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SAINT MARY'S

SAINT MARY'S UNIVERSITY OF MINNESOTA

2020-2021

Student Handbook and University Policies

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 (SMUMN) 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 student affairs and their 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 affairs. 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 assistant vice president for student affairs, 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 at smumn.edu/studentlife. **Any member of the Saint Mary's community can file an incident report.**

II. Initial Review

Following submission of an incident report, the assistant vice president for student affairs or their designee will decide as to whether sufficient basis exists to believe a violation of university expectations has occurred. The assistant vice president or their designee will then determine who needs to meet for follow-up on the alleged violation.

III. Hearing Process

The assistant vice president for student affairs or their 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 assistant vice president's designee. If a student refuses to meet with the assistant vice president for student affairs or their 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 their first policy violation depending on the level of severity, as determined by the assistant vice president for student affairs. 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 assistant vice president for student affairs 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 hall director/graduate assistant hall director can be appealed to the assistant vice president for student affairs or their designee. Decisions made by the assistant vice president for student affairs or their designee can be appealed to the vice president for student affairs. 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. Please see the *Academic Catalog* for the full policy and expectations for classroom behavior, including academic integrity and academic dishonesty at smumn.edu/classroombehavior.

COPYRIGHT LAW

See the *Academic Catalog* for information about copyright law at smumn.edu/copyrightlaw.

CAMPAIGN ACCESS TO UNIVERSITY PROPERTY AND HOUSING

Candidates may wish to walk around the university's property or enter its facilities. Candidates seeking access to university property are required to make an appointment 48 hours prior to the visit. Candidates who want to visit any university property must contact the vice president for student affairs to submit their request. Once the request for an appointment is approved, candidates or campaign staff may distribute campaign literature in the foyer of the Toner Student Center near the steps to the Dining Hall on the Winona Campus and in La Salle Hall in the lounge area near the bookstore on the Twin Cities Campus. Distribution of campaign literature may only occur between the hours of noon and 8 p.m. The university reserves the right to limit or prohibit access to the university's property by candidates.

Candidates are allowed to enter classrooms only if the approved appointment explicitly identifies the classroom and if the faculty member of record has agreed.

The university's policy is to provide political candidates and accompanying campaign workers with access to campus housing in a manner that balances the candidate's access rights with the safety and privacy needs of the university's students.

Under Minnesota law, political candidates and campaign workers accompanying the candidate must be provided access to multiple unit dwellings, including residence halls and other campus housing, solely for purposes of campaigning.

Reasonable restrictions are permitted, including:

- Requiring reasonable and proper identification;
- Requiring a prior appointment; and
- Limiting visits to a reasonable number of people or to reasonable hours.

Candidates accompanied by campaign workers may access university residential facilities for door-to-door campaigning under the following conditions:

- The candidate or a campaign worker must make arrangements through the Office of Student Affairs, located in Vlazny Hall, at least 48 hours in advance of the day they wish to access the residence hall.
- A Student Affairs staff member or currently enrolled university student must accompany the candidate and accompanying campaign workers, if any.
- The university will provide advance notice to residential students. Students may deny admittance into their personal residential units. They will be advised that they may post “No Solicitation” notices on doors asking not to be bothered if they do not want candidates or accompanying campaign workers to knock.
- Candidates and accompanying campaign workers must furnish reasonable and proper identification, upon request.
- Candidates and accompanying campaign workers may not solicit funds while campaigning in residence halls.
- Visits by candidates and campaign workers accompanied by the candidate for the sole purpose of campaigning are limited to three or fewer people and to the hours of noon to 8 p.m.
- During the COVID-19 pandemic, candidates and campaign workers will be required to wear masks and socially distance when in the residence halls.

ALCOHOL POLICY

The College

Saint Mary’s University of Minnesota is mandated and obligated (through the Federal Drug-Free Workplace 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 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 Affairs. 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 assistant vice president for student affairs or their 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 Brother William 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 Affairs. 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 21 years of age or older 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 age 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, they 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.

