Nondiscrimination Policy

Saint Mary's University of Minnesota adheres to the principle that all persons have equal opportunity and access to admissions, employment, facilities, and all programs and activities of the University regardless of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, familial status, or status with regard to public assistance. The following person has been designated to handle inquiries regarding the university's nondiscrimination policies:

Equal Employment Opportunity Officer
Saint Mary's University of Minnesota
700 Terrace Heights, #38
Winona, MN 55987

The Equal Employment Opportunity Officer may refer discrimination inquiries or complaints to other offices or individuals as appropriate. Discrimination inquiries or complaints should be directed to the Equal Employment Opportunity Officer at 507-457-1421.

It is the responsibility of Saint Mary's University of Minnesota students to be aware of all university policies that may affect their status or progress as students. University policies relating to community expectations, residence life, and student discipline may be found on the university's website at smumn.edu/handbook. Additional academic policies may be found in the university catalog. The university reserves the right to adopt or amend any policy at any time. All students enrolled at the university are required to abide by such revised and additional policies. The university may take disciplinary action for the off-campus behavior of students if that behavior reflects negatively on the university.
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COMMUNITY EXPECTATIONS

Introduction

Students at Saint Mary’s University of Minnesota are free to help create an environment that is stimulating to both their educational and social growth. Along with that freedom comes a responsibility to respect the rights of fellow students to pursue their own growth. The best discipline is self-discipline. The best correction is self-correction. However, no group of people can live without rules and regulations. While it is the university’s desire to place as little emphasis on the imposition of regulation, the large number of individuals sharing the campus makes it incumbent upon university officials to delineate boundaries and to establish limits for the common good. The vice president for mission and student life and his/her designee are responsible for establishing, implementing and articulating the university’s philosophy on student conduct and limits of the community. The general expectations for student behavior, and the consequences for those who choose to ignore those expectations, are covered in this section of the Online Handbook.

Community expectations have been established for the welfare of the Saint Mary’s community. Coupled with the judicial process, community expectations have the ultimate goal of building community while challenging and educating students in an atmosphere where self- and mutual-respect prevail. Complaints against individuals for disruption of the campus expectations should be directed to the assistant vice president for student life or the dean of students. Proven violations of community expectations may be grounds for penalties as serious as expulsion from Saint Mary’s University of Minnesota. The university may withhold transcripts, grades, diplomas, housing privileges, the ability to register, or other official records pending the disposition of student disciplinary matters.

The university reserves the right to adopt or amend any policy herein. Not every behavioral expectation can be specified in a rule or regulation; students will be expected to use common sense, courtesy, and judgment.

The university can prosecute a person in the courts for an unlawful act occurring on university property. The university may take action for off-campus behavior that reflects negatively on the university or any member of the Saint Mary’s community.

Disciplinary Judicial Process

The disciplinary judicial process at Saint Mary’s University of Minnesota was designed to uphold the rights of all students. The goal of the process is not to punish, but rather to educate students about appropriate behavior for a community living environment, and to hold people accountable for their actions. It is important for students to acquaint themselves with the rules and regulations of Saint Mary’s University of Minnesota as stated in the Online Handbook and the University Catalog. Students should be aware of the options, possible disciplinary actions, appeals and the general judicial processes outlined.

All members of the Saint Mary’s community must take part in preserving an atmosphere in which free discourse, open exchange of opinion and the right of peaceful dissent are not impeded. They must live in reasonable harmony with one another and with the larger community of which the university is a part. Students are responsible for their actions and will be held accountable. A student who chooses to violate university regulations or is involved in misconduct off-campus that reflects negatively on the university is subject to disciplinary action. The judicial process at Saint Mary’s University of Minnesota is not intended to duplicate the system of attorneys, judges and courts. The process is, however, designed to accomplish fact-finding and decision-making in the context of an educational community and to encourage students to accept responsibility for their own actions and respond appropriately to the consequences. The judicial process is based on a preponderance of evidence (i.e. more likely than not) standard for determining responsibility.

Staff members of the university have the responsibility to impose reasonable sanctions or consequences for student behavior that is not acceptable in the university community. When a situation is deemed more serious, the staff member may follow steps for referring students to the dean of students, who is the chief judicial officer of the university.

The following are disciplinary actions which may be taken when student behavior is deemed inappropriate; they are not necessarily progressive steps. A staff member may elect to refer a matter immediately rather than simply writing it as an Incident Report.

I. Incident Report

Written by a residence life professional staff member, campus safety officer, resident assistant, faculty member or administrator, this report formally refers someone to the disciplinary process. The report should be made for first-time or persistent violations of university expectations. The report should state the name(s) of the parties involved in the alleged violation and the date, location and description of the event. All students and staff involved in the situation, in any manner, must be referred to in the incident report. An official incident report can be found on the Student Life webpage. Any member of the Saint Mary’s community can file an incident report.

II. Initial Review

Following submission of an incident report, the dean of students or his/her designee will decide as to whether sufficient basis exists to believe a violation of university expectations has occurred. The dean or his/her designee will then determine who needs to meet for follow-up on the alleged violation.

III. Hearing Process

The dean of students, or his/her designee will contact the named student to set a date for a follow-up meeting. When the meeting is complete, a decision will be rendered. If there is reason to believe the violation has occurred, disciplinary consequences will be imposed. In most cases, a residence life professional staff member will act as the dean’s designee. If a student refuses to meet with the dean of students, or his/her designee, a decision might be made without the student present. This will only happen after one week of trying to contact the student (in writing).
IV. Determination of Consequences
In determining disciplinary consequences, the student’s previous disciplinary record and any or all other pertinent information will be taken into account. The types of consequences that may be imposed include, but are not limited to, restitution for damage, community service, educational sanctions, letter of apology, reflection paper, mandatory program attendance, trespass notice, residential probation, relocation to another residence hall, disciplinary probation, suspension, or expulsion.

Disciplinary Probation—Disciplinary probation is a sanction assigned for elevated behavior issues, including multiple conduct violations, assault, harassment, possession and/or use of illegal substances, etc. A student may be placed on probation for his/her first policy violation depending on the level of severity, as determined by the dean of students. Probationary status restricts the student’s rights for a specified period of time. Restrictions may include: exclusion from participation in extracurricular activities, eviction from the residence halls, including the possible loss of a refund for room and board, and loss of housing privileges in all university residence areas. Probationary status may include the imposition of conditions with which the student must comply, such as a chemical dependency assessment or psychological evaluation. Individuals on probation cannot violate other university policies. If they do, their sanctions may be more severe because of their current probationary status. These sanctions can include removal from the residence halls and/or removal from campus.

Suspension—Separation from the university for a fixed period of time or until specific conditions are met.

Expulsion—Separation from the university permanently. Normally, conditions and restrictions will not be imposed until the student has exhausted the right to appeal. However, where the dean of students determines that a student’s presence is detrimental in the residence hall or the campus community, restrictions may be imposed immediately.

V. Appeal of a Disciplinary Decision
The Right to Appeal
All students have the right to appeal a disciplinary decision. The original decision including the sanctions, restrictions, etc. will stand until the appeal is heard. Those decisions made by a graduate assistant hall director can be appealed to the dean of students or his/her designee. Decisions made by the dean of students or his/her designee can be appealed to the assistant vice president for student life. All appeals must be made in writing by using the form located at smumn.edu/appealsform within 24 hours of the notification of the original sanctions.

Reason for Appeal (one or more may apply):
A substantial violation of procedure that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).

Discovery of substantial new facts that were unavailable at the time of the decision and which could affect the original finding or sanction.

Sanction(s) imposed that were substantially outside the parameters or guidelines set by the university for the specific offense(s) or the cumulative conduct record of the student.

University Policies

STANDARDS OF CLASSROOM BEHAVIOR
Classrooms and laboratories are important venues where Saint Mary’s University of Minnesota carries out its mission of teaching and learning; every participant in the learning community contributes to this. Faculty maintain a safe and professional classroom environment that facilitates study, clarity of thought, focused attention, and fruitful dialogue in an atmosphere free from distraction and disorder. Students are expected to have high standards of behavior in the classroom and rules of reasonable behavior must be observed.

When an instructor judges that a student’s behavior is interfering with the learning of others or compromising the instructor’s ability to conduct class in an orderly and respectful manner, the instructor should warn the student either verbally or by email within 24 hours, making specific reference to the behavior and the expected correction. Students whose behavior is egregious may be dismissed from a particular session and asked to leave the classroom immediately; if the student refuses to leave, the instructor should contact campus safety. Prior to returning to class the student must meet with the instructor. Repeated incidents from the same student may result in dismissal from the course (see below).

More serious offenses
Disruptive behaviors which will trigger more severe sanctions include (but again, are not limited to) objectionable language; coming to class or lab impaired by the use of alcohol or other substances; theft or sabotage of instructional equipment; harassment; verbal, physical or emotional abuse; and acts or threats of physical violence directed toward oneself or another. These behaviors will result in the student’s immediate dismissal from the classroom for the duration of the class session, and may result in dismissal from the course. The department chair and the dean of the school in which the course is housed are to be immediately apprised of these cases; where appropriate (particularly in cases of violent behavior or destruction of property), the instructor should call campus safety immediately, then the dean of students, and contact the dean of his/her school.

SANCTIONS AND APPEALS
An instructor who judges a student’s behavior to be intentionally, persistently, or seriously disruptive of the classroom learning environment, or to threaten the well-being of the instructor or another student, should report the incident(s) to the dean of the respective school where the course is housed, together with a description of the incident(s) and any intermediate warnings given to the student. The dean will work with the student and instructor to resolve the issue. Sanctions may include a grade penalty for the course reflecting missed work, dismissal from the course with a grade of F, up to dismissal from the university. If the issue is not resolved, the dean will refer the matter to the vice president of academic affairs.
COMMUNITY EXPECTATIONS

ACADEMIC INTEGRITY

When one comes to Saint Mary’s, one joins an academic community whose core values are fairness, mutual respect, trust, and honesty. To accomplish its mission to awaken, nurture and empower learners to ethical lives of service and leadership, the Saint Mary’s community depends on the personal responsibility and integrity of all its members. Academic integrity should not be understood as merely following certain rules; rather, it is a way of acting based on shared values that lies at the heart of any academic endeavor. A commitment to academic integrity facilitates the pursuit of knowledge and understanding by providing a framework for the open, honest, and respectful exchange of ideas and information. It fosters creativity and critical thinking; it allows students to develop the self-confidence that comes from acquiring academic skills; it provides correct information to instructors so that they can give appropriate feedback in the essential relationship between students and teachers; and, ultimately, it ensures the integrity of the Saint Mary’s degree. Academic integrity should not be understood as merely following certain rules; rather, it is a way of acting based on shared values that lies at the heart of any academic endeavor. A commitment to academic integrity facilitates the pursuit of knowledge and understanding by providing a framework for the open, honest, and respectful exchange of ideas and information. It fosters creativity and critical thinking; it allows students to develop the self-confidence that comes from acquiring academic skills; it provides correct information to instructors so that they can give appropriate feedback in the essential relationship between students and teachers; and, ultimately, it ensures the integrity of the Saint Mary’s degree.

ACADEMIC DISHONESTY

Students at Saint Mary’s University of Minnesota are expected to maintain the highest standards of academic integrity. Academic dishonesty comes in a variety of forms. The most common forms are plagiarism, fabrication, abuse of internet sources, cheating, lying and academic misconduct.

- **Plagiarism** is the presentation of someone else’s words, ideas, or data as one’s own. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, as well as quotation marks if verbatim statements are included. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Examples of plagiarism include: copying someone else’s previously prepared material such as lab reports, class papers, etc.; copying a paragraph or even sentences from other works, and self-plagiarism (turning in for new credit your own work from a previous class without authorization).

- **Fabrication** is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples include: the citation of information not taken from the source indicated; submission in a lab report of falsified, invented or fictitious data; submitting as the student’s own work prepared by another, including purchasing or downloading from the Internet, and falsely representing hours or experience in a field experience or internship.

- **Abuse of Internet sources** is the acquisition or presentation of information obtained by purchase or downloaded for free from the Internet without explicit written acknowledgment of the source. Examples include: submission of a paper prepared by other persons or agencies, including commercial organizations; the combination of passages from various sources presented as one’s own thoughts or analysis.

- **Cheating** is an act or attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered. Examples include: copying from another student’s test; allowing another student to copy from a test paper; taking a test for someone else; collaborating during a test or assignment with another student by giving or receiving information without the instructor’s permission; or using notes when disallowed.

- **Lying** is giving false or misleading information to gain an academic advantage such as requesting an extension on a quiz/exam, paper, or other assignment or for missing a class.

- **Academic misconduct** is the intentional violation of university policies by tampering with grades or taking part in obtaining or distributing any part of an administered test. Examples include: accessing academic files without appropriate permission, duplicating computer software that has been copyrighted, and forging another person’s signature.

If an instructor has reason to believe a student has committed an act of academic dishonesty, an instructor should investigate the situation. As part of the investigation, the instructor should meet with the student to provide a fair opportunity for response to the allegation. If an instructor determines that there has been an instance of academic dishonesty, he/she must file an incident report with the dean of the respective school in which the alleged offense occurred. The incident report may include a suggested sanction: a failing grade for the assignment or the course; in egregious circumstances, dismissal from the university. Upon referral, the dean of the respective school will also investigate the charge of academic dishonesty. The student will be provided the opportunity to respond to the allegation. The dean will render judgment and impose sanctions. The student may appeal the judgment or sanction to the student judicial council. The basis for the appeal and the procedures that will be followed are as specified for disciplinary matters. In cases where academic dishonesty has been established, the student may not withdraw from the course. A final appeal may be made to the vice president for academic affairs. No further appeal is possible.

COPYRIGHT LAW

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the creators of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other works. Protection is available to both published and unpublished works, but the work must be fixed in a tangible medium of expression. The owner of the copyright is given the exclusive right to make copies, to create derivative works based upon the original work, to distribute the work to the public, to perform or display the work publicly, and, for sound recordings, to perform the work publicly by means of digital or audio transmission.

All employees and students of Saint Mary’s University of Minnesota must conduct their activities, including, but not limited to, any research or writing activities, in such a fashion as to meet and comply with all the requirements of U.S. copyright laws. Violations of copyright laws could subject a student or employee to civil and criminal penalties as well as disciplinary action under university policies.
ALCOHOL POLICY

The College

Saint Mary’s University of Minnesota is mandated and obligated (through the Federal Drug-Free Work-place Act) to take an active role in making the campus a safe, productive, healthy, and law-abiding place to live, work, and play. Although some students begin college having already experimented with alcohol, it is important to recognize that illegal underage consumption of alcohol will not be tolerated.

Saint Mary’s University of Minnesota takes seriously the issue of alcohol abuse, as this chosen behavior can and does interfere with an individual’s ability to succeed in college, both inside and outside of the classroom. Saint Mary’s University of Minnesota recognizes that some students may choose to consume alcohol disregarding legal and health guidelines aimed at reducing risky drinking behaviors. Students who choose to engage in risky drinking behaviors can suffer negative consequences including, but not limited to, impaired driving, poor test performance, and unwanted sexual contact.

This policy clearly identifies the consequences that may occur if a student chooses to violate the university alcohol policy. As a Lasallian Catholic institution, our mission includes instilling a sense of personal responsibility and a concern for the welfare of self and others, and to ignite a thirst for knowledge and a respect for legitimate authority in those students entrusted to our care. The university makes education the starting point in helping students address the consequences of poor decision-making regarding alcohol consumption. If a student is documented for alcohol and drugs, the student will receive sanctions related to both violations (i.e., Alcohol 101 and Drug 101).

Alcohol Policy Regulations

Please note that any student who chooses to violate these policies will face disciplinary action.

Drinking age: Persons 21 years of age or older may drink alcoholic beverages only in designated private residence hall rooms.

Underage consumption of alcohol: A student may be disciplined for the underage consumption of alcohol if they are found in a location where alcohol is present. To avoid being charged with underage consumption of alcohol, any minor that has not drank alcohol must prove their sobriety to avoid sanctions by submitting to a breathalyzer test. Failure to do so will result in assumed guilt, and the student will go through the conduct process. Students must report to the Office of Campus Safety with a valid student ID within 30 minutes of the incident and request an alcohol breathalyzer test. The results of the test (either positive or negative for alcohol) will be shared with the student and forwarded to the Office of Student Life. Campus Safety is available 24-hours a day to administer the test (the breath test needs to be administered within 30 minutes of the incident). Campus officials have the right to refuse to administer the breathalyzer test if a student is acting aggressively, non-compliant, or presents potential harm to the staff member or self. It is the student’s responsibility to utilize the breathalyzer.

In the Presence of Underage Alcohol Consumption: For a first offense, if a student is in a room where underage consumption is documented that student will be included in the incident report and may meet with the dean of students or his/her designee, but will not be sanctioned for an alcohol violation if:

The student is under the age of 21, has not consumed or purchased alcohol, passes a breathalyzer test to prove their sobriety, and is not a resident of the room being documented. Passing a breathalyzer can result in a written warning for first-time violations. Subsequent violations are subject to educational sanctioning.

The student is over the age of 21, has not purchased any of the alcohol being consumed by minors, and is not a resident of the room being documented.

Location: On campus, alcohol is permitted only in private rooms in residence halls, villages and apartments, where at least one resident is 21 years of age or older. Alcohol is not permitted in Saint Edward’s Hall, Saint Benilde Hall and Skemp Hall regardless of the age of the students there. Alcohol is not permitted in any public area or outdoors on campus without prior approval from the Office of Student Life. Public areas include but are not limited to: residence hall lounges, study rooms, common kitchens and hallways; the Plaza; all academic buildings; athletic and recreational venues; parking lots; residence hall patios; and outdoor areas owned and operated by the university. Consumption of alcohol on the trails or bluffs is not allowed.

No residents present during a violation: Students are responsible for their guests. At all times student resident doors should be locked and at no time should students allow others to be in the room/apartment without residents present. If a violation occurs the situation will be confronted, guests will be removed, and the room/apartment residents documented. Through the judicial process sanctions for residents will be determined.

Providing Alcohol to Minors: Only students of legal age (21+) can consume alcohol on campus in their private residence as long as it complies with other policies. At no time should students purchase or provide alcohol for minors (under 21). It is illegal for anyone to sell or give a person under legal age any alcoholic beverage or to solicit a person to purchase or attempt to purchase an alcoholic beverage for a person under the legal age.

If one roommate is 21 or older and one roommate is under 21 years of age alcohol can be present within the room, however, the underage person should at no time be consuming alcohol.

Any minor found to be under the influence of alcohol and/or to possess alcohol in the room is a violation and all alcohol in the room will be disposed. Students found responsible for providing alcohol to minors will face disciplinary action. If a policy violation is found, all alcohol is disposed of within the residence.

Responsibility: Residents of a room/apartment are ultimately held responsible for their guests. They are also responsible for any violation of university policy, any disorderly conduct, or any damage associated with their or their guest’s behavior.

If a student does not follow these conditions and/or tests positive for presence of alcohol, he/she will be subject to formal disciplinary action.

Flagrant misuse of the breathalyzer: Students are expected to take the breathalyzer to prove they have no alcohol in their system. Students who test positive will face an additional $15 fine. Underage students who have been caught under the influence of alcohol are encouraged to be honest and take responsibility for their behavior and avoid this additional fine.
**COMMUNITY EXPECTATIONS**

**Student Identification:** Students are expected to carry their student ID with them at all times. In the event that a student is documented and does not have their ID, the student may be subject to being photographed by a campus official for purposes of identification. If the student provides a false identity, refuses to identify self or fails to provide identification to a campus official, they will face up to a $50 fine and/or confiscation of the false ID in addition to any other sanctions linked to the original documentation.

**Amount of alcohol:** No stockpiling of alcohol is allowed, as this can be an indicator of binge drinking. There should be no more than one (1) full case of beer or (1) bottle of wine or one (1) bottle of hard liquor per resident in each residence hall room occupied by students of legal age. A full case of beer is defined as a 12-pack.

**Alcohol containers:** No kegs, party balls, beer-bongs, mass-quantity or common sources of alcohol are allowed on campus. For safety purposes, glass alcohol containers (cups, bottles, mugs and glasses) are prohibited outdoors. All empty alcohol containers must be disposed of properly and should not be used for decorative purposes.

**Open alcohol containers:** Possession of open containers of alcohol is prohibited at all times at all campus locations, except at and during any contracted events where alcohol is served.

**Binge Drinking:** The university does not allow drinking games identified as being used for the mass consumption of alcohol. These include, but are not limited to, card games, flip cup, beer pong, etc. All items used for this purpose will be confiscated and destroyed. The university will not return these items. Students participating in such activities may face additional sanctions.

**Public intoxication:** Public intoxication is not permitted, as it shows disrespect for one’s self and for the university community. Additionally, more times than not, public intoxication is coupled with a community disruption of some sort. Additional fines may be given for higher levels of intoxication based on the observations and reports of campus officials.

**Personal intoxication:** Personal intoxication is not permitted as it shows disrespect for one’s self and can cause physical harm. University officials may at any point in time intervene when there is concern for a student’s safety due to intoxication. Additional sanctions, such as personal alcohol education and off-campus alcohol assessments, may be given for higher levels of intoxication.

**Drinking and Driving:** Students of legal age are strongly encouraged to refrain from any drinking and driving. Students must not drive when under the influence of alcohol. Reaction times, judgment and general driving abilities are impaired once alcohol enters the body. Students suspected of impaired driving due to alcohol (dangerous or highly erratic driving patterns) will be questioned and may face disciplinary action. Open alcohol containers are not permitted in personal or university vehicles at any time. If students are seen entering or exiting a vehicle with an open alcohol container, they may be subject to university sanctions, including loss of parking privileges.

**Alcohol and Academics:** Students are prohibited from appearing at any university classroom/clinical site/or controlled facilities with the presence of alcohol in his/her body.

**Alcohol during finals:** Due to the personal need for an environment conducive to academics and extra consideration for fellow students one week prior to and during finals, violations of the alcohol policy by students during this time may result in additional consequences, including a $100 fine.

**Alcohol over breaks:** Students need to be reminded that all residences are inspected for maintenance and safety related issues during breaks. If alcohol or paraphernalia linked to alcohol or other drugs are found in a room of a resident who is underage, the student will face a minimum $30 fine and the alcohol/paraphernalia will be removed and disposed of according to normal procedures. Of-age students with excessive alcohol/paraphernalia will face the same consequences as listed above. The student may also face additional sanctions.

**Guest restrictions:** For fire safety purposes, all residence halls, villages and apartments have specific capacity restrictions. At any time, there should be no more than three guests present per number of students allowed to live in a residence. For example, a room with a capacity of two can have six guests (three per resident) plus themselves, to total eight people present at one time.

**Campus-sponsored student events:** Alcohol is prohibited at all campus events, including but not limited to athletic events, club and organization meetings and events, and music or theatrical events. The Office of Student Life may make exceptions to this general policy. Any exceptions to this policy must be approved by the vice president for mission and student life. The Office of Student Life may impose precautionary measures on any approved on- or off-campus event with alcohol. Those measures may include, but not be limited to, hiring a law enforcement officer to be present at the expense of the student organization.

**Student Organizations:** Any student organization that is inappropriately providing or allowing alcohol to be present at a formal or informal event/gathering affiliated with its organization will face disciplinary action that could ultimately result in university disbandment or suspension of activity. A student organization in this context refers to all clubs, organizations, fraternities, sororities, honor societies, athletic teams, musical groups, etc.

**Student Responsibility Clause:** Students are expected to take responsibility for their actions, environment and well-being. Students should consistently check email for communication from various departments, including residence life and campus safety. Students are expected to meet with university officials upon request. Students are also responsible for any and all guests they may have on campus. Non-compliance will add an additional fee of $35 to any documentation.

**Serving Underage Students:** Any individual or organization that implements, supports and/or promotes an alcohol-related event, on- or off-campus, where underage students are being served and/or excessive drinking is permitted, will be subject to possible dismissal from the university.

**Hosting an event:** Individuals who host social gatherings must follow all university regulations. The host or hosts assume all legal obligations for the behavior of their guests including, but not limited to, paying for any damages caused by guests. 

Hosting violations by residents living in any residence hall on campus will face additional sanctions which may include community service (5-10 hours), additional fines ($50-$100), loss of current housing assignment/on-campus housing, and/or loss of guest privileges (9 pm–9 am or 24/7).

**Multiple hosting violations or not observing the hosting sanction will result in addition and more severe sanctions.**

Suite style rooms (double and single occupancy suites) are considered one unit/room.

No mass-quantity serving devices may be utilized on campus (see alcohol containers).
Student Judicial Responsibility: The responsibility to attend judicial meetings with staff members lies with the student. Students who refuse to meet with staff or judicial bodies to discuss policy violations or who do not complete assigned consequences in a timely manner are subject to additional, more severe, consequences. Students are strongly encouraged to finish sanctions in a timely manner.

If a hold has been placed on a student’s account, they will NOT be allowed to register for classes until the sanctions are complete. Disciplinary records are cumulative and consequences can carry over from year-to-year. Students who have specific consequences, which have carried over from the previous year, will be notified of their responsibilities upon their return to campus.

Parental Notification: Saint Mary’s University of Minnesota, utilizing FERPA regulations, will notify the parents of students under the age of 21, who are found responsible for multiple and/or serious violations of the alcohol policy. Students who violate the university drug policy also face notification of parents. The university intends to partner with parents in combating the consequences of high-risk behaviors associated with alcohol and illegal drug use. The university will provide educational programs, counseling options and other services to address the responsible use of alcohol and consequences of using illegal drugs.

