educational and/or health interventions/educational intervention will be required. However, the University may still investigate and issue sanctions depending on the gravity of the Code of Student Conduct violation.

Failure to complete the educational and/or health intervention may result in revocation of the amnesty.

The amnesty policy is not intended to protect repeated, flagrant, or serious violations of the Code of Student Conduct and Responsibilities (e.g. sexual misconduct, abusive conduct, distribution of alcohol or drugs, hazing, theft, property damage, etc.), or violations that caused harm to another person requiring emergency response; nor does the policy preclude or prevent action by police or legal authorities.

Failure of students to take responsible action under this policy where action is clearly warranted, and harm results may constitute "abusive conduct" under the Code of Student Conduct and Responsibilities. This policy also provides amnesty for students who report their own medical emergency; however, the University may still investigate and issue sanctions depending on the gravity of the Code of Student Conduct and Responsibilities violation.

In an emergent or potentially life-threatening situation, students are expected:

- To call 911, and then contact the Department of Public Safety & Security;
- Remain with the individual(s) needing emergency treatment and cooperate with emergency personnel as long as it is safe to do so; and
- Meet with appropriate University officials after the incident and cooperate with any University investigation

Disciplinary Sanctions

If a student is determined to have violated the Student Code of Conduct and Responsibilities, disciplinary action(s) will be taken. Sanctions will be imposed based on the type of inappropriate behavior in which the student engaged and the seriousness of the incident, the student's level of responsibility for the incident, and the student's disciplinary history at the University. One or more sanctions may be imposed depending upon the severity of the misconduct. Failure to comply with any sanction imposed may result in imposition of additional sanctions up to and including student dismissal.

All sanctions will be communicated to the student in writing and specify the sanction(s) and the dates they must be completed by. Examples of possible sanctions include: community service; verbal or written apology to person harmed or community; action plan designed for developmental behavioral change; planning an educational program; mandatory program attendance; monetary restitution, disciplinary fines; disciplinary probation, suspension, interim suspension; or dismissal.

University Discipline and Violation of Law

The University may institute disciplinary proceedings against a student for offenses under the Code of Conduct and Responsibilities, regardless of pending civil litigation or criminal arrest and prosecution arising out of the same alleged circumstances. University disciplinary proceedings may proceed prior to, simultaneously with, or following civil or criminal proceedings. University disciplinary action is not subject to challenge on the grounds that civil or criminal charges involving the same alleged circumstances have been dismissed or charges reduced in criminal proceedings. When a student is charged by federal, state, or local authorities, the University will not request or agree to special consideration for the student. The University will cooperate with civil and criminal authorities in timely actions.

Students and organizations must comply with all federal, state, and local laws whether on University property or at any University-sponsored, financed, or supervised activity as well as all USM policies and regulations.

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Residence Life Handbook

Saint Mary believes in the dignity of each person's capacity to learn, relate, and to better our diverse world. We value: Community, Respect, Justice, Excellence.

The University of Saint Mary holds that a liberal arts institution develops students in every aspect of their being. Chiefly among the University's interests is the students' growth socially, morally, and emotionally, and interaction with others is a key component of that development. Hence, the residence life in the residence halls and on each of the floors contributes to forming the community that is central to the traditions and spirit of the University: students, their gifts and talents as persons, are the center of the academic purpose and Mission of the University.

Residence Life Mission

The Department of Residence Life exists to provide safe and inclusive living communities, promote community engagement, and nurture personal development.

For emergencies, dial 911

Contact Public Safety and Security at (913) 683-5201

Residence Life Department (913)-758-6303

To speak with the Residence Assistant on duty, contact (913) 240-0862.

Residence Hall Team

The Residence Life team assumes overall responsibility for the coordination of the housing environment with all other branches of the University community. Residence Life is responsible for ensuring that the environment is conducive and complementary to students' personal, academic, and social development.

Resident Assistants

Resident assistants (RAs) are undergraduate members of the campus community who are responsible for supporting students on their respective residence hall floors. Resident assistants exist to serve as a resource to their respective communities, ensure the safety of all residents, facilitate healthy and engaged communities, and hold students accountable to community standards, policies, and procedures.

USM Facilities Staff

The USM Facilities Department employs full-time staff to maintain University assets, including residence halls. Facilities staff may enter residents' rooms to perform routine repairs or improvements during regular University business hours. Facilities staff will not be on residential floors before 10:00 a.m. unless there is an emergency.