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 full case of beer or bottle of wine or one 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: Kegs, party balls, beer bong, mass-quantity, or common sources of alcohol are not 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 university 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 their 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 or paraphernalia will be removed and disposed of according to normal procedures. Of-age students with excessive alcohol or 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 Affairs may make exceptions to this general policy. Any exceptions to this policy must be approved by the vice president for student affairs. The Office of Student Affairs 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 inappropriately providing or allowing alcohol to be present at a formal or informal event or 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 or on-campus housing, and/or loss of guest privileges (9 p.m.-9 a.m. or 24/7).

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

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

No mass-quantity serving devices may be utilized on campus (see alcohol containers).

Uncompleted sanctions: Students who violate university policies are expected to meet with university officials and complete sanctions in a timely manner. Students will face additional consequences (including fines, disciplinary holds, and possible removal from university housing) for failure to complete sanctions by the deadlines. Students who withdraw from the university will also face additional fines for uncompleted sanctions. Students interested in readmitting to Saint Mary's University of Minnesota will need to complete any pending sanctions.

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. Students are responsible for the cost of the mandated online educational programs. The cost is \$20-35 depending on the educational program and is paid directly to the third-party provider.

Level I—First-time violations may include:

Confiscation of alcohol, meet with relevant staff members/judicial officials, possible notification of parents, Alcohol 101 (with sliding scale 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 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 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 retake 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 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 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 life staff and other officials.

Possession, Use, Distribution, or Sale of Drugs: The possession, use, distribution, or sale of marijuana, hallucinogens, narcotics, unprescribed amphetamines, unprescribed 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 on 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.

Recreational Marijuana Use: Students should be advised that if the state of Minnesota legalizes marijuana usage, under federal law, marijuana usage would still be a crime. As such, usage, possession, or being under the influence on campus is prohibited and documented incidents will result in disciplinary action.

CBD/Hemp: Under the Controlled Substances Act (CSA), marijuana includes the buds, leaves, and germinating seeds of the cannabis plant, along with substances extracted from those parts of the plant. CBD extracted from the bud of a cannabis plant is marijuana. The 2018 Farm Bill changes the definition of marijuana in a critical way. The bill (implicitly) declares that the buds, leaves, and germinating seeds of a cannabis plant and the substances extracted therefrom are no longer considered "marijuana," as long as they contain very little THC. The Farm Bill does this by reclassifying such materials as hemp. Until regulations relating to CBD are drafted and finalized by either the state or federal government, the possession or use of CBD is prohibited on campus.

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 bongos, pipes, or other drug devices (including hookahs) are prohibited on campus. Residence life staff and university officials will confiscate any and all such items and turn them over to the police for destruction.

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 their 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

Students are responsible for the cost of the mandated online educational programs. The cost is \$20-35 depending on the educational program and is paid directly to the third-party provider.

Level I—First time violations may include:

Confiscation of drugs and 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 drugs and paraphernalia, meet with relevant staff members/judicial officials, automatic notification of parents, community service, mandatory counseling, off-campus assessment and compliance with recommendations, \$200 fine, loss of on-campus housing or removal from housing for a 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, located at 859 Mankato Ave. in Winona, Minn. 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 ID 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 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 toward 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 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

Students are responsible for the cost of the mandated online educational programs. The cost is \$20-35 depending on the educational program and is paid directly to the third-party provider.

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.

GOOD SAMARITAN POLICY

The College

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, they may avoid formal disciplinary sanctions for violating the university alcohol policy if they take the following steps:

1. Within two days of the incident, the student schedules a meeting with the assistant vice president for student affairs by emailing studentlife@smumn.edu or calling 507-457-1640.
2. The student completes any recommended alcohol education, assessment, or treatment in a timely manner as determined at this meeting.

If a student does not follow these conditions, they 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 who are hospitalized for alcohol abuse, 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 their 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 binge drinking.

Binge drinking is defined as consuming five or more drinks for a male, four or more drinks for a female, in a sitting. This type of high risk drinking — that is, drinking to get drunk — poses serious consequences. Binge drinking can lead to alcohol poisoning; alcohol-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, NoDoz, 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.

Predatory/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.