Off-campus living, events and travel programs: Although students may study abroad or in a different city/state, or live and socialize off-campus, as Saint Mary’s University of Minnesota students, they are held accountable for the values espoused by the university. When the off-campus actions or behaviors of an enrolled student come to the attention of university officials, the student will face disciplinary action.

Consequences for Alcohol Policy Violations
The following are guidelines of mandatory minimum sanctions; the level of violation severity will increase the severity of the sanction.

Level I—First-time violations may include:
Confiscation of alcohol, meet with relevant staff members/judicial officials, possible notification of parents, Alcohol 101 (with $25.00 fee), mandated counseling, additional fine, community service, restitution for any damages.

Level II—Repeated or more serious violations may include:
Confiscation of alcohol, meet with relevant staff members/judicial officials, notification of parents, Alcohol 201 (with $50.00 fee), mandated counseling, additional fine, community service, restitution for any damages.

Level III—Most serious violations, multiple violations of Level I and/or II may include:
Confiscation of alcohol, meet with relevant staff members/judicial officials, Alcohol 301 (with $100.00 fee), mandated counseling, additional fine, community service, restitution for any damages.

Level IV—Multiple violations of Level I, II and/or III may include:
Off-campus assessment (recommended compliance of results), mandated counseling, a one-week ban from the residence halls, additional fine, community service, restitution for any damages. If a student has not violated the alcohol policy for one or more full semesters, they may be asked to re-take Alcohol 301 instead of the one-week ban from the residence halls.

Additional consequences at any level may include:
Residence hall probation, a behavior contract, loss of student position (work study or unpaid), suspension and/or expulsion.

***Failure to complete issued sanctions may result in additional fines/sanctions.

Driving under the influence of alcohol—All violations
Immediate involvement of local law enforcement, possible loss of campus parking privileges up to and including the remainder of the student’s academic career.

DRUG POLICY

The College
Saint Mary’s University of Minnesota recognizes that illegal production, distribution, and use of illegal drugs are evident throughout our society; however, illegal drug usage will not be tolerated. The dangers associated with these substances are clear, and Saint Mary’s University of Minnesota strongly encourages students to be aware of the risks involved. The university recognizes that students are expected to obey the law and take personal responsibility for their conduct. Saint Mary’s University of Minnesota takes the issue of illegal drugs seriously and provides clear consistent guidelines for students to follow to help them have a safe and successful academic career at the institution. Emphasis is placed on education and personal development for students on these issues, and multiple resources are available to students throughout the year to learn about drug abuse and receive counseling support.

Drug Policy Regulations
Please note that any student who chooses to violate these policies will face disciplinary action.

The university will hold a student accountable for the use of illegal drugs and other substances if and when:

1. The student’s use of illegal drugs threatens order, causes public disturbances, poses danger to the student and/or others, or results in property damage.
2. The student’s use, possession, or distribution of illegal drugs or drug paraphernalia comes to the attention of university residence hall staff and other officials.

Possession, Use, Distribution or Sale of Drugs: The possession, use, distribution or sale of marijuana, hallucinogens, narcotics, un-prescribed amphetamines, un-prescribed medications, barbiturates, or any synthetic substance with the purpose of producing the effects of a controlled substance (K2, spice, bath salts, etc.) is prohibited by the university. Students found responsible for illegal drug use are subject to the loss of their federal financial aid and dismissal from the university.
Medical Marijuana: The use, possession or cultivation of marijuana for medical or recreational purposes is not allowed in any of Saint Mary’s University of Minnesota residence halls or any other university property, nor is it allowed at any university sponsored event or activity off campus. Marijuana remains a drug prohibited by federal law. Students can be prosecuted at the federal level for their use of marijuana. Students with prescriptions for medical marijuana should contact Access Services to register and develop a reasonable accommodation plan involving responsible off-campus use.

Possession or Sale of Prescription Drugs: The possession of prescription drugs is permissible, if and only if, the prescription is made out to the individual using the drugs. Any sale or sharing of prescription drugs is prohibited.

Paraphernalia: The possession or use of bongs, pipes or other drug devices (including Hookahs) are prohibited on campus.

Illegal Drugs and Academics: Students are prohibited from appearing at any university classroom/clinical site/or controlled facilities with the presence of illegal drugs in his/her body.

Student Judicial Responsibility: The responsibility to attend judicial meetings with staff members lies with the student. Students who refuse to meet with staff or judicial bodies to discuss policy violations or who do not complete assigned consequences in a timely manner are subject to additional, more severe, consequences. Students are strongly encouraged to finish sanctions in a timely manner.

If a hold has been placed on a student’s account, they will NOT be allowed to register for classes until the sanctions are complete. Non-compliance will add an additional fee of $35 to any documentation.

Consequences for Drug Policy Violations

Level I—first time violations may include:
Confiscation of drug/paraphernalia, meet with relevant staff members/judicial officials, Drug 101, mandatory counseling, $100 fine, automatic notification of parents, community service.

Level II—second time/more serious violations may include:
Confiscation of drug/paraphernalia, meet with relevant staff members/judicial officials, mandatory counseling, off-campus assessment and compliance with recommendations, $200 fine, loss of on-campus housing/removal from housing for week, suspension, expulsion.

 Contesting use of Marijuana
A student may be disciplined for being in a room or car where the use of an illegal drug is occurring. Students may avoid formal disciplinary sanctions by taking a Tetrahydrocannabinol (THC) screen at Winona Health. Upon attending the judicial meeting in a timely manner the student may contest their use and be given the option to take a urine analysis screening at the lab. The screen should be set up and taken no more than 72 hours after the judicial meeting or within the agreed time frame discussed at the meeting. Failure to provide a negative sample will result in the student being found responsible for the infraction. The designated collection site is Winona Health, located at 859 Mankato Avenue in Winona, MN. Appointments should be scheduled ahead of time by calling 507-457-4323. A valid state I.D. or driver’s license is required at the time of the collection to identify the student. Once the sample is collected it will be tested through Medtox. It is the responsibility of the student to pay for the up-front costs of collection and testing (approximately $69.) If the student is found not responsible as a result of the test, then the incurred cost of testing will be refunded to the student. If the student tests positive or there are concerns about tampering, then all costs fall on the student, and the student will be found responsible for the infraction.

SMOKING AND TOBACCO USE POLICY

The College
Saint Mary’s University of Minnesota recognizes that some individuals choose to use tobacco products. Given the extensive evidence linking tobacco use and adverse health risks for individuals who smoke and for others who consume secondhand smoke, the university has a responsibility to provide students with a clean and healthy environment. State and national trends are moving towards greater restrictions for individuals who smoke in an attempt to reduce the risks associated with tobacco use. Saint Mary’s University of Minnesota will provide encouragement and support to those students trying to quit while providing a smoke-free environment to non-using students.

Tobacco Use Policy Regulations

Please note that any student who chooses to violate these policies will face disciplinary action

Smoking and tobacco use are prohibited in all Saint Mary’s University of Minnesota facilities. This prohibition includes residence halls, classrooms, athletic and recreational venues, and laboratories. Tobacco use includes the use of smokeless tobacco such as chewing tobacco. Smoking includes smoking cigarettes, e-cigarettes, cigars or pipes. Neither smoking nor other tobacco use is permitted in university-owned or university-leased vehicles. Smoking is not permitted within 20 feet of an outside building entrance. At no time should tobacco paraphernalia be used (including Hookahs) anywhere on campus.

Consequences for Tobacco Policy Violations

Level I first time violations may include:
Meet with relevant staff members/judicial officials, restitution for any damages, Tobacco 101, community service, $25 fee.

Level II second time/multiple violations may include:
Meet with relevant staff members/judicial officials, restitution for any damages, Tobacco 201, $50 fee, community service, suspension from residence halls, loss of on-campus housing.
When persons become dependent on drugs for relaxation, fun or to stay awake, they can lose their natural ability to control their behavior and make wise decisions. Saint Mary’s University of Minnesota recognizes the risks associated with heavy alcohol consumption, which can be fatal in extreme cases. This policy addresses the issue of seeking medical attention due to excessive consumption of alcohol. Saint Mary’s University of Minnesota places a high value on the health and safety of its students and wishes to avoid students making decisions based on fear of disciplinary sanctions from the university.

If a student seeks assistance for a peer as the direct result of excessive alcohol consumption or due to a serious injury resulting from alcohol intoxication, he/she may avoid formal disciplinary sanctions for violating the university alcohol policy if he/she takes the following steps:

1. Within two days of the incident, the student schedules a meeting with the dean of students by emailing cjakusz@smumn.edu or calling 507-457-1640.
2. The student timely completes any recommended alcohol education, assessment, or treatment as determined at this meeting.

If a student does not follow these conditions, he/she will not qualify under the Good Samaritan Policy and will be subject to formal disciplinary action.

To the extent permitted by law, university officials reserve the right to contact parents of students that are hospitalized for alcohol abuse or that are unconscious or otherwise in serious physical jeopardy. In these cases, parental notification will be taken as a precautionary measure.

The university cannot control how local law enforcement offices will respond should they become aware of an alcohol-related incident.

### Signs of Alcohol Poisoning

Exhibiting one or more of the following symptoms requires immediate medical evaluation:

- Inability to rouse the person with loud shouting or vigorous shaking (unconsciousness)
- Inability of a person who lost consciousness to stay awake for more than 2-3 minutes (semi-consciousness)
- Slow or irregular breathing or lapses in breathing
- Weak pulse, very rapid pulse or very slow pulse
- Cold, clammy or bluish skin
- Vomiting while unconscious or semi-conscious, not waking up after vomiting or incoherent while vomiting

### What to do in an alcohol emergency

- Call for help (911 and then 507-457-1703—campus safety).
- Stay with the person until help arrives.
- Turn the person on his/her side to prevent choking if the person vomits.
- Be prepared to give the emergency medical personnel as much information as possible, including any drugs or medications taken.

### Educational Initiatives

Saint Mary’s University of Minnesota takes seriously its responsibility to educate students on the issues of alcohol and drug abuse and use.

**Risks of Alcohol and Other Drugs**: The consumption of alcohol and other drugs often interferes with an individual’s ability to succeed as a student.

When persons become dependent on drugs for relaxation, fun or to stay awake, they can lose their natural ability to control their feelings and actions. With that can come a loss of the ability to cope with the world. The consequences of alcohol and drug use to change moods can impair one’s biological, psychological, social and spiritual functioning. One of the most serious risks is that of related driving crashes; unprotected, unplanned sex; violence; trouble with the law; and problems with roommates, parents and class work. Alcohol is a dangerous and addictive drug; it is a powerful depressant that slows down the mind and body. Drugs also pose a serious risk to the individual student. The following list by drug category is only a sample of the risks involved.

**Stimulants** (caffeine, tobacco, No-Doz, amphetamines, ecstasy, cocaine/crack) can make one feel jittery, nervous and paranoid, and can cause respiratory paralysis, heart disease, cancer and even death.

**Depressants** (alcohol, barbiturates, tranquilizers, methaqualone) can cause slowed reactions, confusion, drowsiness and loss of coordination, liver and heart damage, and cancer. Overdoses can cause coma, respiratory arrest, convulsions and even death.

**Hallucinogens** (LSD, PCP, mescaline) can cause distorted perception, depression, confusion and irrational behavior. LSD use may result in death by suicide or accident. A PCP overdose can cause psychosis, convulsions, coma and death.

**Preatory/Date Rape/Club Drugs** (GHB, rohypnol, ketamine) are central nervous system depressants that are often connected with drug-facilitated sexual assault, rape and robbery. These drugs can cause muscle relaxation, loss of consciousness and an inability to remember what happened hours after ingesting the drug. Ketamine is an animal anesthetic that, when used by humans, can cause impaired motor function, high blood pressure, amnesia, seizures and respiratory depression.

**Narcotics** (heroin, morphine, opium, codeine) can cause lethargy, apathy and loss of concentration, self-control and judgment, as well as respiratory arrest, coma, convulsions and death.

**Cannabis** (marijuana, hashish) can cause difficulties with short-term memory as well as depression, panic, hallucinations, paranoia and a psychosis-like state. Heavy or long-term use can cause chronic lung disease and possible lung cancer.
COMMUNITY EXPECTATIONS

The Jay Johnson Wellness Center is located in Vlazny Hall and provides opportunities for students to obtain information about alcohol and drug use/abuse. Individual and group counseling, online educational CD-ROMs, books, and pamphlets are available for students use.

On-Campus Resources
Jay Johnson Wellness Center/Counseling Services
The Jay Johnson Wellness Center is located in Vlazny Hall and provides opportunities for students to obtain information about alcohol and drug use/abuse. Individual and group counseling, online educational CD-ROMs, books, and pamphlets are available for students use.

Off-Campus Resources
Hiawatha Valley Mental Health Center
122 2nd Street 111 • Winona MN 55987
Phone: 507-453-7933 507-457-222
Hotline: 800-657-6777
Wenden Recovery Services Inc
69 Lafayette Street • Winona, MN 55987
Phone: 877-574-7328

Winona Counseling Clinic
Chemical Dependency Services
Market Street, Suite 3-A • Winona, MN 55987
Phone: 507-454-3909

THE LEGAL SIDE OF ALCOHOL AND DRUGS
The State of Minnesota requires that one must be 21 years of age to purchase, possess or consume an alcoholic beverage. It is unlawful for anyone to sell or give a person under legal age any alcoholic beverage or to induce such a person to purchase or attempt to purchase a beverage. The law forbids misrepresenting one’s age for the purpose of obtaining or consuming alcoholic beverages.

The State of Minnesota prohibits the sale or possession of cocaine, narcotic drugs, hallucinogens, marijuana, heroin and other Controlled Substance Act (CSA) Schedule. The definition of cocaine includes powdered cocaine and crack. The CSA Schedule of drugs may be obtained in the Jay Johnson Wellness Center. In addition to charging offenders with possession and sale crimes, Minnesota prosecutors can charge drug offenders with the following, depending on the circumstances: (1) failure to purchase drug tax stamps from the State Commissioner of Revenue; (2) money laundering, if the person conducted a financial transaction with the money that he/she knew were the proceeds of a felony drug crime; (3) racketeering; and (4) forfeiture of real and personal property used to possess or facilitate possession of a controlled substance.

Federal Law: The sale or possession of cocaine, marijuana, heroin and other Controlled Substance Act (CSA) Schedule drugs is also against federal law. Penalties for conviction of a controlled substance crime may include mandatory minimum prison sentences. In addition, federal law also provides for the following, depending on the circumstances: (1) forfeiture of personal and real property used to possess or facilitate possession of a controlled substance; (2) forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance; (3) a civil fine of up to $10,000; (4) denial of federal benefits, such as student loans, grants, etc; (5) ineligibility to purchase a firearm; and (6) revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing, tenancy, etc.

APPROPRIATE USE OF TECHNOLOGY RESOURCES
Saint Mary’s University of Minnesota recognizes that technology resources can be a means for intellectual, social and cultural growth, but said resources can also be a means for harassment and destructiveness. As a Lasallian Catholic institution, the university has an obligation to encourage civility and respect in the use of technology resources. Consequently, members of the university community—students, faculty, and staff—are expected to exercise responsibility, operate technology resources ethically, respect the rights and privacy of others, and operate within the bounds of the law and of university policy and standards when using university technology resources.

The use of technology resources at the university is a privilege. The university reserves the right to restrict the use of its technology resources and limit access to the same when faced with violations of federal or state laws or university policies or standards. The university reserves the right to inspect software, files, and materials stored on or transmitted by university technology resources. The university reserves the right to remove or limit access to material posted on or transmitted by its technology resources. Technology resources include the university’s computing facilities, network file storage system, electronic mail system, voice mail systems, and Internet access.

Responsibilities of Each Technology Resources User

I. Appropriate Use of Technology Resources
A. Each user must use technology resources for the purposes for which they are intended. The university maintains technology resources for the purposes of conducting and fostering the instructional, educational, and research activities of the university as well as furthering the business interests of the university. Users will not use technology resources for commercial purposes or unauthorized financial gain. Users will not use technology resources for political purposes.
B. Each user must use appropriate language when utilizing technology resources. Appropriate language is language that reflects the academic and institutional values of the university. Users will not send harassing, intimidating and/or threatening messages through electronic mail, voice mail or other means.
C. Each user must use technology resources consistent with local, state, and federal laws. Users must comply with federal copyright law in their use of technology resources. Users who repeatedly infringe on the copyrights of others may have their access to technology resources terminated. Unless authorized by the software developer, users may not reproduce computer software or its related documentation. Users will only use computer software in accordance with license agreements, whether the software is licensed to the university or to them.
D. Each user must use technology resources consistent with the limited availability of said resources. Academic use will be the first priority for computing facilities. Users will not initiate or encourage the promulgation of chain letters, unauthorized automated or mass postings, or other types of unauthorized large scale distributions. Users will not use technology resources in a way that is wasteful of any resource, including processor, memory, disk storage or input/output resources.
E. Each user must respect the physical security of technology resources. Users will not create or release computer viruses or engage in other destructive or potentially destructive programming activities. Users will not disrupt the timeshare functions or network traffic by recklessly or intentionally overloading the system or otherwise deny or restrict the access of others. Users will not modify, alter or otherwise tamper with systems hardware or software unless explicitly authorized to do so. Users will not tamper with terminals, microcomputers, printers or any other associated university-owned equipment. Removal of computer equipment, disks, toner cartridges, paper or documentation from a computing facility, without authorization, constitutes theft. Users will be prosecuted accordingly.

F. Users of the university’s technology resources assume full responsibility for their experiences. The university cannot and will not protect users against the existence or receipt of material that may be offensive to them except in cases of violation of the law or of university policy or standards, and then only when technically feasible. Individuals using technology resources are warned that they may willingly or unwillingly receive or discover material that they find offensive.

G. By using the university technology resources, the user agrees to indemnify, defend (with counsel acceptable to the university) and hold harmless the university, its trustees, officers and employees against any and all claims for injury to person or damage to property (including claims of employees of user) associated with the user’s use of the university’s technology resources.

H. The university requires that users of technology resources demonstrate respect for others, respect for the university, and respect for the values of a Lasallian Catholic university when using technology resources.

II. Account and System Security
   A. Users of the university’s technology resources are responsible for any activity that takes place through their account. Accordingly, each user should:
      1. Choose a secure password
      2. Not disclose that password to others
      3. Not share his/her account with anyone, without exception
      4. Always sign out of his/her account

   B. Users of the university’s technology information resources are responsible for maintaining a secure system environment. Accordingly, each user must:
      1. Immediately report security concerns to technology staff, an appropriate supervisor or an appropriate administrator
      2. Not modify or attempt to modify any technology resources equipment or software
      3. Not crash or attempt to crash technology resources systems
      4. Not circumvent or attempt to circumvent system security measures or restrictions
      5. Not access or attempt to access any unauthorized accounts, either internally or externally

   C. The university reserves the right to monitor the use of all the technology resources it provides or that are used within its jurisdiction or in its name. The university respects the privacy of users; however, users are advised that in an institutional setting, no absolute guarantee of privacy exists.

   D. Information technology staff will investigate the inappropriate use of technology resources and will take appropriate action for account and system violations whenever said staff is notified of or observes such inappropriate use.

   E. The university will cooperate with local, state, and federal authorities investigating violations of local, state, or federal law involving technology resources of the university.

Recourse for Violations by Users

III. Investigations
   A. Alleged violations of this policy by students on the Winona campus will be investigated by the dean of students and/or his/her designee. Alleged violations of this policy by students on the Twin Cities campus and all other university campuses or delivery sites will be investigated by the dean of the academic area. The information technology resources staff will assist in investigations, as appropriate.

   B. Inappropriate use of technology resources by undergraduate students on the Winona campus will be handled using the disciplinary judicial process outlined in this Online Handbook. Inappropriate use of technology resources by students of the Twin Cities campus and all other university campuses or delivery sites will be handled using the Grievance Procedure from the most recent Twin Cities Graduate and Professional Programs Catalog and Student Handbook. The use of technology resources may be suspended during an investigation if information technology resources staff reasonably believes that the inappropriate use of technology resources has occurred.

   C. Alleged violations of this policy by employees will be investigated by the employee’s supervisor. The supervisor will be assisted in the investigation, as appropriate, by the information technology resources staff.

   D. Inappropriate use of technology resources by employees will be handled using the disciplinary process outlined in the Employee Handbook, the Faculty Handbook, or the Schools of Graduate and Professional Programs Handbook, as appropriate.

IV. Consequences
   A. If a student violates this policy, he/she may face sanctions up to and including expulsion from the university. A student may lose computing privileges as a sanction for violation of this policy.

   B. If an employee violates this policy, he/she may face sanctions up to and including termination from employment at the university.

   C. The use of technology resources to commit an act of academic dishonesty may subject a student to separate sanctions for academic dishonesty and for violation of this policy.

   D. Students and employees may face civil and criminal consequences, independent of action by the university, if their inappropriate use of technology resources violates local, state, or federal law.
Use of Copyrighted Works
Students should be aware that the unauthorized sharing of peer-to-peer file copyrighted works, including music, pictures, and movies, is a violation of campus computer use policy. It is also illegal and may carry significant money and/or criminal sanctions. It is the responsibility of the student who is downloading or uploading documents to make certain that they are not copyrighted works, or that the student has the permission of the copyright holder.

CLASS ATTENDANCE
Students are expected to attend all scheduled class sessions. Absence from any class session weakens the learning experience. The student should be aware that excessive absence for any reason may affect his or her course grade, course enrollment, eligibility for financial aid, and continued enrollment at Saint Mary’s.

If a student must miss class for any reason, he or she must communicate with the instructor, in advance if possible.

Consistent with federal financial aid requirements, instructors track attendance and refer to the Student Success Center (SSC) any student who does not attend a course within the first week of classes or who is absent for more than one full week without contact at any point during the term.

In cases of excessive absence in a class, the instructor may notify the SSC.

False representation of circumstances related to an absence constitutes academic dishonesty and will be addressed accordingly.

The instructor’s policy on absences and how they are to be handled must be stated in the course syllabus and referred to during the first week of class.

The student is expected to adhere to the following procedures in case of an absence.

Absences related to university-sponsored events, such as the following:

- NCAA athletic competitions;
- Artistic productions;
- Professional meetings for student senators;
- Events which promote specific programs at the university;
- Events involving Immaculate Heart of Mary seminarians who have responsibilities in their dioceses;
- Dean-approved activities required by one class that may result in an absence in a different class.

○ It is the student’s responsibility to contact the instructor at least one class period prior to absence.

- Exception: When the event necessitating the absence is rescheduled due to weather, students and sponsoring offices will notify instructors as soon as a rescheduled date is set, with a goal of providing information at least 18 hours prior to affected classes.

○ The student is responsible for submitting before the absence any graded work due the day of the absence, unless otherwise arranged with the instructor.

○ The student will not lose participation points that are based solely on attendance.

○ The student will have the opportunity to make up work missed during the absence when it can be done by authentic, fair, and practical means.

○ An appropriate university office or official will notify any affected instructors of students who will be missing class for university-sponsored events.

For other reasonable absences, such as those due to the following:

- Health;
- Family emergency;
- Funeral or memorial services for immediate family members;
- Unavoidable duties (e.g., military service, emergency responder duty, resident assistant emergencies);
- Faith observances beyond those noted on the academic calendar.

○ It is the student’s responsibility to contact the instructor, prior to the absence if possible.

○ If contact with the instructor is not possible, the student may request that the SSC generate a notice of absence to his or her professors. For such a notice to be generated, the student will need to provide documentation to the SSC as required by the SSC.

○ The faculty member has the final decision on how to handle the absence and is encouraged to reach that final decision in consultation with the student.

○ If the absence is due to health, and the student will be missing more than one day of the same class or will be missing a test or quiz or will be late turning in a major paper or project, the student should call the Wellness Center and arrange for an appointment in order to discuss his or her concerns. This should occur at the time of the illness/health concern. The health professionals in the Wellness Center will then provide verification that this is a health related absence.

○ In the event the student is unable to be seen during the illness, seeks care off campus, or is hospitalized, the student should be in contact with professional staff in the Wellness Center regarding the health concern. Verification of a medical need for the absence will then be provided if appropriate. The student will be expected to provide documentation to the Wellness Center as required by the Center.
DISCRIMINATION

Statement
Saint Mary’s University of Minnesota prohibits and will not tolerate discrimination against any member of this university community by any other member of the university community and pledges to seek out and eradicate all forms of discrimination in its activities and programs. Saint Mary’s University of Minnesota supports federal and state laws that prohibit discrimination against any person because of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, familial status, status with regard to public assistance, or disability.

Discrimination
Discrimination is the segregation or separation of individuals based on race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, familial status, status with regard to public assistance, or disability.

Discriminatory practices include any instances of differential treatment that interfere with an individual’s full participation in this university community when the differential treatment is based on an individual’s race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, familial status, status with regard to public assistance, or disability. Examples of discrimination include the following actions if said actions are based upon the categories listed above: racial/ethnic/religious slurs or slurs based upon an individual’s sexual orientation, racially/ethnically/religiously offensive comments or offensive comments about an individual’s sexual orientation, discouraging classroom participation, preventing students from seeking help outside class, causing students to drop or avoid certain classes, reducing the development of the individual collegial relationships crucial for future professional development, dampering career aspirations, undermining self-confidence, assigning tasks/responsibilities without regard to experience, qualification’s and/or job description, providing training opportunities annually, or evaluating job performance based on arbitrary standards.