After-Hours Assistance

Resident assistants are on duty from 6 p.m. to 8 a.m. daily and all-day Saturday and Sunday when the University is open. If any problem arises, students should contact the staff on-duty phone at (913) 240-0862.

Common Areas

Common areas such as hallways, recreation rooms, lounges, restrooms, stairwells, and kitchens are an integral part of the community life. Keeping these areas clean and in good repair is expected by all students and visitors using the halls. Lounge furniture may not be removed from its location. All hallway and stairwell lights must remain illuminated while the hall is occupied for the safety of all residents.

Finals Week

During finals week, Quiet Hours are enforced 24-hours a day. This policy is enforced beginning at 10:00 p.m. on the Friday before finals and extends until 5:00 p.m. on the last day of finals.

Fire Safety

The capacity of the electrical system in the residence halls is limited, and overloading these systems can present fire and safety hazards. Only a "power strip" approved by Underwriters Laboratories, Inc. (UL) that contains its own fuse may be used to obtain additional electrical outlets. The use of an electrical "octopus" (multiple head plugs) is strictly prohibited. The use of extension cords should be kept to a minimum and should never run under carpets or between room furniture. Extension cords must be grounded (three prongs). No household extension cords (2 prongs) are allowed in the residence halls.

Electrical appliances allowed in student rooms are as follows:

- blow dryers
- clocks
- Keurig style coffee makers
- computers
- curling irons
- irons
- popcorn poppers
- pressing combs
- printers
- small refrigerators
- microwaves
- televisions
- VCRs/DVD players

The following items are prohibited in student rooms:

- open element appliances, such as hot plates or toasters
- George Foreman or panini style grills
- broilers
- space heaters
- immersion heaters
- toaster ovens
- electric woks
- kerosene heaters
- sun lamps
- outside antennae
- coffee pots
- rice cookers
- air fryer
- waffle makers
- griddles
- halogen lights of more than 300 watts as well as any halogen light that does not meet current UL approval that is equipped with a protective cover over the bulb.
- devices using an open flame such as candles, camping stoves, grills, fondue pots, incense, hookahs, and gas lanterns.
- containers of flammable liquids or volatile toxic materials like gasoline or kerosene

Non-compliant devices will be confiscated until the student can remove them from campus. The use of small appliances for cooking should be confined to the kitchens.

Items, including furniture, may not interfere with access to room doors and windows.

Tampering with any University electrical equipment including breaker boxes and outlets or with electrical equipment of another resident is prohibited.

Housekeeping

Residents are responsible for maintaining a clean-living environment within their assigned living spaces. Cleaning supplies and toiletries are to be self-supplied by occupants of the room. All residential students are responsible for keeping common residential spaces neat and clean. Students may be charged for necessary excessive cleaning in public areas and for rooms not properly cleaned.

Kitchens

Communal kitchens are located in Maria Hall for occasional cooking. These kitchens are not equipped for any student's regular preparation of meals. Residents are responsible for providing their own cooking equipment and dishwashing soap. It is the responsibility of the student to clean the kitchen and utensils following his/her use of the facility. Food placed in the refrigerators in the kitchens must be marked with a student's name and date. Unmarked food will be discarded. Dishes left in the sink unattended will be discarded. Kitchens are subject to closure if not kept clean.

Laundry Facilities

Washers and dryers are located on the ground floor of Maria Hall and every floor in Berkel Hall. Laundry facilities are for the exclusive use of current residential students. Non-residents who utilize laundry facilities will be charged the laundry fee and may be prohibited from visiting the halls. Laundry supplies should not be stored in laundry rooms.

All residents are expected to be courteous to other residents and remove laundry from machines in a timely manner. After 15 minutes of completion of cycle, laundry may be removed from a machine and placed on a clean surface so the machine can be used by another resident.

USM is not responsible for lost or stolen items. Residents are encouraged to supervise their laundry while washing and drying. A lost and found box is located in each laundry room. All lost items will be discarded at the end of the semester. Students should report any machine problems to residence life staff and include the nature of the problem and machine number.

Lock-Outs

If a student is locked out of the hall or his or her room, please contact his or her residence life team member. Residents are given two (2) free lock-outs each year. Any lock-out after that will result in a \$5 fee per lock-out. This includes access to the halls. Residents are not to prop doors or vandalize entrances to gain access to the building. Any student accessing the building by means other than scanning his or her ID card will be subject to the discipline process.