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
Substance Abuse Services
420 East Sarnia St. • Winona, MN 55987
Phone: 507-454-4341
Hotline: 800-657-6777

Winona Counseling Clinic
Chemical Dependency Services
902 East Second St., Suite 220 • Winona, MN 55987
Phone: 507-454-3900

Wenden Recovery Services
131 Harriet St. • Winona, MN 55987
Phone: 507-454-2839

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 drugs. 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 they 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, voicemail 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, or threatening messages through electronic mail, voicemail 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 system 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 their account with anyone, without exception
 4. Always sign out of their 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 assistant vice president for student affairs or their 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 *Schools of 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 Catalog and Student Handbook*, as appropriate.

IV. Consequences

- A. If a student violates this policy, they 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, they 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

Please see the *Academic Catalog* for the full policy and expectations for class attendance at smumn.edu/classattendance

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, or religious slurs or slurs based upon an individual's sexual orientation; racially, ethnically, or 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; dampening career aspirations; undermining self-confidence; assigning tasks and responsibilities without regard to experience, qualifications, 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 a member of the university community may request assistance as follows:

FOR STUDENTS

Vice President for Student Affairs, ext. 1597, Vlazny Hall 113
Assistant Vice President for Student Affairs, ext. 1781, Vlazny Hall 105
Title IX Coordinator, ext. 1587, Heffron Hall 170
Hall Director/Graduate Assistant Hall Director

Internal Procedures

Any student who believes that they have been discriminated against by another member of the university community may file a complaint with the Title IX coordinator, the vice president for student affairs, or the assistant vice president for student affairs. Students can also report online through the Bias Reporting Form at smumn.edu/biasform. 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 student affairs or the assistant vice president for student affairs 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 at smumn.edu/discrimination.

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 at smumn.edu/titleIX.

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; physical: 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 Student Affairs, ext. 1597, Vlazny Hall 113
Assistant Vice President for Student Affairs, ext. 1781, Vlazny Hall 105
Hall Director/Graduate Assistant Hall Director
Title IX Coordinator, ext. 1587, Heffron Hall 170

REPORTING FORM

Students can also report online through the Sexual Misconduct Reporting Form (smumn.edu/report) on the Student Affairs webpage. Reports may be submitted anonymously.

Internal Procedures

Any student who believes that they have been sexually harassed by another member of the university community may file a complaint with the Title IX coordinator, the vice president for student affairs, or the assistant vice president for student affairs. 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 student affairs or the assistant vice president for student affairs 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 removal or attempted removal of clothing covering the complainant's intimate parts.

Consent shall have the same meaning as it has under Minnesota law for purposes of this policy. "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 their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video, or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; and
- Sexually-based stalking and/or bullying.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Minnesota, or by any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking means engaging in conduct which the individual knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim. In addition, stalking means engaging in a course or pattern of unwelcome and unwanted conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking behavior includes, but is not limited to:

- Repeated, unwanted, intrusive, and frightening communications by phone, mail, and/or email;
- Repeatedly leaving or sending victim unwanted items, presents, or flowers;
- Following or lying in wait for the victim at places such as home, school, work, or recreation place;
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets;
- Damaging or threatening to damage the victim's property;
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth;
- Unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family, work, or neighbors, etc.
- Directly or indirectly, or through third parties, manifesting a purpose or intent to injure the person, property, or rights of another by the commission of an unlawful act;
- Following, monitoring, or pursuing another, whether in person or through any available technological or other means;

- Returning to the property of another if the actor is without claim of right to the property or consent of one with authority to consent;
- Repeatedly making telephone calls, sending text messages, or inducing a victim to make telephone calls to the actor, whether or not conversation ensues;
- Making or causing the telephone of another repeatedly or continuously to ring; and
- Repeatedly mailing or delivering or causing the delivery by any means, including electronically, of letters, telegrams, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies or other objects.

For purposes of this subdivision, a “pattern of stalking conduct” means two or more acts within a five-year period. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Reporting

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. (A victim’s preferences cannot be followed in every circumstance, but the university will consider and will take reasonable steps to accommodate the victim’s preferences to the extent possible consistent with the legal obligations of the university). 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 Affairs 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. (For a list of confidential resources, see the university’s Sexual Misconduct Policy which can be found on its website at smumn.edu/titleIX.) 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 assistant vice president for student affairs.