Any student who believes that she or he has been discriminated against by another member of the university community may request assistance as follows:

FOR STUDENTS
Vice President for Mission and Student Life, ext. 1597, 113 Vlazny
Assistant Vice President for Student Life, ext. 1781, 105 Vlazny
Dean of Students, ext. 1640, 105 Vlazny
Executive Vice President, ext. 1587, 170 Heffron Hall
Graduate Assistant Hall Director

Internal Procedures
Any student who believes that he or she has been discriminated against by another member of the university community may file a complaint with the vice president for mission, or the dean of students. Students can also report online through the Hate/Bias Reporting Form on the Student Life webpage. Reports may be submitted anonymously. The individual to whom the complaint is made will investigate, or designate an individual to investigate, the complaint. The result of an investigation may include action up to and including expulsion.

During the investigation, the victim/complainant may ask the vice president for mission or the dean of students to be shielded from unwanted contact with the person against whom the complaint is being brought. To shield the complainant, the university may assign the complainant to different housing, assign the person against whom the complaint is brought to different housing, adjust class schedules, impose restraining orders, alter work assignments, etc.

A detailed copy of the Saint Mary’s Discrimination and Sexual Harassment Policy is available on the university’s website.

SEXUAL HARASSMENT

Statement
Saint Mary’s University of Minnesota prohibits and will not tolerate the sexual harassment of any member of this university community by any other member of the university community. Saint Mary’s University of Minnesota supports federal and state laws that prohibit discrimination against any person because of gender. The university has adopted a Discrimination and Sexual Harassment Policy. A copy of this policy may be found on the university’s website.

Sexual Harassment
Sexual harassment is the exercise of power by one individual over another using conduct of a sexual nature to achieve superiority. It is unwelcome and, typically, repeated behavior by which an individual subjects another individual to unwanted sexual attention, implicitly or explicitly coerces or attempts to coerce an individual into a romantic or sexual relationship, punishes or threatens to punish an individual for refusing to comply with requests for sexual favors, or engages in conduct that interferes with work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. Examples of sexual harassment include the following: non verbal: suggestive or insulting sounds, leering, whistling, or obscene gestures; verbal: sexual innuendo, suggestive comments, insults, humor and jokes about sex or gender-specific traits, sexual propositions, or threats; touching, pinching, brushing the body, or sexual assault.

Any student who believes that she or he has been sexually harassed by a member of the university community may request assistance as follows:

IN PERSON
Vice President for Mission and Student Life, ext. 1597, 113 Vlazny
Assistant Vice President for Student Life, ext. 1781, 105 Vlazny
Dean of Students, ext. 1640, 105 Vlazny
Graduate Assistant Hall Director
Title IX Coordinator, ext. 1587, 170 Heffron Hall

REPORTING FORM
Students can also report online through the Sexual Misconduct Reporting Form (smumn.edu/report) on the Student Life webpage. Reports may be submitted anonymously.
Internal Procedures
Any student who believes that he or she has been sexually harassed by another member of the university community may file a complaint with Title IX Coordinator, the vice president for mission and student life, assistant vice president for student life, or the dean of students. The individual to whom the complaint is made will investigate, or designate an individual to investigate, the complaint. The result of an investigation may include action up to and including expulsion.

During the investigation, the victim/complainant may ask the vice president for mission and student life, assistant vice president for student life, or the dean of students to be shielded from unwanted contact with the person against whom the complaint is being brought. To shield the complainant, the university may assign the complainant to different housing, assign the person against whom the complaint is brought to different housing, adjust class schedules, impose restraining orders, alter work assignments, etc.

SEXUAL ASSAULT AND SEXUAL MISCONDUCT

Statement
Saint Mary’s University of Minnesota prohibits all forms of sexual misconduct, including sexual assault, stalking and relationship violence, and provides support and reporting mechanisms for all members of the community. The university has zero tolerance for sexual misconduct in any form.

As a Lasallian Catholic institution of higher education, Saint Mary’s University of Minnesota is committed to the belief that students are “entrusted to our care.” As such, the university strives to create an environment where the dignity of each person is respected and honored. Sexual assault and other forms of sexual misconduct violate the dignity of the person and are inconsistent with the mission of the university.

Saint Mary’s University of Minnesota will investigate and promptly seek the equitable resolution of all allegations of sexual misconduct.

Definitions
Sexual misconduct incorporates a variety of behaviors, including sexual assault, sexual violence, stalking, domestic violence, dating violence, sexual exploitation, sex-based cyber harassment, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, coercing or interfering with the rights of another person or persons. Photographs, video, or other visual or auditory records of sexual activity made or shared without explicit consent constitute sexual misconduct, even if the activity documented was consensual. Much sexual misconduct includes nonconsensual sexual contact, but this is not a necessary component. Threatening or intimidating speech, which meets the definition of sexual harassment, for example, will constitute sexual misconduct. Photographs, video, or other visual or auditory records of sexual activity made or shared without explicit consent constitute sexual misconduct, even if the activity documented was consensual. Domestic violence and dating partner violence constitute sexual misconduct, regardless of whether the intimate or sexual relationship between the parties is consensual.

Sexual assault is defined as actual, attempted or threatened sexual contact, including but not limited to penetration, with another person without that person’s consent. Sexual assault is a form of sexual violence and a severe form of sexual harassment. Sexual assault often is a criminal act that can be prosecuted under Minnesota state law, as well as under the Student Handbook and employee discipline procedures.

Sexual contact shall have the same meaning as it has under Minnesota law. “Sexual contact” includes, but is not limited to, the intentional touching by the respondent of the complainant’s breasts, inner thighs, genitals and/or groin area, whether clothed or unclothed; or the coerced touching by the complainant of another’s intimate parts. Sexual contact also includes the intentional threatening or intimidating speech, which meets the definition of sexual harassment, for example, will constitute sexual misconduct. Photographs, video, or other visual or auditory records of sexual activity made or shared without explicit consent constitute sexual misconduct, even if the activity documented was consensual. Domestic violence and dating partner violence constitute sexual misconduct, regardless of whether the intimate or sexual relationship between the parties is consensual.

Consent
For purposes of this policy, consent shall have the same meaning as it has under Minnesota law. “Consent” is defined as:

- Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent must be informed and freely and actively given.
- Consent requires more than the existence of a prior or current social or sexual relationship between the actor and the complainant.
- Consent to one sexual act does not imply consent to another. Consent has to be specific to the act. Past consent to sexual activity does not imply ongoing future consent. Consent can be revoked at any time. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent.
- Simple silence, the lack of a negative response, or failure to resist is not consent. It is the responsibility of the actor to obtain consent to any and all sexual involvement that occurs.
- The use or threatened use of force or other forms of coercion or intimidation take away a person’s ability to give consent to sexual contact. Consent is not present when another person fears the consequences of not consenting. Coercion includes intimidation, threats, misuse of authority, manipulation, tricking or bribing with actions and/or words.
- A person who is asleep, unconscious or substantially impaired by drugs, alcohol, disability, or other means, or who lacks full knowledge or information of what is happening cannot consent to a sexual act. This is true regardless of whether the person voluntarily or involuntarily consumed the drugs or alcohol. Use of drugs or alcohol by the accused, however, is not a defense against allegations of sexual misconduct and does not diminish personal accountability or criminal liability.
- A person who has not reached the legal age of consent may not give consent. The legal age of consent may vary depending on the circumstances and the applicable state law.
- Where there is otherwise credible evidence to support a finding of nonconsent, corroborating testimony is not required.

Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostitution;
The university understands that the decision to come forward may be difficult and that individuals may wish to seek assistance. Saint Mary's University strongly encourages students who have been sexually assaulted or been the victim or sexual misconduct to report the assault to the university and proper legal authorities, as well as to seek out any needed support. Reporting a sexual assault or sexual misconduct incident does not require the victim to initiate or participate in a complaint procedure. When the university receives a report of sexual misconduct, it has a legal obligation to respond in a timely and appropriate manner. The response of the university will vary depending on the circumstances, including the seriousness of the alleged offense, the facts reported, and the victim's preferences on responsive actions. The university will conduct an appropriate investigation of all reports of sexual misconduct received. Students can also report online at the Sexual Misconduct Reporting Form (smumn.edu/report) on the Student Life webpage.

Confidential Resources

The university understands that the decision to come forward may be difficult and that individuals may wish to seek assistance from someone who can offer confidential information and support, and who can provide assurances that what is disclosed will not be acted on except in certain circumstances. The university's Sexual Misconduct Policy which can be found on its website.) In general, the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional, religious advisor or trained sexual assault advocate. The medical, mental health, and religious professionals at the university and their off-campus counterparts respect and protect confidential
communications from students, faculty, and staff to the extent they are legally able to do so. An individual who speaks to a confidential resource must understand that, if they want to maintain confidentiality, the university will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Saint Mary’s University of Minnesota will also seek to support any person adversely impacted by sexual misconduct that violates this policy. Support services that may be available include, but are not limited to, connecting the individual with appropriate on-campus and off-campus counseling and support services, making changes to academic, living, transportation, and/or working arrangements to protect the individual from contact with the alleged perpetrator, assistance in filing a criminal complaint, and providing information about restraining orders and other available protections and services. An individual does not need to report sexual misconduct to law enforcement in order to receive support services from the university.

**Non-confidential Resources**

Non-confidential resources are all faculty or staff members, including residential life staff, who are not medical or counseling professionals or clergy, and are therefore not permitted to honor requests for confidentiality. Non-confidential resources who learn of an incident of sexual misconduct involving a student are required to report that information to the title IX coordinator or the dean of students.

**Internal Procedures**

A victim of sexual assault or sexual misconduct has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through the appropriate university complaint procedure, or to pursue both processes simultaneously. Regardless of the option chosen, the university will investigate all reports.

**Students may report sexual assaults or sexual misconduct to anyone on campus.** The following individuals/offices are trained to receive and investigate reports of sexual misconduct:

- Vice President for Mission and Student Life, ext. 1597, 113 Vlazny
- Assistant Vice President for Student Life, ext. 1781, 105 Vlazny
- Dean of Students, ext. 1640, 105 Vlazny
- Title IX Coordinator, ext. 1587, 170 Heffron Hall
- Director of Campus Safety, ext. 1703, Toner Student Center

Upon receipt of a report of sexual assault or sexual misconduct, the university will investigate the report as outlined in its Sexual Misconduct Policy which can be found on the university’s website. The university will use a preponderance of the evidence standard in assessing whether sexual misconduct or a sexual assault has occurred. The result of the investigation may result in sanctions up to and including expulsion. If in the judgment of the investigating official, the safety or the general welfare of a person or the community is endangered or sufficiently upset, the accused may be required to leave campus immediately.

Members of the university community are asked to be sensitive to the fact that the person who has been a victim of sexual assault or who has been accused of assaulting someone may be re-victimized by rumors and innuendo that inflame the case. Those who harass a witness, a victim, or the accused, after a report has been made, will also be subject to appropriate disciplinary action.

**Interim Measures**

Interim measures remedies intended to address the effects of sexual misconduct, i.e., to redress harm to the alleged victim and the community and to prevent further violations, may be imposed during an investigation of a sexual misconduct report. These measures may include, but are not limited to:

- No Contact Orders restricting encounters and communications between the parties during the course of the investigation and disciplinary proceeding;
- Academic accommodations, including but not limited to deadline extensions, incompletes, course changes or late drops, or other arrangements as appropriate;
- Residential accommodations, including but not limited to arranging for new housing, or providing temporary housing options, as appropriate;
- Changing transportation or working arrangements or providing other employment accommodations, as appropriate;
- Assisting the individual in accessing support services, including, as available, victim advocacy, academic support, counseling, disability, health or mental health services, visa and immigration assistance, student financial aid services, and legal assistance;
- Informing the individual of the right to report a crime to local law enforcement and/or seek orders of protection, restraining orders, or relief from abuse orders from United States courts or courts outside of the United States as applicable, and providing assistance if the individual wishes to do so. Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Providing campus escorts

**External Procedures**

A student desiring to report a sexual assault may also contact the City of Winona Police Department at the Winona County Law Enforcement Center. (In the case of a sexual assault, it is vitally important that all evidence of the assault be preserved; for example, do not wash clothing or take a shower.) The authorities there will immediately commence an investigation into the circumstances surrounding the sexual assault. The matter may be referred to the Winona County Attorney’s Office for a determination on whether criminal charges should be filed. A statute of limitations exists for the criminal prosecution of most sexual assaults. Realistically, however, if too much of a delay occurs between the sexual assault and the report to the law enforcement authorities, information from the witnesses may be difficult to obtain and evidence may be destroyed.

If a student or someone a student knows has been sexually assaulted, telephone Campus Safety at (507) 457-1703 and contact the assaulted student’s graduate assistant hall director. If requested by the victim, contact the Winona County Law Enforcement
Center by telephoning 911 or asking a staff member to call. Emergency care at the hospital will treat any physical injuries, provide emotional support, and gather evidence.

It is strongly recommended that the victim of a sexual assault seek support and assistance from professionals on- or off-campus as soon as possible. Health Services, Counseling, Residence Life, Student Life, and the Title IX Coordinator are all resources on campus that can provide assistance to the victim of a sexual assault or direct the victim to the most appropriate type of assistance.

Sanctions
Any of the following sanctions, or combinations of sanctions, may be imposed on a student alleged of a sexual misconduct. Disciplinary action other than those outlined below may be taken as the situation warrants. Failure to abide by the imposed sanction may result in additional violations/sanctions.

1. Oral Reprimand: An oral statement to a student that he or she is violating or has violated institutional rules. No reprimand shall be entered as a permanent part of the student’s record unless issued by the appropriate accountability body.
2. Written Reprimand: Notice in writing that continuation or repetition of inappropriate conduct within a period of time stated in the warning may be cause for more severe disciplinary action.
3. Forced Change of Residency: A requirement that the student move from one residence hall area to another.
4. Removal from Campus Housing: A requirement that the student vacate campus housing by a designated time.
5. No Contact Orders restricting encounters and communications between the parties after the investigation and disciplinary proceedings;
6. Trespass Warning: The student is prohibited from visiting or returning to a part or all of any designated area of campus. If the student returns, he/she is subject to arrest and additional action.
7. Fines: An appropriate fine may be levied for policy violations or damages incurred.
8. Restitution: A restitution order may be entered requiring the student to reimburse the complainant or university for any loss as a result of the student’s sexual misconduct violation.
9. Campus Work: The student may be required to participate in educational programs or projects may be assigned.
10. Loss of Privileges: The student may be denied access to campus technology, recreational facilities, etc.
11. Disciplinary Probation: The student may be excluded from participation in privileged or extracurricular university activities as set forth in the notice of probation.
12. Interim Suspension: The student may be temporarily suspended by an official of the university for a designated period of time. Students who are placed on interim suspension are judged to be disruptive in conduct to the educational mission and/or pose a substantial threat to the health or safety of themselves or others. An interim suspension is made pending a hearing on the alleged offense.
13. Deferred Suspension: Students are suspended but are allowed to continue as a student under specific conditions as outlined by the Office of Residence Life and agreed upon by the student.
14. Suspension: The student is excluded from classes and other privileges or activities or from the university, as set forth in the notice of suspension, for a definite period of time.
15. Expulsion: The student’s status as a student is terminated for an indefinite period of time. The following sanctions may be imposed upon any member of the university community found to have violated this policy.
16. Withholding Diploma: A student’s diploma may be withheld for a specified period of time.
17. Revocation of Degree: A student’s degree may be revoked by the university.

Retaliation
The university strictly prohibits retaliation against any person who reports, in good faith, sexual misconduct. The university also strictly prohibits retaliation against any person because of their good faith involvement in an investigation or hearing related to a sexual misconduct report. Encouraging others to retaliate also violates this policy.

Retaliation is any materially adverse action, or threat thereof, against an individual because of the individual’s good faith report or complaint of sexual misconduct or his/her good faith participation in an investigation or hearing related to a sexual misconduct report. Retaliation acts may include, but are not limited to: adverse changes in employment status or opportunities; adverse academic action; adverse changes to academic, educational and extra-curricular opportunities; harassment; intimidation; acts or comments intended to embarrass the individual; and seeking out or attempting to discover the parties and witnesses involved in a report or complaint process for the purpose of influencing their participation or testimony or taking adverse action against them. Retaliatory conduct by university community members and third-parties is prohibited regardless of whether it occurs on- or off-campus, in person, or through social media, e-mail, or other form of communication. Retaliation by organizations affiliated with any party to a sexual misconduct report is also prohibited.

A detailed copy of the Saint Mary's University Sexual Misconduct Policy is available on the university’s website.

CONFIDENTIALITY OF RECORDS
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

• A student has the right to inspect and review the student’s education records within 45 days of the day the university receives a request for access. The records that are viewable include only the documents that were created at Saint Mary’s. The student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) he/she wishes to inspect. The registrar will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
COMMUNITY EXPECTATIONS

build community, foster relationships, and promote free expression. The same media platforms can inflict harm on individuals or groups.

Saint Mary’s University of Minnesota (SMUMN) recognizes the power and ability of social media to enhance knowledge sharing, build community, foster relationships, and promote free expression. The same media platforms can inflict harm on individuals or groups.

In keeping with the inclusive vision of Saint Mary’s University of Minnesota, we urge all community members to recognize that uncivil behavior, harassment and/or name calling on SMUMN websites or social media platforms, and or personal social media sites, will not be tolerated and can violate the student handbook and legal guidelines.

SMUMN requires from students a high standard of respect for the rights and dignity of others. SMUMN expects responsible social media conduct from students. Among the policies included in the handbook that may extend to student use of social media include:

- drug and alcohol policy
- academic dishonesty
- appropriate use of technology resources
- discrimination
- sexual harassment
- hazing
- confidentiality
- non-compliance

HAZING

Hazing is defined as committing any act against a student or coercing a student into committing an act, on- or off-campus, that creates a substantial risk of mental or physical harm, embarrassment, harassment, ridicule, or injury to the student, in order to be initiated into or affiliated with a student organization. Student organizations include, but are not limited to, student groups recognized by the Student Senate, academic honor societies, campus ministry groups, fraternities and sororities, and intercollegiate, intramural, and club athletic teams.

Any incidents of hazing should be reported to the dean of students, who will investigate the report and take disciplinary action against the student and the organization as appropriate. Disciplinary action against a student may include sanctions up to and including expulsion. Disciplinary actions against the organization may include sanctions up to and including banning the organization from campus.

HIV/AIDS STATEMENT

The purpose of the policy on HIV/AIDS is to establish broad guidelines for responding to individuals infected with human immunodeficiency virus (HIV) within the Saint Mary’s University of Minnesota community. The policy is based on recommendations of the American College Health Association as well as other state and federal agencies.

The primary responsibility of Saint Mary’s University of Minnesota with regard to HIV/AIDS is educational. The main purposes of such a response are to: prevent the spread of infection by promoting and supporting positive behaviors which reduce the spread of infection; and provide support for HIV-infected individuals. The university’s Wellness Center will be primarily responsible for providing educational information on HIV/AIDS.
HIV, the virus causing AIDS (acquired immune deficiency syndrome), is transmitted by intimate sexual contact and by exposure to contaminated blood and body fluids. Current medical findings indicate that students and employees infected with HIV do not present a risk to others in an academic or work setting. Therefore, individuals with HIV will be permitted full access to university programs and activities, as long as they are physically and emotionally able to function as students or employees. The university expects those testing positive for HIV to protect the welfare of others by acting responsibly in preventing the spread of the virus.

Saint Mary’s University of Minnesota will handle, with sensitivity, information relating to any student or employee with HIV/AIDS. The university reserves the right to disclose a student’s or an employee’s HIV status to appropriate individuals on a need-to-know basis. Other decisions regarding a student or employee with HIV will be made on a case-by-case basis depending on the particular facts unique to each situation.

NONCOMPLIANCE

The threat and/or use of physical violence, coercion, intimidation, or harassment against the university or members of its faculty, staff, student staff, legitimate representatives of law enforcement agencies, or other persons engaged in official business on the campus is prohibited. Failure to comply with verbal and/or written instructions of university officials acting in the performance of their duties, and made within the scope of their authority, can result in disciplinary action (including a $35 fine for noncompliance with university officials, noncompliance with alcohol or drug sanctioning results in double the fine).

POLICY REGARDING AVAILABLE PRODUCTS AND SERVICES

Out of sensitivity to the concerns of members of the university community, and in an awareness that opinions of particular minorities are to be treated with the same respect given to the majority, it is appropriate to engage in discussion and arrive at a process for dealing with concerns regarding non-academic periodicals, products, and services which are made available on campus. Clearly, there is a distinction to be made between the freedoms and responsibilities involved in the pursuit of truth and understanding as students and educators, compared to the differing freedoms and responsibilities related to non-academic pursuits on a private university campus. This policy concerns itself only with the latter category.

Likewise, this policy does not involve itself with issues related to cable television and Internet access. While such features are available for both academic and leisure purposes, it is the clear and unequivocal intent of the university that they should only be used for appropriate academic and leisure pursuits, and that their use otherwise is in opposition to the mission of the university.

With particular regard to magazines, the bookstore management will take steps regarding their display so that only the titles of magazines are visible to the consumer. If there is a magazine, product, or service whose presence is found offensive by members of the community, the following process may be initiated:

Concerned members of the university community may seek signatures on a relevant petition. If 250 signatures, including students, faculty, and staff, are collected and presented to the vice president for mission and student life, the vice president will seek discussion and written reaction to the petition from the following groups:

- The Student Senate
- The Faculty Council
- A representative group from the university staff

Each group can consider the matter as it deems appropriate. Within 10 days of the receipt of the petition, the written responses of these groups will be collected by the vice president of the college, and presented to the president’s cabinet, which will provide its reaction to the president of the university. As usual, individuals are free to present their views to the president in writing on any issue.

Within ten days, and after consultation with the president’s cabinet and other individuals and groups that may be solicited, the president of the university will make the final decision on the specific matter at hand, and communicate that decision to the university community.

If there is a magazine, product, or service which is not available on campus, but is desired by members of the community, such members should make their request to the appropriate responsible person (e.g., bookstore manager, food service manager, or other area representative). If such products or services are provided by an outside contractor, such as the bookstore or the food service, it is presumed that said outside contractor will make reasonable business decisions consistent with their relationship with Saint Mary’s University of Minnesota. For requests being made to areas which are part of the corporate university, members of the community may pursue the process above if not satisfied with the decision of the designated Saint Mary’s University of Minnesota representative.

POTENTIAL HARM TO THE WELFARE AND SAFETY OF SELF AND/OR OTHERS

Saint Mary’s University of Minnesota recognizes the importance of maintaining a safe environment for students, faculty and staff. Any harm to self, any threats of suicide, violence or other distress, any threatening behavior, or any significant health risks may result in immediate action to secure the safety of the individual and the community. Students who engage in destructive and unsafe behaviors are subject to disciplinary action up to and including dismissal from the university. All members of the university community, including faculty, staff and students, should report concerns regarding students to the Office of Student Life immediately, especially when there is a potential threat to welfare and safety. The dean of students evaluate reported situations to determine appropriate action.

Students at Saint Mary’s University of Minnesota are expected to demonstrate the ability to assure their own welfare and meet reasonable obligations as a members of the campus community. Essentially, students must be capable of behaving in ways that support their constructive growth and academic advancement while not impeding similar growth and advancement in other students. Behaving in this manner includes, but is not limited to, caring for their physical and emotional health, dealing appropriately with life challenges, successfully getting along with others, making adequate academic progress, and abiding by codes of conduct, academic standards, and applicable laws.
COMMUNITY EXPECTATIONS

Should circumstances arise that compromise a student’s ability to respond effectively to the emotional, social, medical, or academic dimensions of their lives, students are expected to seek out and accept appropriate assistance. Saint Mary’s University of Minnesota is committed to facilitating the welfare, safety, and success of all its students.

If there appears to be a potential threat to welfare and safety, any or all of the following immediate actions may be taken:

1. Immediate notification of appropriate university staff as indicated:
   a. director of counseling services and/or student health services
   b. dean of students
   c. director of campus safety
   d. vice president for mission and student life
   e. assistant vice president for student life
2. Notification of the Winona Police and/or Fire Department
3. Emergency transfer to the emergency room for evaluation via Winona Police and/or Fire Departments.
4. Immediate removal from the university community (housing, classes and/or activity restriction).
5. Notification of student’s parent(s) and/or emergency contacts by student life personnel.
6. A search of the student’s room (or property) and confiscation of any items which are potentially harmful, against university policy, or are considered to be evidence of potential harm.
7. In the case of a student presenting a potential threat, said student shall be in the presence of a staff member at all times until a disposition of the situation has been implemented.
8. The student will be given written notification of the disposition and guidelines for returning to campus.
9. Interviews will take place with the student(s) and staff involved in the situation.
10. University resources will be consulted as required by the situation.

Regardless of what immediate actions are taken, a student considered to be a potential threat to the welfare and safety of self or others may be suspended from the university on an interim basis.