Lofts

Students are not permitted to purchase or construct their own lofts in Maria Hall or Berkel Hall.

Mail

All residential students are given a USM mailbox. University mail addressed to resident students is delivered Monday through Friday. When a student moves, temporarily or permanently, he/she needs to provide the Residence Life Department a forwarding address for delivery of first-class mail and periodicals. There are fees associated with replacement of lost keys or necessary mailbox unit lock changes.

Maintenance

Maintenance requests or other room concerns (e.g., lights out, heating/cooling issues, problem with a key/lock, etc.) should be reported to Residence Life staff immediately. For emergency maintenance concerns, please contact the Residence Life staff at (913)-758-6303 during office hours or (913)-240-0862 after hours.

If repairs are not completed to satisfaction (within one week for regular repairs or within one day for emergencies), notify the Residence Life Department at (913)-758-6303. Maintenance problems should be reported early and with as much detail as possible in order to avoid damage charges.

Meal Plan

All students living within the residence halls must participate in a meal plan. The meal plan does not cover Thanksgiving, Christmas, spring break or summer sessions. Credit is not given for meals not taken. Students who are absent from a meal because of a University-related activity or program or because of illness may receive a box meal replacement by notifying Dining Services. All freshmen are required to have the 20-meal plan. Sophomores have the option of selecting the 14-meal plan. Juniors and seniors have the option of selecting a 5-meal plan or 7-meal plan. Students may also purchase meal plans if they live off-campus. Any changes to the meal plan must be completed during the first two weeks of the semester. The official Meal Plan Request or Change form must also be filled out.

Students with specific dietary needs and/or students who are participating in a cooperative education program (e.g. clinicals or student teaching) required for degree completion may qualify for a meal plan waiver. Those seeking an exemption from the meal plan must complete a Meal Plan Waiver Request Form. This form may be acquired from the Office of Residence Life. The Director will review the Meal Plan Waiver Request along with any supporting documentation and will provide written notification of a decision.

Opening and Closing of the Residence Halls

The residence halls open according to the dates specified on the housing contract. The residence halls close after the 24-hour period following the last day of finals week. Graduating seniors and students invited to assist with commencement ceremonies may be allowed to remain in the halls until

commencement activities have ended. Students participating in commencement ceremonies will need to receive prior approval from the Office of Residence Life.

Residence Hall Contracts

All students living in University residence halls are required to sign a housing contract. Any housing outside of the contracted dates will incur nightly rates.

Eligibility

To be eligible to live in the Residence Halls the resident will, during the term of the contract, be enrolled and attending the University of Saint Mary and be a student in good standing. Loss of student status at any time during the contract period will result in the termination of this contract and removal from the residence halls within 24 hours of the loss of student status.

Residency Requirement

The University of Saint Mary requires students to live in University housing until they are 19 years of age and a junior (60 credit hours) or have already lived on campus for two or more years or 21 years of age at the start of his/her first semester at USM. Exceptions to this policy include students who are:

- Married
- Reside in the primary residence of a parent or legal guardian (must submit two documents to show proof of residency along with a notarized letter)
- Parents of dependent children
- Active Duty Military or Veterans

Those seeking an exemption from the residency requirement must submit an On-Campus Housing Waiver Request to the Director of Residence Life. The Director will review the On-Campus Housing Waiver Request and supporting documentation and will provide written notification of a decision.

Check-in & Check-Out

All residents must check-in with a member of Residence Life staff prior to occupancy & check-out with a member of Residence Life staff prior to moving out. Check-in consists of reviewing and signing required paperwork and receiving keys from a staff member.

Check-out consists of returning the room to its original condition, returning all keys, and signing the required paperwork. Failure to complete a proper check-in or check-out may result in additional fees.

Contract Release

After the move-in date, a student may be released from this contract under the following conditions:

1. Graduation or transfer to another institution
2. Marriage, if the marriage occurs after signing this contract (marriage license required)
3. Participation in a University-sponsored study abroad, co-op, student teaching, or internship program that is 30 or more miles from the University of Saint Mary.
4. Active military service duty
5. Significant and unforeseen health reasons occurring during the contract period, with medical documentation

Semester Completion Refund Rate

The below refund policy applies if a student cancels his/her contract after the semester start and the date used to determine the refund will be the date the notice of cancellation is postmarked. In the event of a withdraw/dismissal, the amount of room refund will be based on the official drop or withdrawal date, not attendance. The official drop or withdrawal date is the date that the formal drop or withdrawal notice is

initiated by the student, as determined by records maintained in the Registrar's Office. The refund time periods commence with the first day of classes according to the academic calendar and not the beginning date of individual courses.