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 Student Affairs, ext. 1597, Vlazny Hall 113
- Assistant Vice President for Student Affairs, ext. 1781, Vlazny Hall 105
- Title IX Coordinator, ext. 1587, Heffron Hall 170
- 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 at smumn.edu/titleIX. 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 hall director/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 Affairs, 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 they are violating or have 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 proceeding;
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, they 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 their good faith participation in an investigation or hearing related to a sexual misconduct report. Retaliatory 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 university's Sexual Misconduct Policy can be found on the university's website at smumn.edu/titleIX.

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) they wish 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.
- A student has the right to request that the university amend their records that the student believes are inaccurate or misleading. The student must request the amendment in writing, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides to not amend the record as requested by the student, the university must notify the student of the decision and advise the student of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing. Any request for grade changes must follow the procedure as outlined elsewhere in this catalog.
- The student has the right to consent to the disclosure of personally identifiable information contained in their records, except where FERPA authorizes disclosure without consent. School officials with a legitimate educational interest may have access without the student's consent. A school official is a person employed by the university in an administrative, professional, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee (such as a disciplinary committee) or assisting another school official in performing his or her tasks. The Minnesota Private College Council is a school official with whom the university shared certain student data (address, age, student classification, financial aid, etc.) for research, legislative, advocacy, and public policy purposes. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the university. Upon request, the university may disclose education records without consent to officials of another school in which the student seeks to enroll or is already enrolled.
- The university designates the following information as directory information, which may be released without student consent and is not subject to the above regulations: student name; state of residence; gender; major field of study; classification as a first year student, sophomore, junior, senior dates of attendance; graduation and degree(s) earned; the most recent educational institution attended, participation in officially recognized activities and sports; weight and height of members of athletic teams; honors and awards received; photographic, video, or electronic images of students taken and maintained by the university.
- A student may prevent the release of any or all of the categories of Directory Information outlined above by notifying the registrar, in writing, of the categories of information the student does not want disclosed. Notification must occur within ten (10) calendar days of the first scheduled day of classes for the fall, spring, or summer terms. The university will honor all written requests for nondisclosure for one (1) academic year; therefore, students must request nondisclosure annually.
- A student may file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605.

In order for a parent or guardian to receive information about their student's progress, the student must complete the online Consent to Disclose.

SOCIAL MEDIA POLICY

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.

Saint Mary's University of Minnesota requires from students a high standard of respect for the rights and dignity of others, and 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 assistant vice president for student affairs, 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.

COMMUNICABLE DISEASES

Saint Mary's University of Minnesota will handle, with sensitivity, information relating to any student or employee with a communicable disease. The university reserves the right to disclose a student's or an employee's communicable disease status to appropriate individuals on a need-to-know basis. Other decisions regarding a student or employee with a communicable disease 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 ON APPROPRIATE DRESS

Clothing (i.e., t-shirts, face masks, etc.) with profanity, nude or semi-nude pictures or graphics; clothing that is revealing or displaces sexually suggestive slogans, cartoons, or drawings is not appropriate for the university setting. Students wearing clothing items with such displays will be in violation of the community expectations.

POLICY ON RESPECTFUL BEHAVIOR

As members of a Lasallian Catholic community, students, faculty, and staff are expected to adhere to the highest levels of ethics and professionalism in all interactions with other members of the university community. In addition, all members of the university community are expected to deal with each other with respect and consideration. When the behavior of a student, faculty member, or staff member varies from this standard, the student, faculty member, or staff member may be subject to disciplinary action. For the College, complaints about unethical, unprofessional, or disrespectful student behavior should be made, in writing, to the Assistant Vice President for Student Life. For the Schools of Graduate and Professional Programs, complaints about unethical, unprofessional, or disrespectful student behavior should be made as outlined in the Student Behavior Policy. Complaints about unethical, unprofessional, or disrespectful faculty or staff behavior should be made, in writing, to the faculty or staff member's supervisor.

The university reserves the right to take disciplinary action against a student, faculty member, or staff member for his or her behavior independent of a written complaint.