The process for ending the interim suspension or returning after an absence due to a safety issue is as follows:

1. The student must have a psychologist, psychiatrist or medical physician (depending on the nature of the concern) evaluate him or her. Prior to the evaluation taking place, the psychologist, psychiatrist or medical physician must first confer with the director of Student Health and/or Counseling Services or designee in order for pertinent information regarding the university’s concerns to be communicated.
2. The student must complete all necessary release forms allowing communication between the director of Counseling Services and/or Student Health and the psychologist, psychiatrist or medical physician.
3. Prior to determining the outcome of the student’s situation, the director of Counseling Services and/or Student Health must receive in a statement, preferably in writing, from the external provider (psychologist, psychiatrist or medical physician) indicating the student is not presenting a potential threat to the welfare and safety of self and others and is cleared to return to campus.
4. In addition, the external provider must outline the appropriate treatment plan for the student. The external provider and the university personnel from Counseling Services and/or Student Health must confer and agree on the treatment plan. University personnel will exercise judgment as to whether external or internal counseling and support is appropriate. The university reserves the right to take action contrary to the external provider’s recommendation if there are issues that remain a concern to the university.
5. If cleared to return to the university community, the student must agree to follow the recommended treatment plan as agreed upon by the external provider and the university personnel (director of Counseling Services and/or director of Student Health). The student must agree to have his/her compliance with the treatment plan monitored by the director of Counseling Services and/or Student Health. In addition, the student must provide a release for the director of Counseling Services and/or Student Health or designee to report to the dean of students on the student’s compliance with the treatment plan.
6. If at any time the student is to be found not in compliance with the treatment plan or new information regarding the stability of the student’s situation is revealed, the dean of students will take immediate action. This action may range from the student’s immediate removal from campus up to permanent expulsion from the university.

This entire process is under the supervision of the vice president for mission.

RESIDENCE LIFE POLICIES

Housing at Saint Mary’s University of Minnesota is a privilege. There are a wide variety of residence facilities on campus, each has policies and procedures particular to the type of residence area. With the number of students who reside on campus, it is imperative that community guidelines and expectations be developed for self as well as group governance. It is equally important that the residents of each hall, village or apartment, in conjunction with the residence life and student life staff, develop these policies so they specifically meet the needs of each living environment. Expectations must be in accordance with the guidelines of the university and federal and state laws, ensuring that policies embody respect and sensitivity for the rights of all. All residents have the right to reside, study, and rest in a comfortable and safe environment. The following policies are set forth to help build a strong residential community at Saint Mary’s University of Minnesota. Violation of any of the following community guidelines and expectations will result in disciplinary action. Policy exceptions are made for village/apartment residents. Please refer to the “Villages/Apartments” section.

The university reserves the right to amend this section at any time.
**Air Conditioners**
Students may not install air conditioners in their residence areas. If special housing considerations are required because of medical circumstances, this matter should be brought to the director of health services for consideration. University air conditioners (Hillside, Brother Leopold, LaSalle, Bishops, and Saint Yon’s) will be turned on only after the outside temperature is consistently warm. This will be determined by the maintenance department.

**Assembly**
No person or persons will assemble for the purpose of creating noise or disturbance. Assembly that obstructs the free movement of persons about the campus, including the free and normal use of university buildings and facilities, or prevents or obstructs the normal operations of the university is prohibited. This regulation, while not usurping the prerogatives or policies of the other institutions, also applies to the actions of Saint Mary’s University of Minnesota students on the Winona State University campus and in the local community.

**Bathrooms**
Students who live in a co-ed facility must respect fellow residents by always using the common bathrooms specified for their gender. Students who live in a single-sex residence hall and have guests of the opposite gender must have these guests use the bathrooms in the lobby or other areas that are designated for their use. Private bathrooms in Skemp, LaSalle and Heffron Halls may be used by any guest.

Bathrooms contained within the student room must be maintained by the resident(s).

**Bicycles on Campus**
If you choose to bring a bicycle to campus you should chain your bicycle to the bike racks provided by the university only. Violations will lead to immediate impounding of the bicycle. Due to snow removal, students need to take bicycles home during the inclement winter months. Bikes cannot be stored in residence halls, individual residence hall rooms, in the bike racks, or anywhere on campus. Any bikes left on campus after graduation will be removed and donated. Please refrain from bike riding on sidewalks. Bikes are not permitted on the campus trail system.

**Break Housing**
During scheduled university breaks, the residence halls/villages/apartments are officially closed. Students are strongly encouraged to take these periods of time to get away from the rigors of class work and hall life. Staff and other student support services are employed minimally during breaks. Only those students who will be participating in SCHOOL-SPONSORED activities, or whose homes are located more than a day’s drive (more than 8 hrs.) from campus will be granted break housing. Permission to remain on campus during breaks is not automatic, and those seeking approval must register with the Office of Residence Life by the deadlines posted. Failure to meet the deadline will result in a late fee. In order to be officially registered, students must go to the Office of Residence Life, present their I.D., and then fill out a break housing contract.

Those students who indicate a “special need” for break housing due to other situations, must receive approval from the Office of Residence Life. If it is determined that it is not essential for a student to remain, he/she will be informed that a daily fee will be imposed for break housing.

As a safety measure, security personnel may check all units in the residence halls and apartments during periods when school is not in session. Occupancy of any campus housing during breaks without authorization may result in a fine and/or loss of campus housing. Residence hall staff will check student rooms during break periods to ensure that no safety hazards exist. If a staff member should notice evidence of a violation of federal, state, or local laws, or a violation of university policies or procedures, the staff member can confiscate items in question and will file a report with the Office of Residence Life. Due to health concerns, all students should clean their room before leaving for break (i.e., remove trash, food, etc.). Failure to do so may result in a fine.

**Bulletin Boards**
All signs to be hung in the residence halls must be approved by the Office of Residence Life. No postings are to be on doors, windows, or with anything other than sticky tack. Hall staff will remove non-approved items.

**Candles, Incense, Potpourri Burners and Halogen Lamps**
Because of the danger of fire, candles (lit or unlit), candle warmers, incense or potpourri burners or exposed bulb halogen lamps are not permitted in any living units of the university. These items will be confiscated and may not be returned.

**Ceiling Tiles**
Ceiling tiles should not be used to hang items from, moved, painted or removed. If any of these violations are witnessed by residence hall staff, a fine or sanctions may result.

**Check-In Procedure/Room Inventory**
Upon arrival to the residence hall, each student must complete the required paperwork with a residence life staff member. This process allows the resident and the hall staff to evaluate the condition of the room upon occupancy. Damages, deficts, or anything not in working order should be noted at this time so as to avoid being charged for these damages when moving out. After you have completed the required paperwork, you need to return it to a member of the residence hall staff within one week from the date of check-in. Failure to follow check-in procedure may result in a $100 fine.

**Check-Out Procedure**
When a student is moving out of a residence area, whether at the end or middle of the semester, even if switching rooms, a formal check-out must be undertaken with a residence life staff member. All personal possessions must be removed when vacating rooms and the room must be left clean and in good condition. A room inventory form will be consulted during the check-out process to determine resident responsibility for damages incurred since the check-in process. Items left in the area will be disposed of. Failure to observe the appropriate check-out procedure may result in a fine of $100. In addition, should it be necessary to clean a room which was not left in good condition or to remove possessions left behind, further charges will be added to a student’s bill. Damage appeals can be made to the Office of Residence Life. All appeals must be completed by June 30. Appeals must be in writing by the student charged and should include the reason for appeal and information about any other students who should be charged for the damage. Verification (via email) of the appropriate student taking responsibility for the damage must occur before the charge is removed.

**Community Safety or Community Concerns/Common Area Damage Charges**
Causing damage to common areas is prohibited. Acts that harm or otherwise negatively affect the appearance of residence hall building exteriors, interiors or furnishings by failing to exercise reasonable care or in specific acts of vandalism are prohibited. The
cost of repair will be charged to the responsible individual(s). If the person responsible cannot be identified, the charges will be prorated among all community members. When Common Area Damage (CAD) occurs, the hall staff will inform the students of the reason for the CAD charge. The total amount for all CAD will be divided among the residents.

Failure to pay the CAD will result in the student account being billed (a minimum of $5). If there should be a time when an individual would want to contest a CAD, he/she must use the following guidelines:

1. The resident must submit concerns as reasons for appeal to the graduate assistant hall director in writing.
2. The graduate assistant hall director will then accept or deny the appeal on the basis of the facts presented.
3. If the graduate assistant hall director denies the appeal, the resident may then appeal to the Office of Residence Life. The appeal should include the information submitted to the graduate assistant hall director and any other additional information. The decision of the Office of Residence Life is final.

Compliance with State and Federal Statutes
It is expected that students will conduct themselves responsibly at all times. This includes following appropriate state and federal statutes. Behaviors restricted by state and federal statutes are not appropriate behaviors in which to engage in the residence halls, villages and apartments. Based on this principle, public indecency, for example, would be inappropriate in the residence halls although a specific Saint Mary's University of Minnesota policy may not name it specifically.

Compliance with Requests from University Officials
The residence life staff is responsible for helping to create a secure atmosphere conducive to studying, socializing and learning to live with other individuals. Each resident is expected to respond appropriately to requests from staff and fellow residents concerning behavior that disrupts this secure atmosphere.

Failure to comply with a reasonable request of a university official, including failure of a student to present his or her university identification card when requested, is a violation of university policy. Refer to the “Noncompliance” policy outlined earlier in the “Community Expectations” section.

When a university staff person is engaged in the performance of authorized duties, the following behaviors by students are strictly prohibited and may result in a $35 fine, removal from the university residence halls or expulsion from the university:

1. Verbal or written abuse
2. Physical intimidations or menacing behavior directed at a staff member
3. Display of visual materials that demeans or humiliates a staff member
4. Interference with staff member engaged in the performance of assigned duties
5. Failure to comply with a reasonable request from a staff member

Confiscation Policy
Any items that are prohibited from the residence halls, per the student handbook, will be confiscated by a university official and destroyed.

Cooking
Cooking in residence rooms (other than residence hall, village and apartment kitchens) is prohibited. Woks, toaster ovens, Foreman grills, hot plates, or other methods of cooking are not allowed, as is the use of an open heating element or the use of cooking fats and grease. Non-commercial air popcorn poppers, crockpots, rice cookers, coffee makers and small, room-sized microwave ovens are allowed. Kitchens are available in each residence hall. It is the responsibility of the students cooking to keep the area clean, use the proper utensils, and always consider the safety of yourself and others. Food kept in the community fridge should be labeled with name, room number, and date. If these responsibilities are not met, the kitchen area may be locked down by residence hall staff for a determined amount of time. If a student damages a kitchen area (ex. burns the counter top), they will be responsible for the cost of the damage. Residencia Santiago Miller and Ek Family Village residents, please reference the Village information at the end of this section of the Student Handbook.

Courtesy and Quiet Hours
You share close quarters with many people in a residence hall. Consideration with regard to noise is vital to maintaining the quality of your environment. Courtesy hours that promote a positive living atmosphere are in effect 24 hours a day. Residents should always be able to sleep and study in their rooms without interference from their community. Your compliance with requests from other hall members and staff to adjust noise levels is expected. Reasons for a documented violation are as follows:

- Blaring television, computer, stereo, voices
- Repeated warnings
- Screaming, yelling or running down the hallways
- Slamming doors
- Talking in the hallways during quiet hours

If you encounter a noise problem at any time, you have the right and the responsibility to let the student(s) know that their activity is disturbing and loud. If a disturbance persists, notify a staff member. When windows are open, residents are asked to be conscious of the possibility of disturbing others in the surrounding areas. Stereos, radios, computers and televisions are approved in individual rooms, provided they are played at an acceptable volume. Repeated misuse of audio equipment will result in storage of this equipment until it can be removed from university property. Students are also reminded that stereos blaring from open windows will not be tolerated. No person is to create noise to the point that it disturbs any classroom activity.

The minimum quiet hours are in effect from 10 p.m.–8 a.m. Sunday through Thursday and 12 a.m.–8 a.m. Friday and Saturday. Quiet hours are designed to ensure a quieter environment during the evening hours, promoting a positive atmosphere for study and sleep. Individual halls may have additional quiet hours. During study days and finals 24-hour quiet hours are in effect.

Damage to Property
Damages to individual and common property are an inconvenience to residents and a serious problem for the university. Individuals responsible for damages will be required to pay for the damages and will also be subject to disciplinary action such as restitution.
work where the damages occurred. The penalty for damages of a willful nature may be as severe as eviction from campus housing or expulsion from the university.

**Disruptive Behavior during Finals Time**
Due to the personal need for an environment conducive to academics and extra consideration for fellow students one week prior to and during finals, violations of student handbook policies (especially quiet hours and alcohol policies) by students during this time may result in additional consequences including a $100 fine.

**Disruptive Sports Activities**
Hitting golf balls on campus is not allowed because of the risk it presents to public safety and potential damage to property and university lawn mowing equipment. Sports and other disruptive activities are never allowed in hallways or lounges of residence halls. This includes the use of all athletic equipment. Riding scooters, inline skating, biking and skateboarding are not permitted in the hallways or lobbies of any building on campus. As necessary, hall staff members may decide to confiscate inappropriate items and/or equipment.

**Double Occupancy Suites/Single Occupancy Suites**
Rooms found in Gilmore Creek, La Salle, and Brother Leopold Halls that have more than one main entry door into the room are still considered one unit. The university considers this room as a unit and if a violation occurs the entire unit may be approached, documented, or searched. During the judicial process roommates will be met with and sanctioned when appropriate. All residents of the unit are responsible for the behavior of the entire unit.

Even though the rooms are considered one unit at no time should university furniture be moved into only one of the rooms (i.e., all the beds into one of the two rooms). Each of the rooms within the unit has an occupancy allocation and this should be honored.

**Elevator Policy**
Any tampering or misuse of elevators is strictly prohibited. Disregard of this policy will lead to strong disciplinary action, including possible eviction from the residence halls.

**Fire Safety**
Fire prevention is of critical importance in a residence hall environment because so many lives are endangered by accidents or careless actions. As a responsible member of a residence hall, candles (lit or unlit) are not allowed. Heat-producing appliances must not be left unattended—unplug them when not in use and allow appliances to cool before storing. Ventilation openings on televisions, stereos or radios must not be covered. Refrigerators should not be placed in closets. Purchase an electrical multi-outlet strip with a circuit breaker to avoid overloading circuits. Please refer to the “Candles, Incense, Potpourri Burners and Halogen Lamps” section for an additional fire safety policy.

All hallways must be clear of personal belongings at all times (i.e. shoes, sports equipment, trash, rugs).

Do not hang items (blankets, posters, flags, material, strings of lights etc.) from the ceilings or cover ceiling lights. Only 50% of exposed walls and doors in rooms/apartments may be covered. University officials will determine if a resident is in violation of this. If they are, residents will be asked to remedy the situation within 72 hours. Subsequent violations may result in disciplinary action.

At any time a fire alarm is sounded, all persons must immediately evacuate the building and meet in the designated area. No one is to assume an alarm is a false alarm. After moving out of the building, entry is not possible without clearance from a fire official or a member of the university staff. Respect for fire alarms is a paramount safety concern. Failure to observe evacuation procedures may result in referral to the dean of students or his/her designee for disciplinary action.

**Fire Safety Violation Consequences may include:**

- **Level I (first time offense)—** Confiscation of all items in violation of the fire safety policy (i.e. candles), meet with relevant staff member/judicial officer, possible notification of parents, $50 fine, restitution for any damages.
- **Level II (second time or more serious violation)—** Confiscation of all items in violation of the fire safety policy (i.e. candles), meet with relevant staff member/judicial officer, possible notification of parents, restitution for any damages, fines, suspension, expulsion, meeting with the Winona Fire Chief.

**Fire Safety Equipment**
Smoke detectors are provided in each room. For personal safety do not unplug or obstruct the smoke detector. Violation of this policy may result in disciplinary action and/or immediate removal from the residence hall. Report malfunctioning smoke detectors immediately to hall staff. If residents need new batteries for their smoke detectors, please contact a hall staff member. Hall staff will do a safety check on detectors periodically. A resident who disables a smoke detector is guilty of a misdemeanor in the state of Minnesota. Abuse of fire safety equipment is a serious danger to all members of the university community. No person should tamper with heat and fire extinguishers, fire alarms or any other emergency equipment including the sprinkler systems in place in various halls. No items are to be hung on the fire sprinkler pipes. All fire safety equipment exists to alert the community in the event of an emergency or to assist in the control of a fire until fire officials arrive on campus. Tampering with fire safety equipment carries a civil penalty of $700 and/or 90 days in jail and will result in the imposition of university sanctions. If a fire extinguisher is used for the appropriate reason, the student(s) will not be charged a fee.

**Furniture/University Property**
University-provided furniture, televisions and refrigerators are not to be removed from student rooms or lounge areas. If at any time during the year furniture is found to be missing from a room or lounge area, an automatic charge will be issued. It is not acceptable to ask maintenance staff to store university-provided furniture. Residence life staff members do not have the authority to grant exceptions to this policy. Furniture (including trash cans) found outside of a resident’s room or apartment will be removed by maintenance personnel. A fine will be assessed to the student(s) responsible for moving the items outside. Lounge furniture or any other university property designated for common use is to remain in common areas or areas where appropriate (determined by the university). Removal of this furniture or equipment from the designated area constitutes theft and is subject to a fine and possible loss of housing.

**Gambling**
It is prohibited to gamble for money (online or in person), chips or other items which could represent value on campus or at university sponsored activities, unless permitted by law. All such items will be confiscated.
Garbage
Each resident is responsible for removal of his or her own garbage. Please place your personal garbage in the dumpster adjacent to the buildings. A minimum of a $50 charge per bag of garbage will be assessed for personal garbage found on village porches, hallways or common areas in the residence halls, or trash thrown down the hill.

Grilling
Barbecue (BBQ) grilling is allowed on the property of residence halls and apartments in university provided grills under the following conditions:
1. Students who choose to grill assume complete responsibility for any damages or injuries that result from grilling.
2. Only charcoal can be used—personal propane grills are prohibited.
3. Grills must be attended at all times.
4. Coals must be extinguished by water before leaving the grilling area. Coals may not be placed in dumpsters.
5. Grilling after 8 p.m. is prohibited unless approved by the Office of Residence Life.
6. Residents of the villages may have their own grill (charcoal only) provided that they are used at least 20 feet from buildings.
7. No camp fires or burning of wood should occur in university grills.

Guests
Guests are welcome to visit campus, but cannot reside on campus for more than three consecutive nights per month when the university is in session. No guests are allowed the last two weeks of the semester or when the university is not in session. Students housing overnight guests must make advance arrangements with the hall staff. This includes family members, athletic recruits and prospective students with the exception of pre-approved admissions group trips.

When hosting a guest of the opposite sex, arrangements must be made for them to stay overnight with a host of the same sex. A maximum of two guests are allowed in any one room at any one time.

Guests must obey university and residence life policies. Students are responsible for the action of their guests at all times. If violations of policy do occur, guests and visitors will be removed from the hall and future admittance to the hall may be restricted (sanctions may occur due to your guest’s behavior).

Siblings, sons or daughters of the opposite sex who are 12 years old or younger may stay overnight with their student. Siblings, sons or daughters of the opposite sex who are 13 years old or older cannot stay overnight with their student. The student must make arrangements for their sibling/son/daughter to stay overnight with a host of the same sex.

The Student Host is Responsible for the Following:
1. Completing the online a visitor form and overnight parking permit from campus safety
2. Informing the guest of campus policies and regulations
3. Handling the consequences of a violation of policy by the guest
4. Making restitution for damage incurred to university property by the guest

All Guests are Required to:
1. Thoroughly complete the visitor form and keep it with them at all times
2. Be escorted by the host at all times
3. Comply with residence hall and university policies
4. Carry a state or federal I.D. at all times

Holiday Decorating Guidelines
Fire safety is stressed during the holiday season. Keep these guidelines in mind while decorating for the holidays:

• Limit the amount of paper materials used in decorating your room, door and hallway.
• Only artificial trees and decorations are allowed in students’ rooms and hall lounges.
• Only twinkle lights are allowed.
• Do not block hallways, stairwells or doorways with decorations.
• All decorations should be removed three days after the holiday or before leaving for holiday break otherwise they will be disposed of.
• Nothing should be hung from the ceiling.
• See the previous fire safety guidelines for additional regulations.

Housing Registration
Course registration and spring housing sign-ups for the fall semester begins in the middle of the second semester. The housing process will be publicized by email. All returning students must pay a non-refundable registration deposit by March 15 to register for classes and participate in housing sign-up. For those students who cancel their housing after housing sign-up, the registration deposit will not be refunded.

• In order to sign-up for housing, you need a priority number, no health hold, an account balance of less than a $300, your deposit for next fall paid, a declared major if you have 41 or more credits, all fines paid and all community service or policy violation consequences completed.
• Housing is based on a priority number with seniors receiving first priority.
• Residencia Santiago Miller and Ek Family Village require a group of four seniors and/or juniors or students who will be 21 years old by mid-term of first semester. Sophomore students under 21 are not allowed to reside in the apartments.

The university reserves the right to make policy changes at any time to meet the needs of the majority of students.

If special housing considerations are required because of medical circumstances, this matter should be brought to the director of Student Health immediately for consideration.
Listed below are the items, by policy, not allowed in a resident’s room. The university may add items to this list as it deems necessary:

- Air conditioners
- Candles
- Ceiling fans
- Fireworks
- “Foreman” grills*
- Grills, propane
- Halogen lamps (exposed bulbs)
- Hot plates
- Incense
- Lofts
- Open coil appliances
- Pets (fish are allowed)
- Space heaters
- Toaster ovens*
- Toasters*
- Traffic signs or other stolen property
- Waterbeds or other water furnishings
- Weapons

*These items are allowed in residence hall kitchens only.

**Keys/Key Cards**

Keys/Key Cards are issued at the time of check-in and individuals are responsible for them until they check-out. In the event that keys are reported lost or stolen, maintenance personnel will be assigned to change the affected lock and new keys will be issued. Individuals responsible for losing their keys will be charged an initial fee of $50 plus $10 per replacement key.

Identification Cards (I.D.’s) are issued at the time of first arrival to campus as a student. Lost or damaged cards can be replaced in the Office of Campus Safety (Toner Student Center) throughout the year, during regular business hours. A replacement fee of $20 will be charged for lost cards or damaged cards (i.e., cracked, hole-punched, bent, etc.). Cards that are malfunctioning, with no visible sign of damage and by no fault of the student, can be replaced at no charge when the malfunctioning card is turned in. Students are responsible for caring for their card. Falsification, theft or use of another student’s I.D. card, or refusal to comply with a request for identification, will result in disciplinary action by student life. University identification cards are not legal identification in the local community. A photo identification card such as an official Minnesota identification card is available at the Winona County Courthouse; otherwise, an official photo driver’s license is generally required.

**Laundry**

Each residence area has a laundry facility. The laundry services at Saint Mary’s University of Minnesota are rented/owned and operated by the Student Senate. The goal is to provide inexpensive and reliable laundry services to students. Monies received support costs associated with the laundry. Remaining monies support special projects that the Student Senate funds each year. Damage to laundry machines inconveniences everyone and ultimately limits the return students will realize through the projects undertaken by the Student Senate. At no time should non-residential students use the laundry facilities.

On the SMU Connect app, select Campus Resources to use LaundryView. LaundryView provides a listing of machine availability and the option to receive text alerts when laundry is completed.

**Lock Outs**

Students locked out of their room must show proper identification to a residence life staff member or campus safety officer before the room is unlocked.

**Needle Disposal**

Saint Mary’s University of Minnesota strives to protect students and staff from safety and health hazards. In order to reduce the risk of transmission of blood-borne pathogens, containers for the safe disposal of medicinal needles (i.e., insulin) can be purchased from Student Health if you are required to administer self injected drugs.

**Painting of Rooms**

All painting of rooms is to be done by the university maintenance staff or contractors hired by them. Students are not allowed to paint their own rooms. If a resident paints a room, the room will be repainted by university personnel and costs will be billed back to the responsible party. Further disciplinary action is likely.

**Part-time Students**

Housing is provided for part-time students only with the approval of the Office of Residence Life.

Students who change from full-time status to part-time status during a semester may be asked to leave university housing if a student’s behavior is not consistent with the residence life community expectations.

**Pets**

Out of respect for the large size of the university community, individual medical conditions and personal levels of comfort, no resident on the Saint Mary’s University of Minnesota campus, student or staff member, is allowed to house or care for a pet (other than fish in a 20-gallon or less fish tank) in a residence hall or university facility (even on a temporary basis). If a pet is discovered, an attempt will be made to find the owner, however Campus Safety will remove the pet within a few hours. Students or university employees found housing a pet will be fined $100 a day.

**Privacy Hours: Visitation and Cohabitation**

Each student assigned to a residence hall room has primary rights to occupy that room (i.e., the right to sleep and/or study in the room). Saint Mary’s University of Minnesota respects the rights of students to have visitors in the room to which they have been assigned, but does not allow students or non-students to live in a room to which they have not been assigned through the Office of Residence Life. To respect the privacy of everyone, individuals of the opposite sex and non-residents of the building may visit in the residence hall or apartments during the hours of 8 a.m. to 12 a.m. Sunday–Thursday and 8 a.m. to 2 a.m. Friday and Saturday. The visitor must call the person being visited in order to have the host escort them into the hall. Visitors are not permitted without an escort.

**Property Loss**

Saint Mary’s University of Minnesota assumes no responsibility for theft, destruction, or loss of money, valuables, or other personal properties belonging to or being in the custody of the student for any cause whatsoever, whether such losses occur from the student’s housing unit or public areas. Each student is encouraged to carry personal property insurance and to lock their door before leaving.
Refrigerators
Unless installed by the university, the only refrigerators allowed on campus should be no larger than 5.0 cubic foot energy-efficient refrigerators. Anyone having an unauthorized refrigerator in a room will be fined and must remove the refrigerator immediately. Individual refrigerators are not needed in apartment residences, as a large refrigerator is provided.