Semester Completion Refund Rate

0 - 10%: 100%

10.01 - 25%: 50%

25.01 - 100%: 0%

Early Arrivals and Extenuating Circumstances

The University of Saint Mary's Director of Residence Life approves all early arrivals and extenuating stay circumstances. An extended stay is outside of the scheduled class periods or finals schedule. Students must obtain written permission to stay past the closing of or arrive before the opening of the residence halls from the Director of Residence Halls. Students approved for an early arrival, summer housing, or an extenuating circumstance must adhere to all Residence Hall policies, procedures, University policies, and the Student Code of Conduct during their stay. Students found to be on campus without permission for an approved event or organization will be subject to a \$100 per day fine and possible judicial action.

Graduating students who live in the halls do not need to request to stay unless they need to stay beyond the day of graduation. All graduates must check-out of their housing assignment on or before graduation day unless prior arrangements have been approved by the Director of Residence Life.

Students may not store items in a housing assignment while not present or during summer. Students must remove all belongings from a housing assignment unless they are assigned for that period. Spaces will be inspected; abandoned belongings will be discarded; and handling charges will be applied to the student's account, in addition to a \$100 per day fine (for each day without approval) and possible student conduct judicial action.

Housing During Breaks

Residence halls remain open during most holidays and break periods that occur within the academic calendar (e.g. when class is in session). The Residence Halls close for Christmas Break, except if staying for a University-sponsored activity (athletics, practicums, alternative breaks, etc.). Food service is not available during the following holidays: Thanksgiving, Christmas, Spring Break, or summer sessions.

Housing During Summer

If students are interested on living on campus during the summer, they must contact the Residence Life Department during the preceding Spring semester. Students can rent a room only (food services are not in operation over the summer). The cost is \$300 per month. Space is limited for summer housing.

Room Changes

Students who change rooms without permission may be subject to additional housing charges. Any room changes will not be considered until two weeks after the predetermined move-in date for both the fall and spring semester. After this time, residents who wish to change rooms should adhere to the following procedure.

- Notify the Resident Assistant. This is especially important when the desire to change rooms is prompted by a roommate dispute. Resident Assistants can assist in resolving conflict between roommates and may aid in avoiding a room change altogether.
- If after notifying the Resident Assistant, a room change is still desired, a student should schedule an appointment with the Director of Residence Life to receive approval for a room change request.

Note: Often it is helpful to determine a plan of action before meeting with the Director of Residence Life. That is, the Director of Residence Life will work to find the best fit but cannot guarantee satisfaction with a new living situation.

Students who receive approval for a room change should adhere to the following procedure:

- Contact the new Resident Assistant to schedule a check-in time to the new room
- Contact the current Resident Assistant to schedule a check-out time from the current room
- Complete the room change within 2 business days

Room Consolidation

The Department of Residence Life may consolidate rooms to full capacity when vacancies occur and may move students to another room when necessary. Students who have not contracted for a designated single occupancy room and who do not have a roommate may be given the following options:

- Move to another room assignment with a roommate.
- Accept a roommate chosen by residential life.
- If space permits, elect to retain the room as a single by paying the private room charge prorated as of the date the student began occupying the room as a private room.

Roommate Assignments

The Department of Residence Life is committed to the principle of equal opportunity in education and employment. Accordingly, the room assignments are not made on the basis of race or color, sex or gender, national origin or ancestry, disability or handicap, religion or creed, age, sexual orientation, marital status, past, present or future membership in the uniformed services including the Reserve and National Guard, or citizenship or intending citizenship status.

As a Catholic institution, the University does not condone cohabitation between same sex or opposite sex couples; and, as such, students of the opposite sex and same sex partners are not knowingly assigned rooms together.

The Department of Residence Life does not process room assignments until a signed housing contract has been received. Rooms are assigned on a first-come, first-serve basis and are appointed according to the date of receipt of a signed housing contract.

Residence Life Community

Residence Life serves to develop positive and inclusive communities; and as a member of the Residence Life community, students will have the opportunity to learn about themselves as well as interact with students from a variety of backgrounds. While Residence Life assists in facilitating healthy community environments, students are encouraged to play an active role in their community.