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 student affairs, 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 Affairs immediately, especially when there is a potential threat to welfare and safety. The assistant vice president for student affairs 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.

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 Wellness Center
 - b. director of Campus Safety
 - c. vice president for student affairs
 - d. assistant vice president for student affairs
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. Depending on the circumstances, removal from the university community (housing, classes, and/or activity restriction).
5. Notification of student's parent(s) and/or emergency contacts by student affairs personnel.
6. Depending on the circumstances, 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, the presence of said student with a staff member at all times until a disposition of the situation has been implemented.
8. Written notification of the disposition and guidelines for returning to campus.
9. Interviews of those involved with the situation.
10. Consultation with university resources as required by the situation.

The process for ending any interim suspension or returning after an absence due to a safety issue will involve consultation between the student, the student's health care provider (counselor, psychologist, psychiatrist, and/or medical physician, depending on the nature of the concern), the Wellness Center, and Student Affairs. Those parties will work to develop a plan for the student's return to the university which may include requirement that appropriate releases be executed to ensure communication between all the Wellness Center, the Office of Student Affairs, and the student's health care provider.

RESIDENCE LIFE POLICIES

Force Majeure

The university assumes no responsibility for the closure of residence life housing due to any force majeure. “Force majeure” shall mean fire, earthquake, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, plague, epidemic, pandemic, power of government or governmental agency or authority, or any other cause like or unlike any cause mentioned above, which is beyond the control or authority of Saint Mary’s University of Minnesota. As a result, should the university need to close or send students home due to force majeure, students will not be reimbursed, nor pro-rated, for time not spent in their residence hall space or apartment. Should force majeure occur, the university reserves the right to temporarily or permanently relocate a resident.

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 affairs 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 online registration form to complete their registration.

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, they will be informed that a daily fee will be imposed for break housing.

As a safety measure, campus safety 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 life 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.

Winter break requires refrigerators (non-university installed) be unplugged and defrosted. Failure to do so will result in a \$35 fine.

Bulletin Boards

All signs to be hung in the residence halls must be approved and stamped by the Office of Residence Life. No wall postings — only on bulletin boards or areas approved by the assistant vice president for student affairs. No postings are to be on doors, windows, or with anything other than sticky tack. Residence life 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, lava lamps, 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 life 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 residence life staff to evaluate the condition of the room upon occupancy. Damages, defects, 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 life 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 residence life 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, they must use the following guidelines:

1. The resident must submit concerns as reasons for appeal to the hall director/graduate assistant hall director in writing.
2. The hall director/graduate assistant hall director will then accept or deny the appeal on the basis of the facts presented.
3. If the hall director/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 hall director/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 life 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 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 the residence halls 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, residence life 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 assistant vice president for student affairs or their 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 residence life staff. If residents need new batteries for their smoke detectors, please contact a residence life staff member. Residence life 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.
8. Grilling items are to be properly stored in a safe, dry location.

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 residence life 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 same sex who are 12 years old or older may stay overnight with their student. Siblings, sons or daughters of the opposite sex who are 12 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. Please complete and submit the Minor Guest Registration Form to Residence Life 24 hours in advance of the minor's visit.

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 life and university policies
4. Carry a state or federal ID 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 housing deposit by March 15 to 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, all fines paid and be in good standing (i.e., student conduct).
- Housing is based on a priority number with seniors receiving first priority.
- Residencia Santiago Miller requires 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 Health Services immediately for consideration. Please visit the Health Services website for more information: wellness.smumn.edu.

Items Not Allowed in the Residence Hall

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

*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 a replacement fee.

Identification Cards (IDs) 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 ID card, or refusal to comply with a request for identification, will result in disciplinary action by student affairs. 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.

LaundryView provides a listing of machine availability and the option to receive text alerts when laundry is completed. Go to smumn.edu/laundryview, type in **SAINT MARYS UNIVERSITY OF MINNESOTA** (no apostrophe in MARYS), then select your residence hall.

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. Excessive lockouts will be documented and require a meeting with a residence life staff member.