Repairs in Individual Rooms
If something in your room or residence area is in need of repair, please contact a member of your residence hall staff and they will process the request. In case of a need for emergency maintenance after business hours, contact a member of your residence staff, if possible, or call Campus Safety. University staff will contact the appropriate person(s). Maintenance, Information Technology and other departments responsible for repairs must notify you when they will be working in your room or apartment. It should be understood, however, that a request for repairs includes granting permission for maintenance or other department personnel to enter your living area. Some repairs involving potential injury, structural damage or property damage will be repaired the same day the request is received. Examples of same day repairs are: a door lock that doesn’t lock/unlock, a toilet that is clogged or won’t flush, a broken window/security door glass with jagged edges, exposed electrical wires, a gas smell, a clogged shower that is overflowing, a light fixture shooting sparks, and no water or no power.

To have a repair completed, it must first be reported.

Residency Requirements
Saint Mary’s University of Minnesota emphasizes its residential component as an integral part of the learning process.
Therefore, all first-year and sophomore students are required to live in the residence hall system. All juniors and seniors are encouraged to live in the residence halls and apartments as well; however, for some, life in the residence halls may not be appropriate. Therefore, students who have four semesters of university-approved housing history are eligible to move off-campus. Married students, students with extreme medical conditions that cannot be accommodated in the residence halls, students 21 or over by midterm of the first semester, or students living with their parents and commuting to campus can live off-campus.

Right to Enter Rooms
It is the university’s desire to respect the rights of all of its residents and to honor the need each person has for privacy. However, in light of the large number of students residing on campus, there are times when a greater overall concern impels members of the university staff to ensure the safety and common good of all members of the community. When there is cause to believe that violations of university policy or law exist within a student’s residence, members of the student life staff may enter the student’s room if the student is present. Those authorized to enter a student’s room must knock at the door and identify themselves to the resident. Authorized individuals are the residence hall staff, Campus Safety personnel (preferably accompanied by a residence hall staff member) and/or a student life administrator. If there is a question as to the authority of any individual, students are advised to call the hall staff for assistance. In the case of emergencies where there is danger to property, safety, health or life, or blatant violation of university rules, the university reserves the right to enter rooms without notice. Stolen university property or items in students’ rooms (such as illegal signs, alcohol, fireworks, firearms, drugs etc.) may be removed by university officials or a member of the student life staff and will likely result in subsequent disciplinary action.

Rooftops
Anyone caught on a rooftop will be assessed a $100 fine and may face additional sanctions for the first violation. Subsequent violations will result in additional sanctions, including possible loss of university housing.

Room Changes in Residence Halls and Villages
Professional staff members handle room changes and vacancies in residence areas. They collaborate in any decisions to fill empty spaces or move residents from one room to another. In filling existing vacancies, priority is given to upperclassmen. Students desiring a room change must fill out a written request form that requires the signatures of the designated professional staff members. When a double vacancy becomes available, the room must be filled with two people. Before any room changes are granted, the roommates involved will need to make an appointment to see their graduate assistant hall director. It is the student’s responsibility to inform the Office of Residence Life of the reason why a room move is requested. Failure to obtain permission will be considered an improper check-out, which can result in a fine or asking the student to return to his/her previous room. No room changes will occur the first or last two weeks of each semester unless approved by the Office of Residence Life.

Room Consolidation and Vacancies in Residence Halls (Double and Triple Occupancy Rooms)
Students living alone in double occupancy rooms or with two students in a triple occupancy room will be declared involuntarily under-assigned. This means that through no fault or choice of their own (involuntarily) they are living in a room with less than the optimal number of occupants (underassigned). Students who find themselves in this situation should seek another party to move in with them. The Office of Residence Life reserves the right to reassign students to make the most effective use of available accommodations. The Office of Residence Life will work to consolidate students who are involuntarily under-assigned with incoming or returning students or with other students in the same situation during break periods or other appropriate times. When residents, who have at least one vacancy, leave for break periods the room should be clean and ready for a new occupant(s). When students visit the rooms with vacancies, the occupants are not allowed to dissuade the student from moving into the room. A violation of this policy is considered harassment. The option to buy out a double or triple occupancy room for single or double occupancy is at the discretion of university officials.

Room Consolidation and Vacancies for Villages/Apartments and Gilmore Creek Hall
Vacancies involving one person in villages/apartments and Gilmore Creek Hall suites may be handled in one of two ways. First, the remaining occupants may fill the vacant space with another student. The appropriate time to fulfill this request will be determined by the Office of Residence Life. Second, the three remaining occupants may choose to leave the space vacant and pay the fourth person’s room costs ($800 per semester). Both options are contingent on approval from the Office of Residence Life. When two or three students leave the group of four, the group will lose priority of the space. In this case, the director of residence life, in consultation with the graduate assistant hall director, reserves the right to fill the spaces or require the remaining occupants to vacate the apartment or suite to accommodate a group of four. In all situations, the Office of Residence Life reserves the right to reassign students to make the most effective use of available accommodations.

Security and Tampering of Doors
All residents are encouraged to be attentive to the security of individual rooms and the entire residence area in which they live. Rooms and apartments should be kept locked at all times, even if an absence will only be a matter of minutes. External doors to the
residence halls should be locked after entry. No doors should be propped open. Residents are expected to not tamper with any doors in the residence halls. Violation of this policy will result in disciplinary action and/or community area damage (CAD) charges. Visitors should only be admitted and escorted to residence areas by the person who will be hosting them. Report unfamiliar persons to the hall staff immediately. Please be cautious with personal belongings.

**Smoking/Tobacco Use**
Smoking or use of smokeless tobacco (including e-cigarettes) is not permitted in residence halls or apartments on the Saint Mary’s University of Minnesota campus. Saint Mary’s University of Minnesota complies with the Federal Clean Air Act as well as other federal regulations regarding smoking in living environments. Sanctions for students violating the smoking policy may include fines and/or community service. There is no smoking within 20 feet of a university building, including residence halls and apartments. In cases where a conflict between a smoker and non-smoker cannot be resolved, the right to a smoke-free environment will prevail. In cases where an assignment error has occurred, the smoking roommate will most likely be the resident to move to another room. Please refer to the “Alcohol and Drug Abuse” policy for more information.

**Solicitation and Selling**
Door-to-door solicitation for commercial purposes is prohibited. Call Campus Safety immediately to report door-to-door solicitors in the residence halls. Students cannot invite a commercial vendor to their room or host parties for purposes of a commercial solicitation, product demonstration, or similar event (e.g., cosmetics, plastic ware, etc.) The university assumes no responsibility for commitments made or losses incurred by students. Residence hall rooms may not be used or listed as a place of business.

**Sponsored Trips**
Saint Mary’s University of Minnesota will not sanction nor allow the advertising or promotion of any holiday trip which is scheduled to depart prior to the end of the final class before a break period begins.

**Summer Storage**
The university does not have provisions for storage of student possessions over the summer months. A number of companies in the local area offer storage facilities.

**Tape, Nails and Adhesive Hooks**
Students must not use tape of any kind on the walls because it removes the paint. Tape should also not be used on floors to secure carpet, cords or cable. Additionally, nails may not be used on room walls. Students can get “poster putty” from hall staff to hang posters and other lightweight objects.

**Telephone Service**
Saint Mary’s University of Minnesota does not provide telephone service to each student room. Students are encouraged to bring personal cell phones. There are campus phones available in entryways and most lobbies to all residence halls for on-campus and emergency calling. No one may tamper or misuse the university telephone system. Fraudulent and harassing telephone calls are strictly prohibited and will result in disciplinary action. Refer to the “Appropriate Use of Technology” policy for more information.

**Theft**
Residents need to be conscious of the necessity to secure rooms, halls and apartments at all times. Saint Mary's University of Minnesota is not responsible for theft of the personal possessions of students or staff members. Residents should insure their valuables under family homeowner's or renter's insurance policies prior to the start of each academic year. Theft is very serious and anyone found guilty may be evicted from campus housing. The student responsible faces the possibility of permanent expulsion from Saint Mary’s University of Minnesota. Further, the aggrieved person has the option of pursuing criminal charges through the City of Winona Police Department (see Property Loss). Thefts should be reported to Campus Safety.

**Villages/Apartments**
All students living in the Residencia Santiago Miller or Ek Family Village are expected to live within the guidelines of all university expectations and policies. However, because the physical set-up of the villages is very different from a traditional residence hall, and in an effort to treat students who live in the villages with more independence and higher expectations, there are a few policy exceptions. Below is the list of policy exceptions granted for apartment residents:

- Appliances: “George Foreman Grills” are permitted in the villages. These grills generate high temperatures and can create dangerous, unsafe conditions. Because of this, grill cooking must be attended at all times. Residents must keep grills and surrounding areas clean and free of grease and other food substances at all times. If grills are misused and not cleaned properly, the grill will be removed.
  
  The use of toasters, toaster ovens, microwave ovens, and hot air popcorn poppers is permitted in village units due to the ventilation and electrical capacity of the kitchenette area. Use of dorm-sized refrigerators is not recommended.

- Guests: The number of people allowed in or around a village premises should not exceed 16 (including the four village residents.) Individual village apartment residents are responsible for the actions of their guests, whether they were invited or not. If residents of a village experience difficulty with a guest, please work with residence life or campus safety to have the guest removed.

- Privacy hours and visitation: Non-residents and visitors of the opposite gender are able to visit in village common spaces beyond the university established privacy hours. Common spaces in villages are the living room, kitchen, porch and bathroom. Village roommates are responsible for determining between themselves reasonable visiting hours. Staff members reserve the right to remove visitors causing a disturbance.

**Violence: Physical and Verbal Abuse**
No student should use physical or verbal abuse towards another. Students and staff in the residence halls should be able to live, study, socialize and perform assigned job duties free of harassment, intimidation or menacing behavior. Threatening or abusive behavior will not be tolerated—this includes, but is not limited to, sexual, racial or religious harassment; intimidation, hazing, prank or unwanted phone calls; or invasion of privacy. Threatening violence, inciting others to violent action, and/or willful participation in action, which results in damage to property and/or physical harm to persons, is in violation of university regulations. Such behavior may lead to suspension, expulsion, loss of university housing, and other disciplinary action.

The reporting of harassment or violence to a hall staff member or campus safety is strongly encouraged.

An anonymous incident report is available at smumn.edu/incidentreport.
Visiting Children
Children are permitted to visit the residence facilities. However, in order to protect against injury, promote their safety and provide privacy for students, the following restrictions must apply:

- Children are permitted to visit during visitation hours only, and must leave by the end of those hours. Children under 5 years of age are not permitted to stay overnight (unless approved by the Office of Residence Life).
- Children must be attended at all times. They are not permitted to run up and down hallways, stairwells, or be in public areas unattended.
- Residents who have children that disturb other residents may be asked to remove the children from the halls.
- Residents may not provide paid babysitting service in the halls.

Walls/Windows/Screens
Students may not insert nails into the walls or otherwise cause permanent marring of wall, window, ceiling and frame surfaces. At any time, if it is determined that a room does not meet reasonable standards, a charge will be made to have the room professionally repaired at the occupants’ expense. Nothing may be displayed in the windows of residents’ rooms and the window may not be blocked from the inside in any manner (e.g., books, television etc.). Residents are not permitted to remove screens from residence hall windows. Individuals who do so will be fined. Empty alcohol bottles, beer cans and cardboard beer cases may not be used to decorate rooms, doors or windows. Posted material may not advertise alcohol or be contrary to university policies.

Waterbeds and Lofts
Waterbeds and lofts are not allowed in any residence area. Failure to observe this restriction will result in the immediate removal of the waterbed and/or loft and likely disciplinary action.

Weapons, Firearms, Ammunition and Fireworks
Possession of firearms, fireworks, knives, air or gas operated weapons, stun guns, bows and arrows, or lethal weapons of any description (including martial arts weapons and bullets) or facsimiles of weapons or bullets are prohibited in the residence halls and anywhere else on campus. Pocket knives carried in a closed position with a blade of three inches or less are permitted unless otherwise indicated by the dean of students or his/her designee. All weapons found will be confiscated and not returned. The possession or use of a weapon on campus may lead to expulsion. Suspected weapons possessions should be reported to Campus Safety.

Weather
In the event a tornado warning is established for Winona County, residents should take these precautions:

1. Remain calm but move expeditiously.
2. Close and lock room doors.
3. Protect head and face.
4. Go down to the basement (or designated storm shelter area) or move to an interior area of the building.
5. Stay away from windows and glass.
6. Do not leave this area until instructed to do so.

In the event that there is not time to evacuate, crawl under a desk or use a mattress to protect yourself.

Withdrawal Process (Residence Halls)
If you officially withdraw from the university, you must move out and check-out of the residence hall within 24 hours after completing the academic withdrawal process. See your hall staff for the required paperwork and to be properly checked out of your room. Please refer to the “Withdrawal from the University Process” to follow the appropriate steps.

SEXUAL RESPONSIBILITY
As a Catholic university, Saint Mary’s supports the dignity of the human person and encourages mutual respect in all personal relationships. As an educational institution, it fosters the development of the individual in attaining such values and holds the person accountable when failures occur. Abuse of others or consensual sexual behavior contrary to these standards may result in disciplinary action as severe as expulsion from the university. Saint Mary’s University of Minnesota is opposed to the exploitation of any person. Further, as a university founded in the Catholic tradition, it upholds the positive moral and psychological development of students. In this context, the university does not condone and will not be party to sexual relationships outside of marriage.

Policy on Romantic and Sexual Relationships
Long-established standards of professional ethics discourage personal relationships of a romantic or sexual nature between persons who are in a supervisor-subordinate relationship on campus, especially between faculty or staff personnel and students. No non-academic or personal ties should be allowed to interfere with the academic integrity of the teacher-student relationship or the general integrity of the supervisor-subordinate working relationship at Saint Mary’s University of Minnesota. With respect to sexual relationships, in particular, what might appear to be consensual, even to the parties involved, may, in fact, not be so due to the inherent differential in authority.

On this basis, the university prohibits any faculty or staff member of the university from engaging in romantic or sexual conduct, or a romantic or sexual relationship with any undergraduate student currently enrolled at the university.

Furthermore, the university prohibits any faculty or staff member of the university from engaging in romantic or sexual conduct, or a romantic or sexual relationship with any graduate student whom the faculty or staff member educates, counsels, supervises or evaluates in any way.

Likewise, the university prohibits any faculty or staff member from engaging in romantic or sexual conduct, or a romantic or sexual relationship with any faculty or staff member whom that person supervises or evaluates in any way.

Exceptions to any of these prohibitions will be considered by the executive vice president and the associate vice president for
human resources on a limited, case-by-case basis. If a faculty or staff member has questions about the application or effect of this policy to an existing or potential relationship, it is the faculty or staff member’s duty to consult with his or her supervisor and/or the executive vice president or associate vice president for human resources.

If charges of sexual harassment are made, the existence of a romantic or sexual relationship in any of the contexts stated above shall not be a defense in any proceeding unless an exception to the prohibitions herein has been made as outlined above. In addition, the university will not defend a faculty or staff member against sexual harassment charges based upon the existence of a romantic or sexual relationship unless an exception to the prohibitions herein has been made as outlined above.

Individuals who violate this policy are subject to disciplinary action up to and including termination.

STUDENT COMPLAINT POLICY AND PROCEDURE

Saint Mary’s University of Minnesota (SMUMN) is committed to respecting all members of our university community and providing a quality educational experience for all students. The objective of the Student Complaint Policy and Procedure is to ensure that the concerns and complaints of undergraduate or graduate students are addressed fairly and are resolved promptly. Complaints related to this policy are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship.

Students may file complaints if they believe a problem is not governed by SMUMN other complaint or appeal procedures. Many of the other complaint policies may be found in the SMUMN Student Handbooks and Catalogues. If there is a question regarding which appeal or complaint procedure is the most appropriate, students should contact the Associate Vice President for Enrollment Management and Student Services (School of Graduate and Professional Programs) or the Dean of Students (College). After consulting with the student, the Associate Vice President or the Dean or their representatives will direct the student to the most appropriate procedure.

Procedure

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

- A student complaint form should be submitted to the Associate Vice President for Enrollment Management and Student Services or the Dean of Students. It should contain (at a minimum) the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information and any appropriate documentation. The student must also include the resolution or outcome he or she is seeking. The complaint must be submitted within ten (10) business days of the alleged conflict or action.

- The complaint form can be found at smumn.edu/undergraduate-home/admission/student-right-to-know.

- Upon receipt of a completed form, a conference will take place with the student and the Associate Vice President for Enrollment Management and Student Services or the Dean of Students or their designees.

- The Associate Vice President for Enrollment Management and Student Services or the Dean of Students or their designees will notify appropriate persons and request any information or documentation needed to resolve the complaint.

- The Associate Vice President for Enrollment Management and Student Services or the Dean of Students or their designees may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action to resolve complaint.

- A review of the complaint with the supervisor(s) or others in the line of supervision may be used when deemed appropriate and beneficial to the process.

- All relative documentation and possible outcomes must be submitted by the student or other appropriate persons within ten (10) business days of the date the complaint is filed.

- When possible, the final resolution (or a finding of “unresolved”) will be filed in the Dean of Students office or the Student Services Office within fifteen (15) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the staff member assigned to the complaint will notify the parties involved.

- If the student is not satisfied with the outcome of the complaint, a committee will be appointed to review the information and render a final decision. The committee will consist of representatives appointed by the Vice President for the Schools of Graduate and Professional Programs, the Vice President for Academic Affairs (College), and the Vice President for Mission. Their decision will be final.

Documentation

A record of all complaints and their resolution will be documented and the records will be kept in the Dean of Students office on the Winona campus and the Student Services Office on the Twin Cities campus.

STUDENT COMPLAINT PROCESS, RELATED TO UNIVERSITY EMPLOYEES

Complaints or grievances arising from a student’s association with an employee of Saint Mary’s University of Minnesota should be directed to the dean of students. The initial complaint may be presented verbally or in writing. The dean hears the complaint and directs the student or students to the appropriate office or person empowered to resolve the grievance. If the concern is not resolved informally, a student may request a formal administrative hearing or the services of an external agency. A student bringing a complaint will do so without reprisal from the institution.

The student complaint process will not apply to disputes between students nor will it substitute for other university policies and procedures that are available for resolving specific issues.
WEAPONS
Possession of firearms, fireworks, knives, air or gas operated weapons, stun guns, bows and arrows, or lethal weapons of any description (including martial arts weapons) are prohibited in the residence halls and anywhere else on campus. The possession or use of a weapon on campus may lead to expulsion. Suspected weapons possessions should be reported to Campus Safety (see Weapons, Firearms, Ammunition and Fireworks). All items confiscated will not be returned to the student.

WITHDRAWAL FROM THE UNIVERSITY
Students who are considering withdrawal from the university should schedule an appointment with an advisor in the Student Success Center (70 Griffin Hall) to discuss their circumstances and to learn about the withdrawal process. The process includes completion of an online withdrawal survey. Once the withdrawal survey is completed, the Office of the Registrar will withdraw the student and the Business Office will calculate the refund (if any) of tuition, room, board and fees. The Financial Aid Office will determine if federal financial aid needs to be returned.

Withdrawal Date
The withdrawal date is the date you complete the withdrawal survey. If you fail to withdraw officially, the withdrawal date will become the midpoint of the term, unless the institution can document a later date. In certain circumstances if an earlier date of last academic activity is determined, this date may be used in the calculation of “earned” federal aid.

Institutional and State Refund Policy
The Return of Title IV policy, cited above, only considers federal aid. Saint Mary's is also required to determine if any institutional, state or private financial aid must be returned if you completely withdraw. Saint Mary's offers pro-rated tuition refunds and on-campus room refunds through the sixth week of classes. Board will be refunded through twelve weeks.
If you withdraw during a period of time that allows for a refund of tuition, a portion or all of your institutional, state and/or private funding may be reduced or cancelled. If you receive a 100 percent refund on all courses for a particular term, all institutional, state and private funding must be returned to the appropriate aid program(s). If your institutional refund was not used to fully repay the Return of Title IV aid, a proportional share of the remaining institutional refund must be returned to the appropriate non-federal aid program(s).

Course Incompletion for Active Military Duty
Students called to active military duty prior to the completion of a semester have the following options. They must indicate in writing to the registrar, before departure, which option they choose.
The student may request to withdraw from the course(s); the student will receive a full tuition refund.
If the student is close to completion of the semester, he/she should consult with staff in the Student Success Center. The staff will assist the student in arranging for the completion of his/her course work with his/her instructors. The student would then be required to complete the remaining required course work upon his/her return to the university. The student’s transcript would reflect a grade of incomplete grade.

STUDENT LIFE
VLAZNY HALL 105; 507-457-1640

Student Life Statement of Purpose
The purpose of the student life area of Saint Mary’s University of Minnesota is to embody the Lasallian charism by proactively inviting and welcoming students and other members of the university community to full participation in the caring, nurturing, and holistic climate which distinguishes this residential university. Inspired by the legacy of the Christian Brothers, student life personnel bring the Lasallian charism to reality by their extraordinary faith and zeal, the synergy of which serves as an effective and pragmatic foundation for service to students of all ages.
The student life area fulfills this mission by providing the human resources and the spiritual and temporal guidance which empowers students to pursue safe, healthy, integrated, active lives in this teaching/learning community. Functioning from the perspective of facilitators, educators, advisers, and role models committed to the education of the whole person, members of the student life staff serve the university community both as catalytic creators of a wholesome environment and as responders to the spiritual, emotional, physical, social, vocational, and intellectual needs and challenges that arise within the community.

Campus Ministry
VLAZNY HALL 126; 507-457-1643
Rooted in the rich heritage of the Lasallian Catholic tradition, Campus Ministry strives to build community, promote service to others, and empower future Christian leaders. Through liturgies, retreats, prayer services, volunteer service and faith-centered activities and programs, Campus Ministry promotes faith, service and community and creates a supportive environment for all members of the campus community.

SACRAMENTS
Saint Thomas More Chapel
Liturgy Schedule:
Sunday 10:30 a.m. and 9 p.m.
Monday-Friday 12:10 p.m.
Reconciliation Schedule:
Sunday 10 a.m. and 8:30 p.m.

OTHER CAMPUS CHAPELS
Brother Leopold Hall, Room 226
La Salle Hall, Room 112
Saint Benilde Hall, Room 112
Saint Edward’s Hall, Room 128
Saint Mary’s Hall, Room 106
Saint Yon’s Hall, Room 200
SACRAMENTAL PREPARATION PROGRAMS:
Baptism, Eucharist, Confirmation, and Marriage preparation programs are available. Please contact Campus Ministry for details.

ACTIVITIES AND PROGRAMS:
Faith and Spirituality: Explore your relationship with God during liturgy and worship, small faith-sharing groups, and retreat experiences
• Retreats Experiences include Outdoor Retreat, New Student Retreat, Together Encountering Christ (T.E.C.) and Discernment Retreat
• Various Ecumenical Prayer Services
• Lenten small faith-sharing groups
• Music ministry and a variety of liturgical ministries
• Faith based student-led groups: Outreach Retreats, Catechists, Retreat Team, Liturgical Ministry Team, and Students for Life
• Dine with the Divine

Service and Justice: Offer a relationship of your whole self to serve the common good through social action and vocational discernment
• Serving Others United in Love Trips (S.O.U.L.)
• Weekly volunteer opportunities
• Social justice education
• Lasallian Week of Peace
• Service based student-led groups: Habitat for Humanity, Volunteer Mentors, and Catholic Relief Services (CRS) Ambassadors

Community and Mission: Build relationships with one another through Lasallian formation, social interaction and discipleship
• Lasallian Collegians—Lasallian Collegians seek to be connected to the mission and vision of Saint John Baptist de La Salle.
• De La Salle Week
• Vocational Discernment
• Mission based student-led groups: Buddies, and Big/Little Pals

Campus Safety
TONER STUDENT CENTER 115; 507-457-1703

GENERAL INFORMATION
Saint Mary's University of Minnesota Office of Campus Safety makes every effort to ensure and maintain a safe and comfortable living environment for all persons associated with the campus. Campus safety personnel are available 24 hours a day to assist in emergencies, provide campus escorts, and enforce regulations detailed in the Online Handbook (smumn.edu/handbook) and parking policy (safety.smumn.edu/parking-and-traffic). They also patrol all administrative buildings and residence halls to maintain security at all times. Anyone needing immediate emergency assistance should contact Campus Safety by dialing 507-457-1703.

All students are encouraged to exercise safety by locking personal living areas and reporting suspicious activity/persons to Campus Safety or hall staff. When appropriate, Campus Safety personnel will request a valid student I.D. from the person(s) in question. This procedure is a safety measure that minimizes illegal access to areas on campus and deters potential problems from developing. Please note: Campus safety personnel will not unlock any secured area on campus without the permission of the person overseeing that area (i.e., computer center, post office, living area, etc.).

Campus Escorts
For added safety, an on-campus safety escort is available 24-hours a day, seven days a week, year-round. Contact Campus Safety at 507-457-1703 to request an escort or to receive more information.

Thief Reports
Whenever a theft occurs, it is extremely important to notify campus safety as soon as possible in order for an investigation to begin. Campus Safety personnel are trained to ask appropriate questions and to suggest how to prevent future criminal mishaps from occurring.

Saint Mary's University of Minnesota is not responsible for the loss of personal property. Locking your door and keeping personal belongings with you is the best way to prevent theft.