Residence Life believes that community is built upon integrity and respect. When problems arise within the community, healthy communication is the first step toward an effective resolution. Engaging in a conversation can often lead to better understanding. If a resolution cannot be agreed upon by community members, Residence Life staff is there to assist when needed.

USM Residential Life Community Right & Responsibilities

As a member of USM's Residential Life Community, students have the right to:

- Live in a safe, clean and secure environment;
- Sleep and study without undue interference or distractions;
- Expect that others respect personal belongings;
- Openly address community concerns without fear of retaliation.

As a member of USM's Residential Life Community, students have the responsibility to:

- Know and abide by all Residence Life and University policies and procedures;
- Treat residents and staff members with dignity and respect;
- Avoid discriminatory actions or language whether direct or covert;
- Ensure that individual actions do not place other community members at risk of property loss or personal injury.

Right of Entry

All residence hall rooms are the property of the University and under its custody and control. Accordingly, all rooms are subject to entry by authorized staff with reasonable cause.

Health and Safety Inspection

The University reserves the right to enter and to inspect any student room at any time without permission or consent of the room occupant(s) in order to provide emergency service or general maintenance work. Whenever possible, the University staff will complete this work at reasonable times. In some circumstances, residents may be required to move possessions to allow complete access to the work area. Residents will be notified in advance, when possible. Access may be made to unlock a bathroom door for a suite mate, to switch a breaker, to inspect for a believed policy violation, to determine a resident's safety and/or for maintenance concerns - or any other reasonable need.

Rooms may be entered during break periods by University staff to provide general maintenance, ensure the building is secure, and inspect for health and safety conditions. All visible policy violations will be documented, and any prohibited items may be confiscated. Students may be found in violation of the student code of conduct during these checks.

Room Searches

Under certain circumstances, including but not limited to, cause for community safety concern, (such as presence/possession of drugs, weapons, etc.), and reasonable suspicion that a violation of University policy is occurring or has occurred, on-campus residence hall rooms and the personal possessions of students in such rooms will be searched when appropriate written authorization as specified below has been obtained. Room searches will be conducted by two staff members, one of whom is a USM public safety officer.

For on-campus residence hall rooms, room searches may be conducted with approval from the direction of the Vice President of the Keleher Learning Commons & Student Development, the Director of Public Safety, the Director of Residence Life, or the University President or his/her designee(s). Staff conducting the room search will use reasonable efforts to ensure that the student(s) who occupies the room is present at the time of the search and is presented with the room search approval. In the event that a student(s) cannot be present (i.e., imminent threat or risk to self or the community), the student(s) will be notified of the search as soon as possible and presented with the room search approval.

During a room search:

- Staff will be opening drawers, closets, luggage, safes, etc.
- Prohibited items will be confiscated, and a written notification of property (i.e. weapons, drugs, suspected stolen property, etc.) will be left for the room occupants upon completion of search.
- If, during the room search, a student's belongings are damaged by the University administrator, the University will review the damage and correct or compensate the damaged item(s) as appropriate.
- The University reserves the right to take action, including notification to law enforcement and/or action under the Student Code of Conduct, against a student(s) based on results of the room search.

Room Keys

Residents are issued a room key and a student ID card that will enable them to access their residence hall. Room keys and ID cards remain the property of the University and may not be duplicated or modified in any way. For safety reasons, students immediately notify residence life or campus safety and security if keys are lost or misplaced. Lost keys will result in a lock change and a corresponding charge.

Roommates and Suitemates

Students find very soon that they have things in common with their roommate and suitemates. Students find that they have differences as well. USM values community and respect. We encourage residents to talk about differences and if there are disagreements, to work issues out with roommates and suitemates whenever possible. If students require assistance or mediation, they may contact a member of the Residence Life team.

Residence Hall Policies

The following policies as well as ALL policies and regulations listed under the Student Code of Conduct and Health, Safety, and Wellness sections of this Student Handbook apply to the residence halls, its residents, and its guests.

Alcohol

Maria Hall

Students who reside in Maria Hall are not permitted to have alcohol. Maria Hall is a completely dry facility. Students 21 years of age and older are not permitted to have alcohol beverages. Alcohol and empty alcohol containers are not permitted anywhere in Maria Hall. Discovery of such items will lead to sanctioning the individual and, in some cases, the floor or hall community.