Mandatory Meetings

Residence Life holds mandatory hall meetings or events at least twice a year. Students are required to attend. Failure to attend a mandatory meeting or event without being excused by will result in a \$35 fine for non-compliance being placed on your student account. Students are to submit a written request to be excused to their hall director/graduate assistant hall director at least 24

hours in advance.

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 life staff and they will process the request. In case of a need for emergency maintenance after business hours, contact a member of your residence life staff, if possible, or call Campus Safety. University staff will contact the appropriate personnel. 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 affairs 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 life staff, Campus Safety personnel (preferably accompanied by a residence life staff member) and/or a student affairs administrator. If there is a question as to the authority of any individual, students are advised to call the residence life 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 affairs 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 hall director/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 their 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 (under-assigned). 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 assistant vice president for student affairs, in consultation with the hall director/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 residence life 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.

Vaping

Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices and falls within the university's smoking/tobacco policy listed above. Therefore, vaping is not permitted within the residence halls or within 20 feet of a university building. Vaping devices may be stored in the residence halls. Violations of this policy will result in education, fines, and/or community service. For second time violations, the vaporizer(s) will be confiscated and not returned to the student. The University supports the reduction and cessation of smoking and vaping through education and information on the resources available to faculty, staff, and students, as applicable.

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 residence life 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 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 residence life 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 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 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.). No items are to be attached, hung, or displayed in the windows of the residence halls. This includes, but is not limited to: decals, posters/signs, flags, window markers, 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 assistant vice president for student affairs or their 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 by university officials.

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 residence life 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 assistant 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 their supervisor and/or the executive vice president or assistant 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 Handbook* and *Academic Catalog*. If there is a question regarding which appeal or complaint procedure is the most appropriate, students should contact the vice provost for enrollment management or assistant vice president for student affairs. After consulting with the student, the vice provost for enrollment management or assistant vice president for student affairs or their designee 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 vice provost for enrollment management or assistant vice president for student affairs. 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 they are 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/reportingform.
- Upon receipt of a completed form, a conference will take place with the student and the vice provost for enrollment management or assistant vice president for student affairs or their designees.

- The vice provost for enrollment management or assistant vice president for student affairs or their designees will notify appropriate persons and request any information or documentation needed to resolve the complaint.
- The vice provost for enrollment management or assistant vice president for student affairs 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 Student Affairs office or the SErollment Management 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 provost, dean of the college, and vice president for student affairs. 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 Student Affairs office on the Winona Campus and the Enrollment Management 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 assistant vice president for student affairs. The initial complaint may be presented verbally or in writing. The assistant vice president 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, they should consult with staff in the Student Success Center. The staff will assist the student in arranging for the completion of their course work with their instructors. The student would then be required to complete the remaining required course work upon their return to the university. The student’s transcript would reflect a grade of incomplete grade.

Student Affairs Statement of Purpose

The purpose of the student affairs 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 environment which distinguishes this residential university. Inspired by the legacy of the Christian Brothers, student affairs 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 affairs area fulfills this mission by providing the human resources and the spiritual and temporal guidance which empowers students to pursue safe, healthy, integrated, and 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 affairs 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 8 p.m.
Monday-Friday 12:10 p.m.

Confession*

Schedule: Sunday 10 a.m. and 7:30 p.m.
*or by appointment through Campus Ministry

OTHER CAMPUS CHAPELS

Brother Leopold Hall, Room 226
La Salle Hall, Room 112
Saint Benilde Hall, Room 112
Brother William Hall, Room 321
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

- Retreat Experiences include Outdoor Retreat, New Student Retreat, Lasallians in Faith Together (L.I.F.T.), and Discernment Retreat
- Various Ecumenical Prayer Services
- 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

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

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 vehicles on campus. You are encouraged to report suspicious activity/persons to Campus Safety or residence life staff. When appropriate, Campus Safety personnel will request a valid student ID 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.

Theft 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, residence life 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.

Service and Emotional Support Animal Policy

Only service animals assisting handicapped persons are allowed in any campus buildings. View the full policy at smumn.edu/service-support-animals. 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 assistant vice president for student affairs. The *Annual Security Report-Winona Campus* 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: safety.smumn.edu.