Disruptive Sports Activities
Hitting golf balls on campus is not allowed because of the risk it presents to public safety, property damage, and of lawn mowing equipment.

Sports and other disruptive activities are never allowed in hallways or lounges of residence halls. This includes the use of all athletic equipment. Out of consideration to those traveling between buildings in the plaza, and out of the high risk for window breakage in surrounding buildings, sports may not be played in the plaza area. Riding scooters, rollerblading, biking and skateboarding are not permitted in the hallways or lobbies of any building on campus. As necessary, hall staff members may decide to confiscate inappropriate items and/or equipment.

Campus Pet Policy
In compliance with local ordinances we require all pets to be on a leash, not simply under voice in control, and have a collar with valid pet license and rabies tags. In order to keep the campus clean, the college requires pet owners to have a visible tool to clean up pet wastes deposited on grounds, walks or roadways.

Only working animals assisting handicapped persons are allowed in any campus buildings. Questions regarding this pet policy may be directed to the Office of Campus Safety.

Weekend Shuttle
The City of Winona, Winona State University and Saint Mary’s University of Minnesota work together on a weekend shuttle system to provide a safe and convenient way for students to get to and from downtown Winona and their respective campuses.
Annual Security Report
In September of each year Saint Mary’s University of Minnesota provides a campus security report to all students and employees. This report is in compliance with the Student Right to Know and Campus Security Act of 1990. It states information regarding campus security policies and safety programs. The report also lists the number of serious crimes that occur on the campus and discloses the number of arrests/judicial reviews for liquor law violations, drug abuse violations and weapons possessions. Additional information is available by contacting the vice president for mission and student life. This report can be accessed at safety.smumn.edu.

Parking Ticket Appeals
All appeals must be made online within 2 days of issuance of the parking citation. The parking appeal link is located on the campus safety web page or at smumn.edu/parkingcitationappeal. Once a decision of the appeal is made the student will be contacted via e-mail. For more information please refer to the Parking Policy available at the Office of Campus Safety or on the campus safety webpage.

Campus Crime Statistics
Campus crime statistics are available to anyone interested in reviewing them. These statistics are available on the campus safety website, in the Office of Campus Safety, and are included in the Annual Security Report.

Authorized Entry of Rooms
Campus safety officers who enter rooms will identify themselves to the occupants. If someone attempts to enter your room without identifying themselves, or identifies themselves as “Campus Safety” but is not in uniform, do not let them in and call 507-457-1703 immediately.

Campus safety officers are authorized to enter any university space, including student residence rooms, they may conduct searches and may seize evidence or property as outlined below:

- Officers may enter and search rooms or offices if the student, staff, or faculty member consents to the search of his or her room or office.
- Officers may conduct a search of a room or office, as stated in the Online Handbook, if there is a reasonable suspicion that a violation of a university rule has been or is being conducted within the room or office.
- Officers may enter and search a room if circumstances exist where the life safety of an individual or the property of the university may be at risk.
- Officers may enter and search any vehicle on campus if an officer has a reasonable suspicion to believe that the vehicle has been involved in a crime. An officer may also enter a vehicle to ascertain ownership of the vehicle for the purposes of notifying the owner of a parking-related situation.

FIRE SAFETY
Fire Safety Equipment
Person(s) with the intention to abuse fire equipment can seriously jeopardize the safety of the community. It is university policy that no individuals tamper with smoke detectors, fire extinguishers, fire alarms, or other emergency equipment. Tampering with fire safety equipment carries a criminal penalty of $1000 and/or 90 days in jail and will also result in the imposition of a university sanction.

Fire Alarm Procedure
A fire can occur at any time of the day or night and can be extremely dangerous; therefore, it is very important to act appropriately whenever an alarm is sounded. The following outlines a procedure that is designed to expedite evacuation of the alarmed building, thus minimizing serious accidents:

1. If an alarm is activated, everyone must leave the building immediately!
2. Close doors behind you in order to prevent the spread of fire.
3. Everyone should move quickly and gather at least 50 feet from the building which will provide unblocked passageways for emergency personnel.
4. Campus Safety and/or maintenance personnel will arrive shortly to check rooms/offices and will ensure complete vacancy of the alarmed building. They will also identify the cause of the alarm and notify the fire department.
5. When the fire department arrives, it will implement appropriate action in order to ensure that the safety of the community is regained.
6. Once the alarm has been deactivated, re-entry into the building will be permitted by campus safety, maintenance personnel, or the fire department.

Fire Pits
University fire pits may be reserved through Campus Safety at least 48 hours in advance. Fire pits cannot be reserved one week before or during finals.

Fire pit reservation may be declined due to:
1. Weather
2. Campus Events
3. Individual’s Conduct Record

Non-approved use of fire pits will result in sanctions including at least a $50 fine and 5 hours of community service.

CAMPUS PARKING REGULATIONS
General Information
The ability to park and drive on campus is a privilege, extended by the university, to persons who demonstrate a valid need to park and drive on campus. This privilege can and will be revoked for abuse or repetitive violations. The campus roadways and parking system are used on a constant basis by the community and visitors. Pedestrian traffic and roadway safety are a primary concern of the university. The Department of Campus Safety has created several traffic and parking regulations that all drivers are expected to follow. Below are highlights of the current parking and traffic policies. A copy of parking regulations may be obtained on the campus safety webpage.
Parking Permits
In order to regulate vehicle traffic, all motorized vehicles are required to display a current permit. Unregistered vehicles will be ticketed and/or towed. Permits are issued online via the student portal. Please follow these steps:
1. Go to student.smumn.edu
2. In the left column, click on “Parking Permits”
3. Follow the on-screen instructions and enter your vehicle and contact information.
4. Check the information for accuracy before submitting
*The fee(s) for permits are automatically applied to your student account with the Business Office.
*Permits will be placed in your campus P.O. box or mailed to you.

Resident Student Parking
There are a number of designated areas for student vehicles. Students must park in the lot assigned to them. For example, students with “Blue” permits must park in the “Blue” designated lots. In the event a lot is full, students must park in the Day/Overflow lot near the baseball field. Vehicles parked contrary to this parking expectation are subject to a university fine. Due to the high volume of traffic on campus, drivers are encouraged to leave their vehicles at home whenever possible.

Commuter Student Parking
Commuter students are assigned Brown permits for the Brown lot. In the event the Brown lot is full, commuters must park in the Day/Overflow lot near the baseball field.

Faculty and Staff Parking
There are a number of parking lots and spaces designated for faculty and staff on campus. The following Purple Lots are for faculty/staff parking ONLY: east of Hoffman Hall, Chapel Row, north of La Salle Hall, and east of Heffron Hall. In addition to these lots there are a number of faculty/staff spots in lots around campus.

Fire Lanes
Fire lanes include any location that is located outside a normal parking area. More specifically, any area outside of painted parking stalls. Vehicles parked in fire lanes will be cited and/or towed.

Traffic Enforcement
Individuals who park vehicles illegally will be ticketed and are subject to tow. Campus Safety personnel reserves the right to enter a vehicle to ascertain its ownership or to confiscate illegal objects. Drivers are expected to stop their vehicle if indicated to do so by Campus Safety officers. Repeated traffic violations will result in the suspension and/or revocation of driving privileges on campus.

Drunk driving is a serious concern in today's society. The university does not tolerate nor condone driving while under the influence of any substance. Campus safety officers work with the Winona Police to stop and arrest drivers they believe to be driving under the influence. If arrested for DUI while on campus, a driver will have his or her driving privileges suspended.

All drivers are required to stop when indicated to do so by a Campus Safety Officer. Drivers are required to drive in a safe and responsible manner and obey all traffic control devices (signs, light, etc.). Campus speed limit is 15 MPH. Driving or parking on lawns, grass and sidewalks is strictly prohibited. Campuses/operating who receive three or more traffic violations may have their on-campus driving privileges suspended or revoked. Upon a fourth violation, vehicles will be towed at the owner’s expense.

Suspended drivers/operators will not be allowed to park or drive on Saint Mary's University property for a period of one month. Violation of a suspension will cause a revocation of on-campus driving/parking privileges. Revocations last for the period of one year from the violation date.

Additional notes:
• No motor vehicles will be driven anywhere on campus other than designated roads. Motor vehicles are not allowed on the trails other than maintenance and Campus Safety vehicles. Driving off road will result in a fine of $100 and loss of driving and parking privileges on campus.
• Snowmobiles, ATVs and other small vehicles are not permitted on campus.
• Motorcycles driven/parked on campus are required to register and park in a designated lot.
• Abandoned vehicles will be towed at the owner’s expense.
• Students who accumulate $500 in parking fines may lose their privileges to have a car on campus.

Appeals of Traffic/Parking Violations
Saint Mary's community members who wish to appeal a parking ticket must do so within 2 business days of receiving the ticket. All appeals must be made online at smumn.edu/parkingcitationappeal. Appeals attempted after two business days from the issue date of the ticket will not be considered and must be paid in full to the student services windows.

Academic Breaks
All vehicles left on campus over break must be registered with Campus Safety and parked in the Overflow Lot near the baseball field. Owners of vehicles remaining on campus are responsible for moving their vehicles in accordance with the snow removal policy. All unregistered vehicles will be towed at owner’s expense.

SNOW REMOVAL POLICY
During the winter months all parking lots on campus are completely cleared of snow after a snowfall. Snow removal procedures are outlined in the snow removal policy available on the campus safety web page and at the Campus Safety desk in the Toner Student Center.

Special Circumstances
• When a vehicle cannot be moved due to mechanical problems, it is the owner’s responsibility to make arrangements to move the vehicle. Vehicles that are not moved will be towed to the lower road during a snow emergency and assessed a $50 snow removal ticket.
• Students who must leave their vehicle for more than 24 hours must notify Campus Safety. Students must register their vehicle and park where they are instructed. Vehicles not moved are subject to tow.
STUDENT LIFE

Chartwells campus dining is prepared to serve the Saint Mary's community for all food service needs. As all resident students are required to have a meal plan, every effort is made to accommodate students with various nutritional and scheduling requirements as necessary.

Food Service

Chartwells campus dining is prepared to serve the Saint Mary's community for all food service needs. As all resident students are required to have a meal plan, every effort is made to accommodate students with various nutritional and scheduling requirements as necessary.

Meal plans

Saint Mary’s University of Minnesota through Chartwells provides five traditional meal plan options for its residential students.

- **The 19-meal University Experience**—This plan is a first year freshman required meal plan. It allows you 19 meal swipes per week in the Toner Dining Hall.
- **The 14-meal Toner Plan**—This plan allows you 14 traditional meals in the Toner Dining Hall each week. It also comes with $50 Flex dollars to be used in any food location on campus.
- **The Cardinal Advantage 10**—This meal plan allows you 10 traditional meals in the Toner Dining Hall each week/30 block meals that can be used between the Toner Dining Hall or Cardinal Club over the semester and $100 Flex dollars to be used in any of our food locations on campus.
- **The Cardinal Advantage 5**—This meal plan allows you 5 traditional meals in the Toner Dining Hall each week/60 block meals that can be used between the Toner Dining Hall or Cardinal Club over the semester and $200 Flex dollars to be used in any food location on campus.
- **The Ultimate 90 Block Plan**—This plan has 90 block meals that can be used anytime during open hours in the Toner Dining Hall and Cardinal Club. You also get $300 in flex dollars to be used in any food location on campus.

Freshmen are required to participate in the 19-meal University Experience during their first semester on campus. All other students can choose from any one of the other plans. Commuter students can choose one of these residential plans or are eligible to choose the commuter plans below. Students are eligible to switch plans during the first week of each semester. Changes in meal plans can be done in the Chartwells office, while additions and exemptions can be handled through the Office of Student Life.

Declining balance dollars may be purchased through the food service office Monday through Friday 8 a.m.-4 p.m.

**Commuter plans**

The following reservations are only for commuter and off campus students.

- **50 Block/$50 Flex**—This plan allows you 50 meals during the semester at the Toner Dining Hall or Cardinal Club. You may use your flex dollars at any one of our food locations for snacks or additional meals.
- **75 Block/$50 Flex**—This plan allows you 75 meals during the semester at the Toner Dining Hall or Cardinal Club. You may use your flex dollars at any one of our food locations for snacks or additional meals.
- **100 Block/$50 Flex**—This plan allows you 100 meals during the semester at the Toner Dining Hall or Cardinal Club. You may use your flex dollars at any one of our food locations for snacks or additional meals.

**Off campus plans can only be purchased through the Office of Student Life.**

Special Dietary needs

Chartwells and Saint Mary’s University of Minnesota student health services will work closely with each other to accommodate any special needs the students require. If you have specific dietary needs, please make an appointment with the student health director.

**Hours of Operation during the school year**

<table>
<thead>
<tr>
<th>Monday–Friday</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Toner Dining Hall</strong></td>
<td><strong>Toner Dining Hall</strong></td>
</tr>
<tr>
<td>7 a.m.–10 a.m. Breakfast</td>
<td>11 a.m.–1 p.m. Brunch</td>
</tr>
<tr>
<td>11:30 a.m.–1:30 p.m. Lunch</td>
<td>5 p.m.–7 p.m. Dinner</td>
</tr>
<tr>
<td>5 p.m.–7:30 p.m. Dinner</td>
<td></td>
</tr>
<tr>
<td><strong>Cardinal Club</strong></td>
<td><strong>Cardinal Club</strong></td>
</tr>
<tr>
<td>10 a.m.–10 p.m.</td>
<td>3 p.m.–10 p.m.</td>
</tr>
<tr>
<td><strong>Cardinal Coffee</strong></td>
<td><strong>Cardinal Coffee</strong></td>
</tr>
<tr>
<td>7:30 a.m.–7 p.m.</td>
<td>9 a.m.–4 p.m.</td>
</tr>
</tbody>
</table>

**Hours of operation during the summer and during breaks will be posted for your convenience.**

**Group pack-out and grill outs**

Policies and procedures can be picked up and filled out in the food service office at least one week in advance of the event.

**Special Group Dinners**

Special group dinners are scheduled with the catering director at least 2 weeks in advance. There is an additional charge for waiter service and if the menu for the event differs from what is being served in the Toner Dining Hall that day. A list of guests and their barcode numbers must accompany payment 72 hours prior to the dinner.

**Food Service Policies**

Chartwells, in conjunction with the Culinary Council and the Office of Student Life, establishes Dining Hall policies. Food service personnel reserve the right to refuse service to anyone without shoes or shirts. Disruptive behavior in the dining areas may result in
disciplinary action. Student I.D. cards are required at the Toner Dining Hall, Cardinal Club and Cardinal Coffee at all times. Student I.D.s and meal plans are not transferable to other students.

**Intramurals**

Intramural participation is an important element of student life at Saint Mary's University of Minnesota. Intramural sports are intended to provide healthful exercise, promote leisure education, enrich social competence, develop group loyalty and promote higher academic achievement. The success of the intramural program depends primarily on student participation and cooperation in the activities offered. The goal is an activity for everyone and everyone in an activity. These activities include team sports, individual sports and special events. It is hoped that the Saint Mary's community will take advantage of the many opportunities available.

**Intramural Activities***

<table>
<thead>
<tr>
<th>Session I (mid Sept.–mid Oct.)</th>
<th>Session II (late Oct.–mid Dec.)</th>
<th>Session III (mid Jan.–mid March)</th>
<th>Session IV (mid March–May)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ultimate Frisbee</td>
<td>Co-ed Whiffle Ball</td>
<td>Co-ed Indoor Volleyball</td>
<td>Co-ed Softball</td>
</tr>
<tr>
<td>Flag Football</td>
<td>Co-ed Dodgeball</td>
<td>Co-ed Indoor Soccer</td>
<td>Kickball</td>
</tr>
<tr>
<td>Sand Volleyball</td>
<td>Co-ed Team Handball</td>
<td>Co-ed Broomball</td>
<td>Spring Basketball League</td>
</tr>
<tr>
<td>Fall Basketball League</td>
<td></td>
<td>Hockey</td>
<td>Co-ed Outdoor Soccer</td>
</tr>
</tbody>
</table>

*** These activities are subject to change. For more details, please check the intramural activities board located in the lower level of the Toner Student Center.

**Cardinal Cup**

Each year the Intramurals Office sponsors the Cardinal Cup. The Cardinal Cup is a competition between teams that carries on through each tournament and all four sessions. Points are awarded based on how each team finishes in the competitions. A running total will be kept and the team that has accumulated the most Cardinal Cup points at the end of the year will be awarded the cup.

**Outdoor Leadership**

Saint Mary's University's Outdoor Leadership Program presents students, faculty, and staff with exciting opportunities for outdoor recreation. Our location on the Mississippi River, immersed in the bluffs, surrounded by streams and trails, make this a perfect place to get outdoors. We are engaging people in activities such as camping, hiking, backpacking, kayaking, canoeing, cross-country skiing, snowshoeing, and much more. Through our attention to environmental stewardship, we are continuing to educate and develop a sustainable campus for everyone. The program creates a campus connection between our community and our environment.

**SKI/HIKE/RUNNING TRAIL**

A 16-kilometer hiking/running trail runs along the bluffs and into the wooded valleys that surround Saint Mary's campus. During the winter, a Piston Bully is used to groom the trail for both classical and freestyle cross-country skiing. It is one of the best cross-country ski trails in southern Minnesota. Trail maps are available at the Campus Safety Office in the Toner Student Center.

**ENVIRONMENTAL AWARENESS CENTER**

Equipment used for canoeing, camping, and backpacking is available from the Environmental Awareness Center for students to use. This includes tents, sleeping bags, cooking equipment and canoes. Contact Brother John Grover in administrative computing at least 24 hours ahead of time to reserve camping and canoeing equipment. Cross-country skis, poles and boots are also available when there is enough snow covering the ski trail.

**Residence Life**

Saint Mary's University of Minnesota provides a variety of living environments. Each in its own way, residence halls and apartments offer a basis for study and for interactions that foster personal growth. Since nearly two-thirds of a student's university life will be spent in the residence hall, the importance of the residence life component cannot be overstated.

- Living in a residence hall or apartment allows both the freedom and the responsibility of being an adult.
- You have the freedom to sleep and study without disturbance by others in the hall. You also have the responsibility to control noise and your behavior so that you don't disturb others.
- You have the freedom of privacy. You also have the responsibility to respect the privacy of others.
- You have the right to a clean living environment; you also have the responsibility to assist in maintaining the environment in both public and private areas.
- You are an important part of the residence life community. You can affect everyone here either positively or negatively. When you live with 30 or more people, you discover a wide variety of backgrounds and viewpoints. You are encouraged to take this opportunity to establish new friendships. Attending a university is not only an academic learning experience, but also a social and interpersonal learning experience. Respect and consideration for the attitude, feelings, health, safety, interests and general welfare of other community members are good guidelines to follow.

Resident Assistants (RAs) and professional staff live in the residence halls and apartments to oversee the community development. Each building has a professional staff member who supervises the RAs and serves as the administrator for the residence hall or apartment.

The professional staff person is available as a source of counsel to the students and works with the RAs to enforce the university community expectations. The residence hall staff attempts to foster an atmosphere in which residents come to rely on staff and
STUDENT LIFE

SAINT MARY’S UNIVERSITY OF MINNESOTA ROOM AND BOARD AGREEMENT

Terms of Contract
The term of this contract shall be for the current academic year of the student’s residence in on-campus housing. If a student is not enrolled as a full-time degree-seeking student (as defined by the university), the contract becomes null and void, and the student may not continue to reside in the residence hall. If a student is removed from his or her residence hall by the university for disciplinary reasons, the contract becomes void, and the student may not continue to reside in the residence hall.

Students will not be allowed to return to campus before the scheduled return dates as outlined on the academic calendar for Saint Mary’s University of Minnesota without the express written consent of the university. Students who do return prior to opening day and/or remain after closing will be charged $35 per day.

Food Service Regulations
All resident students are required to participate in the university meal plan. Students who permit another person to use their meal card are subject to penalties, which include, but are not limited to, a fine and the loss of food service privileges without the refund of any fees already paid. A student who withdraws from the university or ceases attending class must discontinue use of his or her meal card.

Housing Regulations
This contract does not cover room and board during any university sanctioned breaks when the residence halls will be closed. All residence halls will close by 7 p.m. on the last day of scheduled classes/exams at the end of each semester. Students must vacate the premises within 24 hours after their final exam and/or by hall closing.

Individual housing is non-transferable. Subletting of any student’s room is not permissible.

This contract constitutes acceptance by the student of all the rules and regulations pertaining to university residence halls as outlined in the contract, written in the current Online Community Handbook, and promulgated by the Office of Residence Life. Violations of these rules and regulations, especially ones related to alcohol and drugs, weapons possession, pets, or tampering with fire equipment, may result in termination of this contract and eviction from the residence hall.

All students are expected to know the university policies which can be found at smumn.edu/handbook.

Students may not use their room for business purposes. Advertisements and items judged to be offensive or inappropriate by the Office of Residence Life may not be displayed from room windows or on room doors.

A student is responsible for the conduct of his or her guests. All guests must comply with the rules and regulations of the university. A student is not permitted to have guests when the university is not in session, when the residence areas are officially closed, and during the last two weeks of each semester.

A student must register all guests with residence hall personnel.

A student may change rooms only with written authorization from the Office of Residence Life.

Unauthorized room changes or failure to move out of a room when required may result in additional charges as determined by the university.

The university reserves the right to make whatever reassignment or adjustment in assignment of rooms it deems necessary.

A student assumes responsibility for the care and use of the assigned room and its furnishings. The student agrees to observe all university and residence hall rules and regulations. Any requests for repairs and maintenance due to normal wear-and-tear must be directed to the Office of Residence Life, with the cost of such repairs being borne by the university. Students may not perform repair work on their rooms or their furnishings. Furniture owned by the university may not be removed from the room. At no time is furniture to be left outdoors. A student may not make any alterations to the interior or exterior of his or her room.

The student will be liable for damage or other loss to the building, apartment, room, furniture, and/or equipment that does not constitute ordinary wear-and-tear. Damage that occurs to common areas and/or public areas that are not attributable or chargeable to a specific individual or group will be assessed equally against the residents of the living area where those damages occur. The student agrees to pay such damages to the university upon demand.

The university is not liable for any damage to or loss of any student’s personal property from any cause whatsoever, nor for the failure or interruption of utilities. The university does not carry insurance on the personal property of its students, and students are strongly advised to have their personal property covered by individual or family insurance.

Lost room keys will result in a student’s lock being changed. Cost of lock changes and key replacements will be charged to the student’s account (minimum replacement fee of $50 plus $10 per key).

Students may not have pets (other than fish) in the residence halls at any time under any circumstances.

The Office of Residence Life, without liability, has the right to dispose of any personal property left on the premises thirty (30) calendar days after the end of the semester/year or of other termination of this agreement.

Check-in and Check-out
Each student is considered checked-in when he or she obtains a room key. Part of the check-in process entails filling out the room condition report, completing the housing contract, and emergency contact information online. When moving into the assigned room, the student must complete, sign and turn in required paperwork 24 hours after move-in. If any of the above required information is not completed within 3 days of moving in, the university has the right to place charges as determined by the Residence Life department on the student’s account. When vacating the assigned room/apartment, the student must check out with a residence hall staff member or his/her designee. Each student will follow the proper check-out procedure when vacating the premises or relocating to a new room/apartment. Failure to follow established checkout procedures may result in check-out charges as determined by the university.
Inspection of Room
The university reserves the right to inspect rooms for cleanliness, to make repairs to rooms, to enter rooms without consent and search anything therein (including personal belongings) for the purpose of maintaining security, discipline, the health and well-being of its students, and the orderly operation of an educational institution.

The university reserves the right to remove stolen property or other property in violation of university rules and regulations (e.g., fireworks, alcohol, drugs, candles, weapons, etc.) from a student’s room.

Break Housing
The university may house students over designated break periods or grant extended housing if the student is participating in a university sanctioned event. Students not participating in a university sanctioned event may stay for a designated break with prior approval from the Office of Residence Life for a fee of $35 per day. Those staying for breaks will have a separate Break Housing Contract. The Office of Residence Life reserves the right to refuse students break or extended housing.

Termination of Contract
The university reserves the right to terminate this contract for any reason. A student who withdraws from the university or who ceases to attend classes must vacate housing. Failure to do so will result in the assessment of charges incurred after the withdrawal date or last date of attendance in classes. Any student who fails to complete registration, fails to comply with university policies, fails to provide necessary documentation or health forms, or fails to maintain status as a full-time student may be required to vacate his or her room immediately and will be responsible for any accrued charges.

Assignment of a room and/or receipt of keys does not constitute acceptance by the university of a student’s residency status unless this agreement has been signed and all other tuition, registration, health, and other documents are in order.

This contract is effective for the academic year (August through May) or from the time of arrival to the end of the second semester.

Student Activities

The Office of Student Activities helps enhance the personal growth and development of students by keeping the Lasallian tradition of developing the “total person”. The non-academic, self-structured aspects of student life can prove invaluable in personal growth and development and in the enhancement of the experience and knowledge base you will gain at Saint Mary’s. Students are able to apply what they learn in the classroom to life situations and are able to expand their knowledge base beyond academics.

Student Activities are a way for students to connect with other students with similar views, aspirations, and concerns. It provides a framework for those students to work together for a common goal, whether that goal is social, recreational, cultural, or political. The university directly and indirectly encourages and provides for a wide variety of such activities. Over 90 campus organizations and clubs provide students with many avenues for personal, vocational, and social growth.