Berkel Hall

The University, in certain situations, extends to students who are 21 years of age or older the privilege to possess and use alcoholic beverages on campus. Consumption of alcoholic beverages on University property is a privilege that can be and is limited. The privilege can be retained by appropriate behavior and responsible consumption or withdrawn at the discretion of the University. If a student chooses to share a suite with a student who is under the legal drinking age, the entire suite will be alcohol-free until all parties are of legal age and parties consent to the use of alcohol in the room. This policy applies to tenants in 4-person suites as well as those in 2-person suites.

Students who are 21 years of age or older may responsibly consume alcoholic beverages in the privacy of their suites or the suites of others of legal age with the permission of all residents of that suite. Each person in the suite must be 21 years of age, whether he or she is consuming alcohol or not. The alcohol within the room must be for the personal consumption of the residents and their guests who must also be 21 years of age or older. Those who consume alcohol in their room must not do so in the presence of a student under the age of 21. Only current University of Saint Mary residential students 21 years and older may bring alcohol into the residence halls.

Beer “bongs,” beer pong tables, or other binge drinking/drinking game items are not allowed in residence hall rooms, regardless of the age of the student.

Damage

The University holds the occupants of the room financially responsible for any damage to their assigned space. This includes, but is not limited to, wall marks and door marks, especially from tape of any kind. When a student moves out of a room and there are damaged or missing items, the Residence Life Department assesses the cost or repair of replacement and notifies the student of charges. If unreported

damage occurs in public areas, a floor or an entire hall may be assessed a charge. It is the residents of the entire hall's responsibility to care for and maintain their residence.

Decorations

Although the Residence Life Department appreciates and encourages the expression of individuality in room decorating, University-supplied furniture may not be removed from individual student rooms. Furniture that is attached to a wall or floor may not be moved or removed under any circumstances. Waterbeds are not permitted in resident rooms because of structural concerns and the potential for serious damage from water leakage.

Concern for the safety of residents and guests and damage to residents' personal and University property requires the following guidelines for decorating rooms:

- Alcoholic beverage containers are not acceptable for decorative purposes in residence hall rooms regardless of the age of the student;
- Residents are not permitted to hang items from the ceiling, including string lights, posters, and similar items;
- Double-sided carpet tape may not be used;
- Residents are not permitted to put nails, screws, or hooks into woodwork, walls, or ceilings;
- The outside of room doors and windows are visible to all members of the community, and as such, decorations should be kept to a minimum. Residents will be asked to remove any materials that place the residents in violation of University policy, the law, or are in poor taste. The Residence Life team may enter rooms and remove such items with or without the permission of the resident;
- Decals, bumper stickers, and contact paper may not be affixed to University property;
- Masking tape may not be used to hang posters and pictures. Sticky-tack putty can cause significant paint damage and should not be used. Reusable release hooks can be used, but students are responsible for any damaged they cause;
- The use of dartboards in rooms often leads to damage to the room and injury to persons and therefore is not permitted;
- Live Christmas trees are not permitted in student rooms or common areas of the floors because they create a fire hazard. Christmas lights must be UL approved for indoor use and should be plugged in only when resident(s) are present.

For questions regarding the appropriateness of decorations, please contact a member of the Residence Life team.

Elevators

Elevators are provided as an amenity in the halls, and residents are expected to use the elevators appropriately. Residents should not hold the door open for an extended period of time causing the alarm to activate. The emergency alarm and call button in the elevator are to be used during emergency situations only. Inappropriate activities include writing, jumping, rough housing, yelling, urinating, and disposing of trash. Residents will be held responsible for any damage caused to the elevator, and misuse will result in the elevator being taken out of service.

Language

Out of respect for all students and staff, residents should use appropriate language while in the halls. Swearing, vulgar, offensive, and/or inappropriate language is not acceptable in a community environment. While in a resident's room, voices should be kept to an acceptable level.

Painting

Students may not paint their rooms.

Pets

Students are not allowed to have pets or any other animals, except freshwater fish, in the residence halls. Fish tank capacity must not exceed ten (10) gallons. During Christmas break, everything in the room, including fish tanks, must be unplugged. If this creates a problem, arrangements should be made ahead of time to remove the fish. The University is not liable for injury or death of any fish in the residence halls. Exceptions to this policy are service or emotional support animals approved to be in the halls. Students may contact the Residence Life Department with any questions.