Because Saint Mary’s University of Minnesota has a strong Christian philosophy underlying all student activities, all student clubs and organizations should reflect a spirit of charity in selecting and initiating new members. At no time should new members be involved in activities which can be construed as hazing. (See page 21 for Hazing Policy). Members of clubs and organizations, whether active or new-member status, do not have the right to involve any persons in disruptive activities. No unauthorized activities may take place in the dining room or residence halls, neither may new member activities occur after midnight or interfere with classroom performance.

Post-Secondary Enrollment Options Students: Access to Co-Curricular Programs

Post-Secondary Enrollment Options (PSEO) students attend Saint Mary’s University of Minnesota pursuant to Minnesota statutes. As a Saint Mary’s student, PSEO students are welcomed and encouraged to participate in co-curricular programs and activities, provided they are held on the Winona Campus. PSEO students are restricted from any co-curricular activities that occur off campus, any overnight activities, or any activities that are not age appropriate (including, but not limited to: R-rated shown movies, Mission trips, Club Sports trips, volunteer trips, etc.).

Student Senate at Saint Mary’s University of Minnesota

The Student Senate of Saint Mary’s University of Minnesota is the representative body for students in the university’s governance structure. It is composed of an executive board which is elected by a vote of all students, and senators who are elected by each residence hall. The Senate controls all monies collected from the student activity and laundry fees and designates how these funds are to be dispersed. The Senate oversees each student organization on campus and distributes them a yearly budget with money derived from the student activity fee. Additionally, the Student Senate owns and operates the laundry machines on campus and maintains a yearly campus capital improvement fund derived from the monies collected from the machines. The Senate also maintains a committee structure which assures student representation in virtually every segment of campus life. Committee members are appointed by the President of the Senate. The Student Senate at Saint Mary’s University of Minnesota is a strong and viable organization which welcomes full participation by all students in campus life.

Senate Committees

- **Student Life Committee**
- **Finance Committee**
- **Solidarity Council**
- **Student Activities Committee**
- **Student Concerns Committee**
- **Legislative Affairs Committee**

Student Activities Committee

The Student Activities Committee (SAC) of Saint Mary’s University of Minnesota is responsible for providing the campus community with:

- A variety of inclusive social, cultural, recreational, and educational programs.
- A nurturing environment for students to socialize and interact with their peers outside of the classroom.
- Extra-curricular opportunities for students to develop and display their leadership skills and talents.

Participation from the entire student body is encouraged and all program ideas are considered. Committee meetings are held weekly, and events are on-going throughout the academic year. SAC is a sub-committee of the Student Senate.
The following is a listing of campus organizations which provide a number of different experiences for students. Included in the list are Student Senate-recognized student groups, academic honor societies and clubs, campus ministry groups, and athletic groups. Organizational meetings are announced early in the new academic year. A student organization's directory can be obtained from the Office of Student Activities.

### Student Government
- Student Activities Committee
- Student Senate

### Campus Ministry Volunteer Services
- Big and Little Pals
- Culture of Life
- New Student Retreat
- Peace and Justice
- Together Encountering Christ (TEC) Retreats
- Buddies
- Habitat for Humanity
- Lasallian Collegians
- Serving Others United in Love (S.O.U.L.)

### Academic Department Groups
- Accounting Club
- Art Club
- Biology Club
- ASCD (Association of Supervision and Curriculum Development)
- Chemistry Club
- Entrepreneurship Club
- CNAfME (Collegiate National Association for Music Education)
- Math/Stats and Computer Science Club
- Physics Club
- Public Relations/Business Club
- Psychology Club
- Pre-Health Professions
- USITT (United States Institute for Theatre Technology)

### Greek Organizations (see also Fraternities and Sororities)
- Phi Mu Alpha Sinfonia (music)
- Sigma Alpha Iota (music)
- Alpha Kappa Delta (sociology)
- Alpha Mu Gamma (modern and classical languages)
- Alpha Psi Omega (theology)
- Beta Beta Beta (biology)
- Delta Epsilon Sigma (Catholic)
- Delta Mu Delta (business)
- Kappa Delta Pi (education)
- Phi Epsilon Sigma (Catholic)
- Pi Mu Epsilon (business)
- Pi Mu Epsilon Mu (social science)
- Pi Sigma Pi (mathematics)
- Sigma Alpha (modern and classical languages)
- Sigma Tau Delta (English)
- Sigma Alpha Mu (theology)

### Media Organizations
- Cardinal
- KSMR FM radio

### Political Organizations
- College Republicans

### Performance Groups
- Barbershop Club
- Chamber Singers
- Concert Band
- Concert Choir
- Concert Band
- Pep Band Club
- World Drum Ensemble
- Jazz Ensemble
- Open Mic Night
- 2nd Page Improv Troupe

### Special Interest Groups
- Black Students and Allies
- Board Game Club
- Colleges Against Cancer
- Future Alumni Committee
- Garden Club
- Good Times Committee
- Knitting Club
- Liturgy of the Hours
- Love Your Melon
- S.A.F.E. (GSD & Allies)
- Saint Peter Leadership
- Saint Theresa Leadership
- Second Page Improv Troupe
- Solidarity Council
- Video Game Club
- Taylor Richmond Benefit Dance Committee

### Sports-Related Organizations
- Ballroom Dance Club
- Cheerleading Club
- Fellowship of Christian Athletes
- Figure Skating Club
- Hockey Club
- Men's Soccer Club
- Nordic Ski Club
- Student Athletic Advisory Council
- Scuba Club
- Ultimate Frisbee Club
- Nordic Ski Club
- Women's Volleyball Club
- Yoga Club
- Z Club (dance fitness)
- Water Polo Club

### Fraternities and Sororities
Information on officially recognized Greek organizations is available in the Office of Student Life. **Students participating in activities of “Greek” organizations not officially recognized by Saint Mary's University of Minnesota are subject to serious disciplinary action.**

Second-semester freshmen may become a new member if the following criteria are met:
- The student must have a 2.25 GPA from Saint Mary's or from previous institutions.
- The student must maintain at least a 2.25 GPA during the semester of new member activity and not be under disciplinary sanction.

### Campfires
No person may start or maintain any type of campfire on university property without advance authorization of Campus Safety (see page 32 for details).

### Game Room
The game room is located in the basement of the Toner Student Center. Games and equipment available for students include ping pong, billiards, bubble hockey, foosball, arcade-style games, and use of the lounge area, which includes a 50” plasma television and many comfortable couches and chairs. Game room equipment can be checked out at the Campus Safety. The checkout policy requires a Saint Mary’s University of Minnesota I.D. card. Your account will be charged for any lost or damaged equipment.
The Jay Johnson Wellness Center of Saint Mary’s University of Minnesota promotes the development of the whole person and encourages a lifestyle in students and the university community which integrates emotional, intellectual, physical, social, spiritual, and vocational well-being. Through a conscious, deliberate, professional, and caring process, the Wellness Center staff assists students in modifying or removing barriers to learning, and empowers them to discern and pursue their own personal objectives. Student Health and Counseling Services staff embody the Lasallian charism and work as a team to fulfill this purpose: responsively through a holistic approach to all dimensions of well-being, and proactively through educating, motivating and serving as liaisons for students among other university and community services.

The Jay Johnson Wellness Center offers a variety of books, CDs, DVDs, and other resources. These resources are available to assist you in your own personal growth, or in researching topics for presentations or papers.

The staff of the Wellness Center is committed to assisting you with your personal and professional development and health. We are committed to working collaboratively with others on campus to co-create a wellness culture that fosters healthy lifestyle choices that are transformational both now and in the future. Special emphasis is placed on known factors that contribute to academic success. The end goal of this is to enhance the physical, spiritual, emotional, social, occupational, intellectual, and environmental lives of all members of our community.

**COUNSELING SERVICES**

**Personal Counseling and Development**

Many changes take place during the college years and almost all students face questions with regard to identity, relationships, purpose of life, and management of time, emotions and stress. There may be times when you will find it helpful to talk with a professional counselor or psychologist about your life situation and challenges. Our counselors and psychologists care about you and will listen in an objective, non-judgmental and confidential manner.

Seeking the assistance of a counselor or psychologist is a sign of strength; it indicates that you value yourself and are willing to take steps to maximize your own potential. Our counselors and psychologists understand that you may be somewhat anxious or uncertain at your first counseling session. They will explain the counseling process, listen, help you define your concerns, work together with you to set goals for personal growth, as well as assist you in learning about and managing alcohol and other drug concerns.

Concerns that students experience are diverse, and often include:

- Stress and time management
- Anxiety
- Family issues
- Depression and other mood disorders
- Grief and loss
- Attention deficit disorders
- Choosing a major and/or career
- Body image and eating disorders
- Sexuality and unexpected pregnancy
- Motivation, procrastination and academic performance issues
- Learning disabilities
- Alcohol and other drug abuse issues
- Behavior Problems
- Relationship concerns
- Cultural adjustment
- Self-esteem

Often, just talking through a problem is helpful. The counselor or psychologist can assist you in determining whether other measures or further counseling might be of assistance to you and will make appropriate referrals when necessary. Two common concerns of college students are mood and anxiety disorders which are treated with counseling and at times medication. Because our offices are adjacent to Student Health we are easily able to facilitate referrals for medication. Referrals are also made to off-campus providers.

**Testing**

Counseling Services in the Wellness Center offers a variety of personality inventories, psychological assessments and career assessment inventories. The Wellness Center will make referrals for full evaluation of learning disabilities, ADD, ADHD, chemical dependency, and other issues as needed. Your counselor may ask you to take some of these tests as part of the counseling process or you may initiate a request for assessment.

**Reasonable Accommodation for Students with Psychiatric Disabilities**

A significant number of students at the university seek counseling and/or are taking medication to help manage their moods and behavior. The counselors and psychologists in the Wellness Center can assist you in managing your situation. Some mental health issues qualify as a psychological or psychiatric disability. Students with some psychiatric conditions are entitled to reasonable accommodation by the university in their pursuit of an education. Students are encouraged to discuss their situation with a counselor who can recommend a process for establishing documentation to assist in establishing a need for academic accommodation. Academic accommodation and support services for any student with a disability are granted through Access Services.

**Confidentiality**

Counseling sessions are confidential. Information is not shared with other offices or persons without your consent. Counseling records are kept separately from all academic, health, and disciplinary records and are not released to anyone without your written consent.

An exception to confidentiality is when a counselor or psychologist judges that there is a specific threat to your safety or the safety of another person or when there is a specific legal requirement to divulge information. Counseling staff will discuss any concerns you may have about confidentiality at your first session. Additionally, your counselor may encourage you to sign a partial release of information to other college offices (e.g. Access Services, Academic Success) to facilitate coordination of services for you.

**Appointments**

Appointments to speak with a counselor or psychologist can be made in the Wellness Center or by calling 507-457-1773.

Appointments are available daily from 8:30 a.m.-4 p.m. Evening sessions are available by appointment.

**Disclaimer**

The counselors and psychologists at the Wellness Center are the only individuals on campus authorized by the university and trained to provide professional mental health counseling. Members of the faculty and other members of the staff are not trained, nor are they authorized by the university, to provide mental health counseling. If a student seeks and receives counseling on campus from individuals other than the counselors at the Wellness Center, the student assumes all the risks associated with said counseling.
ALCOHOL AND OTHER DRUG EDUCATION

Counseling Services staff recognize that substance use is understood on a continuum ranging from abusive, destructive, and sometimes lethal behavior to healthy and skilled ways of self management. They also recognize that change can be difficult.

Counseling Services provides ongoing education related to alcohol and other substance use and abuse. Saint Mary’s seeks to be proactive in educating our entire university by providing programs and resources.

Alcohol/Drug Programs: Our alcohol education programs (Alcohol 101, 201, 301) focus on making healthy choices when considering whether to drink or not to drink. Our other drug education program provides students with information about the risks and effects to consider when choosing to use these substances. We focus on prevention and harm reduction in our approach to these areas. If you are seeking counseling as part of a sanction for a disciplinary issue, the dean of students will be notified only that you have kept your appointments. No details of your sessions will be released.

Brief personal counseling, assessment, consultation, screening, and referrals to other professional resources are available. Students and employees who are struggling with an addiction or have a relationship with someone who is struggling with an addiction are encouraged to seek assistance in the Wellness Center.

Our alcohol and drug policy has been created to comply with the Federal Drug-Free Schools Act and the Federal Drug-Free Workplace Act. Various alcohol awareness programs are created to educate students on alcohol and drug issues. These programs are delivered through residence hall staff, professional speakers and other mediums.

PERSONAL DEVELOPMENT WORKSHOPS, CLASSES AND GROUPS

Wellness Center staff offer personal development workshops, information sessions and groups on a variety of topics. We will work with students to develop presentations for university groups. These are publicized on-campus throughout the year. Wellness staff are committed to assisting students to develop healthy lifestyles. Look for a variety of wellness opportunities throughout the year.

LGBTQ Alliance
Students who identify themselves as lesbian, gay, bisexual, transgender, and/or questioning their sexuality along with LGBTQ supporters meet regularly to create a support system for one another. Further information is available in the Wellness Center.

HEALTH SERVICES

The Health Services staff adheres to the philosophy that decisions you make in the areas of sleep, nutrition, exercise, relationships, stress and other aspects of your life greatly affect your overall state of health. Services are therefore designed to assist you at times of illness, but also to support you in prevention and maintaining a healthy lifestyle. Services available include: treatment for minor illnesses and injury, non-emergency medical care, some laboratory tests (i.e., mono screens, strep screens, pregnancy tests), health counseling and education, referrals and certain medications.

Appointments
Students can schedule appointments Monday through Friday from 8:30 a.m. to 4:00 p.m. by calling 507-457-1492. Walk-in appointments are limited by availability.

After Hours and Emergencies
Winona Health Urgent Care is open 7 a.m. to 8 p.m., Monday through Friday and 8 a.m. to 5 p.m. Saturday and Sunday. Emergency care is available at Winona Health Emergency Department.

Confidentiality
Federal and state law dictates that all communications and services provided by healthcare providers remain strictly confidential. For those 18 years and older, no information can be shared with parents, faculty, administration, peers, or others without the individual's explicit consent. Exceptions can be made if knowledge of that information is necessary to protect the health or safety of the student or other individuals.

Reasonable Accommodation for Students with Disabilities and Related Health Needs
A number of students at the university require accommodations in their living and studying environment in order to achieve a high level of academic success. Students with certain medical conditions may qualify and require accommodations in their housing, dietary needs or academics. Should you need assistance for:

A. Chronic or Long Term Health Concerns
   Students should contact the Student Health Director to discuss their concerns and begin a process to receive the services and accommodations needed. The director will work with the student, other offices on campus and, in some cases, the student's personal physician to establish reasonable accommodations in the student's living and learning environment.

B. Short Term Illness or Injury Resulting in Missed Classes
   In general it is the student’s responsibility to notify an instructor if he/she is missing a class. In situations where a student may miss several days of class due to illness or injury and the student has been in contact with one of the professional nurses in Student Health, we will assist them in notifying instructors at their request. Even with this assistance, it is the student’s responsibility to follow up with the instructor regarding missed assignments.

Costs
There is no fee for on-site services or laboratory testing. The cost for off-campus services (i.e., referrals, prescription medications, supplies, testing or treatment) are the responsibility of the student. Some over-the-counter medications and supplies are available at no cost and others can be provided on loan (i.e., crutches, ice packs).

Student Health Insurance
Although not required, Saint Mary's University recommends that students have health insurance. In addition to carrying a copy of their health insurance card, we request that a copy of the student's insurance information be provided to Health Services along with the appropriate forms. These forms/information help to facilitate care if the student requires off-campus services or prescriptions.
For Domestic Students: If you are covered under a health insurance policy through your parents or guardian, please confirm that coverage will continue while you are at Saint Mary’s University of Minnesota. Please also confirm that services obtained in Winona will be covered by your health insurance plan.

Saint Mary’s University of Minnesota does not offer a student health insurance plan. If you are in need of insurance, you may find it beneficial to check with an independent insurance agent who can assist you in finding coverage to meet your needs. You may also want to consult various websites geared toward student health plans. While the university does not endorse any specific plan, please check at smumn.edu/insurance for some possible options if you are in need of a plan.

For International Students: Please be aware that in the United States any health bills you incur are your responsibility. Saint Mary’s University of Minnesota expects that all international students will carry health insurance that covers care in the United States.

Saint Mary’s University of Minnesota does not offer a student health insurance plan. If you are working with an international recruiting agent, you may wish to discuss what option he or she recommends. You may also want to consult various websites geared toward student health insurance plans for the United States.

While the university does not endorse any specific plan, please check at smumn.edu for possible options for international insurance. Please be sure that the insurance will cover care for small illnesses as well as more extensive conditions.

Special Note to Athletes: The NCAA requires all student athletes have a minimum of $90,000 of health care coverage that specifically covers athletic injuries. You must be able to provide proof of this insurance prior to practicing in your sport.

Health Education and Counseling
In addition to providing one-on-one health counseling, presentations and educational activities are available in a variety of settings throughout the academic year. Topics covered in these programs, provided only as examples, may include:

- Weight management
- Healthy lifestyles
- Stress management
- Fitness challenges
- Sexuality
- Sexually transmitted diseases
- Tobacco awareness

Students are welcome to use Student Health Services to address these or other health related topics which may be of concern to them, or the subject of class projects, reports etc.

Student Health Consumers’ Rights and Responsibilities
Each of us is an individual with different needs and wants. You, as the client, and we, as health care providers, have definite rights and responsibilities in our relationships to each other.

You have the right to:

- Humane care and treatment. You can and should expect to be treated with respect, consideration and dignity. Your personal convictions and beliefs are yours, and it is neither the right nor the policy of Student Health Services to impose judgment on you.
- Accurate information, to the extent that is known, about your health. This includes referrals to other individuals, agencies and organizations as necessary.
- Participate in decisions made regarding your health. This includes your right to refuse treatments and be informed of the consequences of this decision.
- Employ alternative health care providers at your expense. This includes your right to obtain a second opinion regarding diagnosis or treatment.
- Know who is counseling, caring for, or treating you and expect reasonable continuity in the care provided.
- Expect that all communications and health care records will be treated in a confidential manner.
- Expect that, within our ability to deliver, reasonable responses will be made to your requests. Information concerning the scope and availability of on-campus services and, within reason, additional available services in the surrounding locale.
- Examine and obtain an explanation of all fees.
- Be advised of any research aspects of your care and the right to refuse to participate.

You have the responsibility to:

- Treat Student Health Services personnel with respect, consideration and dignity.
- Provide full and accurate information about your health history, illness or health concern.
- Make lifestyle choices for yourself that ensure your optimal health and well-being.
- Understand your health problems. This includes asking questions concerning your problem and recommended treatments.
- Inform the health care professional if you can and want to follow a certain treatment plan.
- Communicate with your health provider if your condition worsens or does not improve.
- Seek care in a timely and appropriate manner.
- Keep all scheduled appointments. If you cannot keep it, you are expected to notify Student Health as soon as possible so that someone else can use this time.
- Know the names of any medications (prescription or non-prescription) you are taking and the reason you are taking them.
- Not give medication prescribed for you to someone else and not take another person’s medication.
- Return all rented equipment in a timely manner so that fellow students in need can utilize this service.
- Pay Student Health Service bills in an expedient manner.
ACADEMIC SUPPORT SERVICES
Student Success Center

ACADEMIC SUPPORT SERVICES
Student Success Center

Academic programs at Saint Mary’s University are stimulating and challenging. To reach academic and personal success, take advantage of the Student Success Center. Our services include academic advising, course tutors, writing tutors, academic accommodations, and career services and internships.

ACADEMIC ADVISING SERVICES

Academic Advising
The advising team works closely with faculty advisers and other campus departments to provide a comprehensive learning experience for all students. Our motto: Academic advisers guide, students decide.

Advising support for academic development includes:
• Course planning and scheduling/registration
• Academic planning and evaluation of degree requirements
• Understanding undergraduate academic policies and procedures
• Major exploration and declaration
• Change of adviser
• Overcoming academic difficulty
• General education course substitutions
• Withdrawal (from a course or from the university)

Advising support for personal development includes:
• Habit management and organizing time
• Identifying and achieving personal goals
• Addressing personal concerns impacting academic performance
• Developing strategies for academic success and life skills

Faculty Advising
Full-time faculty members serve as first-year student advisers and major advisers.

Faculty advisers assist students in:
• Major and/or career direction
• Planning their course schedules
• Developing an academic plan and education goals
• Assessing academic progress
• Helping with other concerns
• Serving as a referral person to appropriate offices on campus

CAREER SERVICES AND INTERNSHIPS

The Career Services and Internships Office offers programs, activities, and resources in career readiness and job search skills to assist students in all majors to prepare for life after college.

Services include:
• Assessments and career discernment
• Resources on choosing a major
• Internships and field explorations
• Resume review and development
• Workplace literacy training (skills needed for the 21st Century world of work)
• Job search strategies
• Career-readiness training
• Interview prep, practice and a video interview room
• How to apply to graduate school
• Career fairs and employer relations
• Annual first destination reports

ACCESS SERVICES

Access Services provides specific accommodations to qualified students who have met documentation requirements. Students are responsible for furnishing disability documentation and requesting accommodations to the director of Access Services. For more information go to accessservices.smumn.edu or contact the Access Services director at 507-457-1465.

Qualified students may receive assistance with:
• Alternate format textbooks
• Assistive technology
• Peer note takers
• Testing accommodations
• Liaison with faculty as needed
LEARNING ASSISTANCE SERVICES
All students can receive free academic tutoring in most subject areas, learn study skills and strategies, and participate in workshops that guide the learning process.

Students can take part in:
- Weekly tutoring
- Academic counseling for assistance with study skills and strategies
- Skill-based courses

WRITING STUDIO
The Writing Studio offers all students free tutoring on any writing project at any stage of the writing process. Students can make tutoring appointments at goo.gl/rkUE6Z.

Students can take advantage of:
- Individual tutoring with a trained peer tutor
- Direct classroom assistance on writing assignments
- Tutoring sessions on specific writing issues

The Fitzgerald Library/McEnery Center 507-457-1561; wlibrary@smumn.edu
The library provides reference services, interlibrary loan, information resources, and areas for individual or group study. Our collection includes scholarly online databases, print, microform, and audiovisual materials. Professional librarians provide research assistance and help in using the library collection. The library provides for all of your technology needs, with computers, printers, and scanners available for use. The Saint Mary’s University of Minnesota Archives, containing documents and photographs related to the history of the university, is located in the lower level of the library.

The online library catalog, which allows users to search the Fitzgerald Library collection and the collections of many other Minnesota academic and state libraries, can be found on the library home page at smumn.edu/wlibrary. In addition, the library website provides useful links to library services and policies, on- and off-campus access to our online database subscriptions, and advanced information resources for your study and research needs.

All three floors in the library have open study areas that can be used by individuals or groups (the lower level tends to be more quiet than the main and upper levels). Also, private individual and group study rooms are available on each floor.

Library Hours:
- Monday-Thursday 7:30 a.m.-midnight
- Saturday 10 a.m.-6 p.m.
- Friday 7:30 a.m.-6 p.m.
- Sunday 12 p.m.-midnight
- Saturday 10 a.m.-6 p.m.
- Friday 9 a.m.-6 p.m.
- Sunday 2 p.m.-9:30 p.m.

Reference Services:
- Monday-Thursday 9 a.m.-9:30 p.m.
- Saturday 10 a.m.-6 p.m.
- Friday 9 a.m.-6 p.m.
- Sunday 2 p.m.-9:30 p.m.

Text Reference Service: text ASKfitz to 66746
Online Chat Service: smumn.edu/wlibrary, click on “Ask A Question”

Hours are subject to change without notice. Special library hours during examination and holiday periods can be found on the Fitzgerald Library web site.

Study Abroad 507-457-6996; studyabroad@smumn.edu
Saint Mary’s University of Minnesota encourages students to incorporate international study into their academic plans, as it enhances their liberal arts education by engaging them in stimulating learning experiences and encourages them to develop a sense of global citizenship. Staff in the Study Abroad Office is available to assist students during all stages of the study abroad experience, which includes exploring various options, applying to a program, preparing for international study and returning to campus.

Saint Mary’s offers a variety of study abroad opportunities in many regions of the world and for students in any major. Saint Mary’s own London International Program enables students to study with other Saint Mary’s students during the Fall Semester, while short-term faculty-led programs offer more discipline-specific opportunities taught by Saint Mary’s faculty. Saint Mary’s also belongs to the LaSallian International Programs Consortium (LIPC), which lets students participate in semester-long and short-term study abroad experiences at the other five LaSallian colleges and universities. With opportunities to study in countries on six continents, students are bound to find a program that fits their academic and global interests.

If students are interested in studying abroad, they are encouraged to start making plans in their first year. This will allow adequate time to integrate the semester abroad and course options into his/her academic plans. Eligibility requirements, the application process, and the availability of financial aid vary by program. For program objectives and a listing of current study abroad programs, visit our website at smumn.edu/studyabroad or visit the Study Abroad Office. You may also read student blogs at http://smumnstudyabroad.blogspot.com/.

International Center THE HEIGHTS; 507-457-1450
The University’s focus for support for international students is provided through the International Center.

The major responsibilities of the International Center are to:
- welcome and orientate new international students.
- provide immigration services to international students and exchange visitors.
- play a key role in helping international students adjust to life in the United States, on campus, and in the Winona community.
- provide international students opportunities to share their knowledge and experiences with the campus and community.
- advocate on behalf of international students on campus and in the community.
- provide educational, cultural, and social activities for international students.
OTHER CAMPUS RESOURCES AND SERVICES

Athletics and Recreation

INTERCOLLEGIATE ATHLETICS

Over 30% of the student body competes in intercollegiate athletics. Twenty-one sports are sponsored by the Saint Mary’s University of Minnesota Athletic Department.

Fall Sports:       Winter Sports:       Spring Sports:
Women’s Volleyball Men’s Basketball    Men’s Baseball
Men’s Soccer       Women’s Basketball  Women’s Fastpitch Softball
Women’s Soccer     Men’s Hockey       Men’s Tennis
Men’s Golf         Women’s Hockey     Women’s Tennis
Women’s Golf       Men’s Indoor Track and Field Men’s Outdoor Track and Field
Men’s Cross Country Women’s Indoor Track and Field Women’s Outdoor Track and Field
Women’s Cross Country Men’s Swimming/Diving

Team Organization

Organizational meetings for each sport are held in the fall. Students interested in participating in a program are encouraged to contact the head coach. Athletic programs are governed by the National Collegiate Athletic Association (NCAA) Division III and Minnesota Intercollegiate Athletic Conference (MIAC).

General Requirements for Athletic Eligibility

1. Each student-athlete must successfully complete 24 credits during the two terms (full-time) of attendance that immediately precede the term during which he/she participates. (First-year students must successfully complete a minimum of 12 credits in their first term of attendance to be eligible to participate with a team in the second term.) Repeat courses previously passed do not count toward the 24 credits.

2. As a member of a varsity team, a student-athlete must be enrolled for a minimum of 12 non-repeating credits. If a student drops below 12 credits, he or she becomes immediately ineligible.

3. The student-athlete must obtain a minimum cumulative grade point average of 1.800 at the end of the first and second semesters. Then maintain a 2.00 by the end of the third and all subsequent semesters.

4. The total number of semesters for a transfer student is based on the number of previous semesters the student attended as a full-time student.

5. Each student-athlete is allowed four seasons of participation in any sport. A student-athlete is permitted 10 semesters or 15 quarters to complete the four seasons of eligibility.

Equity in Athletics Disclosure Statement

The Equity in Athletics Disclosure Act requires college and universities to publish, on an annual basis, intercollegiate sports costs and participation data. A student may obtain a copy of the university’s Equity in Athletics Disclosure Report at the Athletic Department Office.

RECREATION and ATHLETIC CENTER (RAC)

The Recreation and Athletic Center includes the following venues:

- Gostomski Fieldhouse
  - Multi-purpose courts
  - Weightroom
- Gymnasium (former fieldhouse)
- Racquetball courts
- Outdoor track
- Lower intramural fields

+ Fitness center
+ Aerobic/dance studio
+ Trustee’s lounge
+ Cardinal lounge

- Swimming pool
- Saint Yon’s valley
- Athletic fields (baseball, softball, soccer)

+ Indoor running track
+ Ice rink
+ Running and ski trails
+ Outdoor sand volleyball courts

All venues are open to members of the Saint Mary’s University of Minnesota community (faculty, staff, students, in resident graduate students, retired faculty and staff). Members of the Saint Mary’s community will be required to carry an Saint Mary’s photo I.D. when using the venues. Spouses may use the facility; however, they will be required to carry an Saint Mary’s photo I.D. as well. Children and guests are welcome if accompanied by a member of the Saint Mary’s Community with an Saint Mary’s photo I.D.

Each venue may be reserved by an individual or group. Please contact the athletic department at 507-457-6954 for group reservations.

Bulletin Boards

Bulletin boards are a major means of communication on campus. All postings on the main bulletin board opposite the stairs on the first floor of Saint Mary’s Hall are for current academic and administrative uses only. Several bulletin boards are available in the Toner Student Center for announcements. No announcements may be taped to windows, room doors, interior or exterior walls, doors, trees, sidewalks, or any other place other than that area designated for announcements. You must use poster putty, not tape or any other adhesive, to put up your posters. Outside vendors may not promote any products for sale using any Saint Mary’s University of Minnesota bulletin board unless they are authorized to do so by the Office of Student Activities. Event posters must include name of sponsoring organization. No postings may be hung over other postings or display cases. Failure to abide by these instructions will result in removal of posting.

Postings in any residence hall require the Office of Residence Life’s approval, and may be placed nowhere other than on a bulletin board. All postings must be removed by the sponsor when they are outdated.
Campuswide E-mails
Campus wide e-mails are a great way for club and organizations to promote their events or activities. These campus e-mails must be approved by your club or organization adviser and sent to the director of student activities. You are only allowed to send one e-mail per event to campus (i.e. no reminders the day of the event if you have already sent out an e-mail regarding the event). If you would like to send a reminder about your event after you have sent your initial e-mail to campus, please do so using Winbulletin (winbulletin@smumn.edu). Be mindful of how you are utilizing e-mail communication, as it can become very passive with overuse.

Central Services

Office Hours: 7:30 a.m. to 4:30 p.m., Monday–Friday Closed, Saturday and Sunday

This office provides the following services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopies</td>
<td>$0.05 per copy</td>
</tr>
<tr>
<td>Transparencies</td>
<td>$0.40</td>
</tr>
<tr>
<td>Color Photocopies</td>
<td>$0.20 per copy</td>
</tr>
<tr>
<td>Laminating</td>
<td>$0.75 to $1.50</td>
</tr>
<tr>
<td>Plastic binding</td>
<td>$0.75 to $1.50</td>
</tr>
</tbody>
</table>

The following mail services are available:

- Meter outgoing mail
- Express mail
- Priority mail
- Certified mail
- Purchase stamps (single or books)
- Insured mail
- International mail

Mail leaves Central Services at 12:00 p.m., Monday through Friday. UPS services are available at the bookstore in the lower level of the Toner Student Center.

These services cannot be charged to student accounts or to credit cards. All services and pricing are subject to change.

Information Technology

507-457-7800

All users of Saint Mary’s University of Minnesota information technology are subject to the Appropriate Use of Information Technology Policy. This, along with other IT information, can be found on our website at TechFAQ.smumn.edu.

Information Technology provides an array of support and is located in the lower level of the Hendrickson Center.

The HelpDesk (HC #25) is your first point of contact for all IT questions related to your computer, classroom equipment, telephone, audio/video equipment, wireless service, and cable TV. If you have a technical issue, you can reach the HelpDesk at 507-457-7800 or by using the online ticket submission found on our website.

HelpDesk hours are:

- Monday–Thursday 7:15 a.m. to 11 p.m.
- Saturday 9 a.m. to 5 p.m.
- Friday 7:15 a.m. to 8 p.m.
- Sunday 2 p.m. to 11 p.m.

There are computer labs available for use throughout the campus. Computer labs are located in the Hendrickson Center adjacent to the HelpDesk, Fitzgerald Library, room 33, and in Toner Student Center, room 6. Some computer labs are used for various classes throughout the day but are available for public use when classes are not in session.

For more about Information Technology, please visit TechFAQ.smumn.edu.

Mailroom

Toner Student Center; 507-457-1571

The campus Mailroom is open during the following hours:

- Monday–Friday 8 a.m. to 5 p.m.
- Saturday 9 a.m. to 1 p.m.

During break periods and summer, this schedule is modified. Prior to these periods, a schedule is posted in Campus Safety, and by the Mailroom window.

Postage stamps of all denominations may be purchased in Central Services, located in the basement of Heffron Hall (room 44), during the following hours:

- Monday–Friday 8 a.m. to 4:30 p.m.

If you are expecting an urgent package such as medicine, flowers, or perishable items that you are unable to pick up during normal business hours, notify the Mailroom staff so that arrangements can be made to have it picked up at the Campus Safety desk. All types of parcel services come through the Mailroom (USPS, UPS, FedEx, DHL, DunX, and Spee-Dee). You will be notified to come and pick up your oversize letter or package by electronic communication.

Outgoing stamped mail may be brought to the Mailroom and Central Services at any time. The mail will leave the Mailroom at 9:00 a.m. Monday through Friday and leave Central Services at 12:00 p.m. Monday through Friday.

On-campus mail can be dropped off at the Mailroom or Central Services. Please do not put cash money in either U.S. mail or on-campus mail.

Incoming Mail/Your Mail Box

Students are assigned a mailbox in the lower level of the Toner Student Center. The student will keep the same box as long as they are enrolled as an undergraduate student at Saint Mary’s University of Minnesota.

University Address

To ease postal delivery, please use the following address format:

Your Name
Saint Mary’s University of Minnesota
700 Terrace Heights # (campus mail box number)
Winona, MN 55987-1399
The Performance Center, dedicated in 1987, is one of the finest performing arts facilities in southern Minnesota. It houses the 455-seat Joseph Page Theatre, the 116-seat Figliulo Recital Hall, the 75-seat Studio Theatre, and the Ben Miller Lobby. The Performance Center is host to more than 100 arts events each year, including the Page Series of touring artists and ensembles from around the country and beyond; Department of Theatre and Dance productions; Department of Music concerts and recitals; as well as films, speeches and other events.

The goal of the Performance Center is:
To be southeastern Minnesota’s premier performing arts center, bringing artists and community together through innovative programming, unique collaborations, a welcoming atmosphere, and exceptional service.

The center provides quality, affordable events in an atmosphere which is accessible to all audiences, cultivating an awareness of the arts both on- and off-campus. Students play an integral role in the operation of the Performance Center: students staff the box office, usher at performances, and work on technical crews. They also comprise a large portion of our audiences. Providing students with unique opportunities to interact with artists and to view firsthand the process of making and performing art are two important goals toward which Performance Center staff works.

Box Office Hours
The Performance Center box office is open for the convenience of the Saint Mary’s campus community Monday–Friday from Noon to 6 p.m., and one hour prior to performance. There are no regular hours during the weekend, but tickets may be purchased 24 hours a day at pagetheatre.org.

Purchasing Tickets
Students may purchase reserved tickets at any time throughout the academic year, for any upcoming event. All tickets must be paid for when they are ordered. No tickets may be held for later payment, unless as part of a group of 20 or more tickets. Tickets may also be purchased 24 hours a day, 7 days a week at pagetheatre.org using MasterCard, Visa, Discover or American Express.

Tickets purchased at the box office may be paid for with cash, check, MasterCard, Visa, Discover, American Express, or student charge.

Student Rush Ticket Policy
When space allows, free “student rush” tickets for School of the Arts Department events (theatre, music, and dance) will be made available to Saint Mary’s students only. Tickets are available beginning 20 minutes prior to the event. Students must provide a valid Saint Mary’s ID; there’s a limit of one ticket per student and no reserved seats.

If available, students can purchase a “rush” ticket 20 minutes before the beginning of a Page Series Event. Page Series student rush tickets are typically available for $10, with occasional opportunities for free tickets. Students must provide a valid picture ID; limit of one ticket per student. Seat selection is not guaranteed.

Refunds/Exchanges
There are no refunds. Exchanges are made only for season subscribers, who may exchange tickets with notice of more than 24 hours.

ArtsCore Tickets
ArtsCore students are issued vouchers by their instructors at the beginning of each semester. These vouchers are good for the events indicated by the instructor, and must be redeemed for the appropriate ticket at the box office by the indicated expiration date. ArtsCore students are encouraged to obtain their tickets early each semester to guarantee seating. Expired vouchers will not be honored. Students must purchase a ticket at the full student price if they fail to redeem a voucher by the expiration date. ArtsCore tickets may not be exchanged.

Lost Tickets
If you lose or misplace your tickets, please visit the Box Office. We will be happy to reprint the tickets for you.

Changes in Performances
All programs, dates and locations of Performance Center events are subject to change. Changes will be publicized on e-mailed student notice boards, in Campus Notes, on our website (pagetheatre.org), our Facebook page, Twitter, the campus information line, and the box office voice mail, as soon as known. When in doubt, contact the box office at 507-457-1715.

Accessibility
Performance Center events are accessible to individuals with disabilities. Patrons needing special seating accommodations are encouraged to make their need known to the box office staff when purchasing tickets. House managers and ushers can direct patrons with mobility impairment to accessible entrances to theatre spaces. Accommodations for those with wheelchairs, walkers, and crutches are available. Large print programs and hearing assistance devices are also available upon request with a two week advance notice. Detailed information about accessibility services is available at pagetheatre.org.

Ushers
Ushering for performances offers students a unique way to see the show for free and provide a valuable service to the Performance Center. Students who are mobile, outgoing, pleasant, comfortable with people, and who have the ability to take charge in emergency situations, are welcome. Contact the audience services manager at 507-457-1716 to obtain details on this volunteer position.

Employment
A variety of work/study opportunities are available at the Performance Center, including box office staff, technical crew and costume shop staff. Contact the following for information:

- For box office and house management staff—Lucas Chase, 507-457-1716
- For administrative internships—Theresa Remick, 507-457-1714
- For sceneshop staff—507-457-1717
- For technical crew staff—Jason Underferth, 507-457-1720
- For costume shop staff—507-457-1712

Know Before You Go
We want to make sure you have a safe and enjoyable experience at the Performance Center, so please review the following guidelines before attending your first performance:
• Plan to arrive 20-30 minutes prior to curtain if you need to pick up tickets. Latecomers will be seated at the discretion of the house manager.
• Please remove hats and turn off all electronic devices including beepers, cell phones, and digital watch alarms. Texting can be extremely distracting to your fellow audience members and the performers, so please wait until an intermission or the end of the show to use your device.
• To keep things safe and comfortable for all patrons backpacks, book bags, beverages in open containers, and foods of any kind are not permitted in the theatres.
• No tobacco of any kind (including chewing) is permitted in the Performance Center.
• No cameras, camcorders, or audio recorders are permitted in the theatres, as both a copyright protection and safety precaution.
• Audience members are not permitted on the main or side stages, backstage, or in the booths, without the express permission of Performance Center staff.
• Please refrain from putting your feet on seat backs and brass railings.
• If you need to leave the theatre during a performance, please wait until an appropriate break in the performance such as a scene change or intermission, except in the case of an emergency. If at any time you require assistance, please find an usher or the house manager and we will be happy to help.

Scheduling Spaces in the Performance Center
The various spaces within the Performance Center are used for a variety of purposes. If your group or academic area wishes to reserve space please submit your request through Astra Scheduling program, available on Blackboard. The Performance Center hosts over 200 events a year (including rehearsals, plays, concerts, speakers, films, etc.) so please get your requests in as early as possible. Please seek approval from your department head prior to requesting a space.

Photocopiers
A coin operated copy machine is available in the lobby of the Fitzgerald Library for 10 cents. Copies can also be made at Central Services, which is located in the lower level of Heffron Hall (see page 44 for details).

Recycling
The Saint Mary's University of Minnesota community of students, faculty and staff must take part in and support our single stream recycling program. There are blue recycling containers in each student room and office. It is the responsibility of each resident to put recyclable materials in the blue container and empty it in the recycling collection dumpster located outside of each residence hall.

MATERIALS ACCEPTED:
• Aluminum food and beverage containers
• Glass food and beverage containers—brown, clear or green
• Ferrous (Iron) cans
• PET plastic containers with the symbol #1—with screw tops only, no caps
• HDPE natural plastic containers with the symbol #2—narrow neck containers only (milk and water bottles)
• HDPE pigmented plastic containers with the symbol #2—narrow neck containers only, without caps (detergent, shampoo bottles, etc.)
• Plastics with symbols #3, #4, #5, #6, #7—narrow and screw top containers
• Newsprint
• Old corrugated cardboard
• Magazines and Catalogs
• Cereal boxes
• Telephone books
• Printer and Copier paper
• Mail
• All other office paper without wax liners

MATERIALS NOT ACCEPTED (INCLUDE BUT ARE NOT LIMITED TO):
• All glass containers must be empty and free of metal caps and rings and contain less than 5% food debris.
• All tin cans, bi-metal cans, and aluminum cans must be empty and contain less than 5% food debris.
• All aerosol cans must be empty with less than 5% content.
• All plastic containers must be empty, caps removed; less than 5% food debris.
• All Fiber must be dry and free of food debris and other contaminating material.
• Tissues, paper towels or other paper that has been in contact with food is not acceptable.

If you have questions or need more information, call the Maintenance Office at 507-457-1436 or the Office of Residence Life at 507-457-1409.

Business Office/Cardinal Central
The Business Office handles the financial affairs of the university including student tuition, billing and student payroll processing. Business Office/Cardinal Central hours are Monday-Friday, 8 a.m. to 4:30 p.m.

The following services are offered at the Business Office/Cardinal Central Office:
• Payment on tuition, room, board, or other fees
• Answer questions about tuition accounts
• Cashing of personal checks up to $100

A Saint Mary’s I.D. is required for all transactions.
OTHER CAMPUS RESOURCES AND SERVICES

STUDENT ACCOUNT BILLING POLICIES

TUITION STATEMENTS
Student tuition accounts are accessed through the student portal.

PAYMENT METHODS
Payments can be made in the following ways:
- Online, through the student portal using the Cashnet payment system, pay with an electronic check (ACH) or credit card. **There is no fee for ACH.** Cashnet charges a 2.75% fee for credit or debit card transactions.
- Mailed to the Business Office at 700 Terrace Heights #8, Winona, MN 55987.
- In person at the cashier windows.

A finance charge will be assessed when your account which becomes past due. Students with past due balances will not be allowed to register for the following semester and may be banned from participation in intercollegiate sports or other activities. This is further explained in the STUDENT PAYMENT AGREEMENT and DISCLOSURE STATEMENT which every student is required to have on file in the Business Office.

A $20 non-refundable fee will be charged to student’s tuition account on all NSF (non-sufficient funds) or closed account returned checks or online transactions. Visa cards are not accepted.

LATE REGISTRATION FEE POLICY—ALL WINONA CAMPUS UNDERGRADUATE STUDENTS
Students will be charged a late registration fee of $50 for each course registration made after the registration change period. For semester length courses, this period ends after the first week of classes. For courses that begin later in the semester, please pick up a semester calendar at the Office of the Registrar for the exact dates.

TUITION AND FEE REFUND POLICY—ALL WINONA CAMPUS UNDERGRADUATE STUDENTS
The following policy governs tuition and fee refunds as a result of withdrawal from the university or from individual courses.

Tuition

Semester-length courses:
- Tuition is 100% refundable through the end of the registration change period designated by the Registrar.
- Tuition is 75% refundable through the end of the third week of the semester.
- Tuition is 50% refundable through the end of the sixth week of the semester.
- No tuition refund after the sixth week of the semester.
- Students are charged the comprehensive tuition and fees for registration from 12-18 credits. If a full-time student withdraws from a course(s) during the first six weeks of the semester, and also adds credits after the registration change period designated by the Registrar, the student will be charged for those added credits depending on the timing and accompanying percent of refund connected to the course withdrawal(s) and the student’s registration status in relation to the comprehensive tuition package. All course registrations over 18 credits will be charged the per credit fee. Questions regarding billing in this or similar situations should be directed to Bruce Greenwood, Director of Tuition and Collections.

Short courses (courses that begin in the middle of a semester or after one-third or two-thirds of a semester):
- Tuition is 100% refundable if the withdrawal occurs before the course begins or during the first five days after the course begins.
- No refund will be made after that period.

Special course or laboratory fees
- Special course or laboratory fees are 100% refundable for all courses through the end of the registration change period as designated by the Registrar (for courses that start later in the semester, please pick up a semester calendar at the Office of the Registrar).
- No refund after the registration change period as designated by the Registrar.

Office of Financial Aid

The Office of Financial Aid processes all applications for financial aid at the university. This office coordinates federal and state awards of financial aid, privately endowed scholarships, the Federal Pell Grant, campus employment and all loan programs for higher education. If you have questions on financing your education, make an inquiry in the Financial Aid Office.

Office of the Registrar

The Office of the Registrar is most integrally involved with monitoring progress toward the fulfillment of requirements for graduation. It is imperative that you monitor your course of studies with assistance from your faculty adviser, and work with the Registrar and Dean of Student Success regarding all matters which may affect your academic record (transcript) and degree completion. The Office of the Registrar is responsible for transcript evaluation of transfer credits, the distribution of course listings, processing of course registrations, class schedules, course withdrawals, grades, repeated courses, declaration of major, change of major, requests for transcripts, and clearance for graduation. The Office of the Registrar certifies student status for Veterans Administration, good student insurance discounts and athletic eligibility. The Registrar will assist you in evaluating the extent to which you have completed general education and major program requirements.

Toner Student Center

Introduction
The Michael H. Toner Student Center is the primary gathering place for student activities on campus. The following offices and services are located in the center: Student Activities, Intramurals, bookstore, dining hall, Cardinal Club, Mailroom, KSMR campus radio station, Campus Safety, the Lillian Davis Hogan Art Galleries, meeting rooms, game room, student lounge areas and the offices for Student Senate and organizations.
Identification Cards (I.D.s)
An identification card is necessary for many of the services available to Saint Mary’s University students, both on- and off-campus. You are advised to carry the card at all times. In the event of an alleged violation of university policy or civil law, a student will present his or her identification card to the appropriate university or civil official upon request. I.D. cards are prepared at registration each semester. Lost or damaged I.D. cards can be replaced in the Office of Residence Life throughout the year during regular business hours. A replacement fee of $20 will be charged for lost cards. Cards that are damaged can be replaced at no charge when the damaged card is turned in. Falsification, theft or use of another student’s I.D. card, or the refusal to comply with a request for identification, will result in disciplinary action by the dean of students. University identification cards are not legal identification in the local community. A photo identification card such as the official Minnesota identification card is available at the Winona County Courthouse. Otherwise, an official photo driver’s license is generally required.

Events and Parties
Students are encouraged to plan as far in advance as possible in order to secure the desired space for events and parties. The following policies and observations are pertinent:

1. The sponsoring group must be an organization recognized by the Student Senate or have recognition as a group through the Office of Student Life. Free enterprise parties are subject to rental arrangements.
2. The sponsoring organization must check with the director of the Toner Student Center for calendar information and availability of space.
3. All events on campus should be reserved through the Astra Request System.
4. The sponsor may need to post a damage/clean-up deposit. Appropriate clean-up is determined by the director of the Toner Student Center and organizations are responsible for requesting this information from the director of the Toner Student Center.
5. Events that include a live band must submit a technical rider to the Toner Student Center director one week prior to the event.
6. The sponsoring organization is responsible for maintaining order, providing periodic clean-up while the event is in progress, and enforcing rules regarding food and beverages.
7. Damage to the facility which occurs in connection with the event is the responsibility of the sponsor if culpability is not satisfactorily established.
8. The sponsoring group must take every reasonable precaution to keep alcoholic beverages from being brought into the area of the activity. Such efforts include having an entrance area sufficiently restricted to be controlled and having enough people present to do and support a reasonable check.
9. Fund raising events or contests which result in the winning or giving away of alcoholic beverages are prohibited.

University Vehicles
University vehicles are to be used for university business only. Student use will require a moderator signature and account number. The moderator must take full responsibility for the vehicle. Vehicle reservations must be made Monday through Friday between 7 a.m. and 4:30 p.m. at the Campus Safety Office. All drivers must have completed a driver awareness session and have annual Motor Vehicle Record Checks done prior to use of university vehicles. Student trips over 300 miles round trip must have faculty or staff on trip. No university owned or leased vehicles may be used for trips over 525 miles one way. Copies of the Vehicle Use Policy are available at the Campus Safety Office and are given to each person when they attend driver awareness.

Public Events on Campus
Events sponsored by campus organizations in the gymnasium, RAC or Toner Student Center that draw participants from the general public must have in attendance responsible officers of the organization, a moderator and an off-duty police officer unless explicitly exempted by the vice president for mission.

No person will enter or attempt to enter any dance or social, athletic, theatrical or other university event without a ticket of admission when tickets are required; nor will one enter or attempt to enter contrary to any rules or qualifications for eligibility for attendance at such events as established by the sponsors.

Postings
Please use bulletin boards for posters, flyers, notices, etc. Signboards are available upon request for directional signs.

Display Cases
Display cases located in the plaza side entrance of the Toner Student Center can be reserved online in Astra. No taping on outside or inside of cases please. Nature and content of display must be approved by Toner Student Center Director.

Bookstore
The university’s bookstore is operated by Barnes and Noble College Bookstores, and is located on the lower level of the Toner Student Center. You can choose how you purchase your books.

1. Rent and Save over 50%
   Highlight, take notes in your rental textbooks. You will receive email reminders to return your books at the end of the semester.

2. Buy Used and Save
   Buy used textbooks and save.

3. Download eBooks on Yuzu
   Buy or rent eTextbooks from the campus website and download through yuzu.com to your computer or iPad.

The bookstore is your exclusive emblematic apparel and gift store at Saint Mary’s University of Minnesota. You can also purchase school supplies, small electronics, convenience items and bestseller books.
Textbooks can be sold back year round with a valid Saint Mary’s University of Minnesota I.D.

UPS shipping services are offered through the bookstore. We are only able to ship within the United States and all shipments must be packaged by the sender. Shipping envelopes are available for purchase. Shipments over 50 lbs cannot be accepted and should be taken to a certified UPS store.

Hours of operation during the school year:
Monday through Thursday 8:30 a.m. to 5 p.m. 
Saturday 11 a.m. to 3 p.m.
Friday 8:30 a.m. to 4 p.m.
Sunday closed

The bookstore will have modified hours during special events and school breaks. Please check the store front window or go to our website at http://st-marys.bncollege.com any time.

Like us on Facebook facebook.com/s mumbookstore and follow us on Twitter twitter.com/SaintMary'sM NBookstore.