Quiet Hours

All residents have a right to reasonable peace and quiet during normal hours of rest. Undue noises or disturbances that violate the rights of community members to reasonable peace and quiet are prohibited. During designated quiet hours, particular courtesy should be shown to enable others to concentrate on their studies and get sufficient sleep. Even an isolated outburst of excessive noise can wake someone from a much needed nap or disrupt one's concentration during a study session.

Quiet hours are 10 p.m. - 10 a.m. daily.

Courtesy Hours are in effect 24 hours a day. USM Residence Life Community members are encouraged to speak up when noise may be disruptive to them. If asked to quiet down, those community members should comply.

- During quiet hours, sound equipment (i.e., stereos, radios, TVs) may be played only while door is fully closed, and volume may not be heard in other rooms, hallways, or outside the building. Lobby noise should be kept at a minimum so as not to disturb others.
- During final exams, quiet hours are in effect 24 hours a day.
- Stereos are a frequent source of noise disturbance and high-powered stereos (including low frequency speakers and "sub-woofers") are prohibited.
- If a noise problem is caused by repeated use of sound equipment, the equipment may be confiscated until time the residents can remove the equipment from campus.
- Under no circumstances may speakers be placed so that music is played out of windows.
- Members of the floor community in addition to Residence Life staff will be responsible for maintaining quiet hours and courtesy hours.

Roofs, Ledges, Windows, and Attics

Roofs, ledges, windows, and attics of all buildings are off limits. Window screens are not to be removed or tampered with, and windows may not be used to enter or leave the building. Students who damage or remove window screens will be assessed a replacement charge. Throwing or dropping an object from a window or roof of a residence hall is prohibited.

Solicitation Policy

Unauthorized solicitation for business, charity, political, or religious purposes is prohibited within the residence halls. Off campus groups are not permitted to sell products or provide services in the residence halls. Solicitation includes, but is not limited to, the direct sale of items, requests for charitable donations, and door-to-door distribution of coupons, business mailings, and political/religious material.

Residents who observe solicitors within the residence hall should notify Campus Safety or a member of Residence Life.

Sports Activities

Activities such as skateboarding, riding a scooter, water balloons or fights, water guns, bike riding, throwing Frisbees, playing hacky-sack, throwing, bouncing, hitting or kicking balls, golf, and similar

recreational or sport-related activities are not permitted in the residence halls. Special care should be taken when engaging in these activities (as permitted by campus policy) adjacent to any campus building.

Visitation and Guest Policy

All residents are given the privilege of having guests visit with them in their designated room during certain hours.

Guests are considered:

- Students not residing in the building they are entering
- Non-USM students
- Any person of the opposite sex.

The designated visitation hours for all guests are:

- Monday morning - Friday morning: 10:00 a.m. — 12:00 a.m.
- Friday morning - Sunday morning: 10:00 a.m. — 2:00 a.m.

Male residents/guests may not be on a female floor outside of visitation hours. Female residents/guests may not be on a male floor outside of visitation hours. Minors (anyone under the age of 18) are not allowed to be in the Residence Halls as guests.

The University reserves the right for any University staff member, (including any administrator, faculty, Residence Life staff, campus safety and security staff or other professional staff, or the staff of a contractor of the University acting in the performance of their duties and within the scope of their authority) to refuse entry to non-residents or require them to leave the premises when that person's behavior is contrary to the goals and objectives of the residence hall environment. Failure to comply with the directive of any University staff member, (including any administrator, faculty, residence life staff, campus safety and security staff or other professional staff, or the staff of a contractor of the University acting in the performance of their duties and within the scope of their authority) may be reason to contact the local police department.

Students with guests will be held responsible for the actions of their guests and will be personally subject to discipline and sanctions.

All guests must be escorted by the host resident at all times in residential facilities. Escorting a guest means walking the guest from room to room, from floor to floor. All guests must present identification upon request and comply with University policies and are subject to all residence hall policies and procedure.

Overnight Guests

Residents may host overnight guests providing the resident adheres to the following provisions:

- Prior approval is received from the Director of Residence Life 24 hours before the guest arrives.
- Prior approval is received from the roommate(s) of the host resident.
- Guests are of the same gender as the host resident.
- The length of stay is no more than three (3) consecutive nights and does not exceed six (6) nights in any given semester.
- In order to receive approval, the Overnight Guest Agreement form must be filled out by both the guest and the host.