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 Office 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. Information about parking lots and regulations may be found on the campus safety webpage: safety.smumn.edu.

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. No overnight parking is permitted, violators will be towed after 1 a.m. unless request granted by Campus Safety for an exception.

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: Science and Learning Center, north of LaSalle Hall, east of Heffron and Skemp Halls. 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. Drivers/operators 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 webpage safety.smumn.edu.

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.
- Faculty and staff anticipating leaving their vehicles for more than 24 hours must notify Campus Safety and park in Chapel Row (narrow strip between Saint Thomas More Chapel and Adducci Science Center).
- The snow removal policy will be enforced seven days a week during the winter months. Vehicle owners will NOT be reminded to move their vehicles.
- Student vehicles are not allowed in the following lots seven days a week: faculty/staff (purple lots) and commuter (brown) lot. The commuter lot is only for the students commuting to campus.

Students, faculty, and staff will be notified via e-mail as soon as possible when a snow emergency has been declared by campus safety. It is the students' responsibility to check their e-mail frequently after a snow fall. Students may also call the Office of Campus Safety at 507-457-1703 to inquire about snow removal.

Career Services

VLAZNY HALL 111; 507-457-6695

The Career Services 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. Contact the Director of Career Services at 507-457-6695. Services include:

- Courses for academic credit such as Career Exploration (for freshmen and sophomores) and Career Strategies (for juniors and seniors)
- Assessments and career discernment
- Resources on choosing a major
- Internships and field explorations
- Resume review and development
- Job search strategies
- Career-readiness training
- Interview preparation and practice PLUS a dedicated, reservable video interview room
- How to apply to graduate school
- Career fairs and employer relations
- Annual first destination reports

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 four new meal plan options for its residential students beginning Fall 2020.

- **The Essentials 19 Plan**—This plan is a first year freshman default meal plan. It allows you 19 meal swipes per week at the Toner Dining Hall and one meal exchange per week to use at Cardinal Club's two retail dining concepts: Bowl Life and Burger 507.
- **The All Access Plan**—This plan is the premium dining experience option, providing unlimited meals per day at the Toner Dining Hall, one meal exchange per day at Cardinal Club's two retail dining concepts, \$150 in flex dollars to use at any dining location, and one Cardinal Coffee beverage per week.
- **The Lifestyle 15 Plan**—This plan allows you 15 meals per week at the Toner Dining Hall, one meal exchange per week at Cardinal Club's two retail dining concepts, \$200 in flex dollars to use at any dining location, and two guest passes to use at the Toner Dining Hall.
- **The Lifestyle 10 Plan**—This plan allows you 10 meals per week at the Toner Dining Hall, one meal exchange per week at Cardinal Club's two retail dining concepts, \$250 in flex dollars to use at any dining location, and two guest passes to use at the Toner Dining Hall.

Freshmen are required to purchase the Essentials 19 Plan during their first semester on campus, with the option to upgrade to any of the other plans. 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 Affairs.

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.

- **Lifestyle 5 Plan**—This plan allows you 5 meals per week during the semester at the Toner Dining Hall, one meal exchange per week to use at the Cardinal Club's two retail dining concepts, \$75 in flex dollars, and one Cardinal Coffee beverage per week. You may use your flex dollars at any one of our food locations for snacks or additional meals.
- **Lifestyle 8 Plan**—This plan allows you 8 meals per week during the semester at the Toner Dining Hall, one meal exchange per week to use at the Cardinal Club's two retail dining concepts, and \$75 in flex dollars. You may use your flex dollars at any one of our food locations for snacks or additional meals.
- **Base 50 Plan**—This plan allows you 50 meals during the semester at the Toner Dining Hall or Cardinal Club and \$75 in flex dollars. You may use your flex dollars at any one of our food locations for snacks or additional meals.
- **Base 100 Plan**—This plan allows you 100 meals during the semester at the Toner Dining Hall or Cardinal Club and \$75 in flex dollars. 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 Affairs.

Special Dietary needs

Chartwells and Saint Mary's University of Minnesota Student Health Services will work closely with one another to accommodate special dietary needs students may require. If you have specific dietary needs, please make an appointment with the campus Registered Dietitian or contact the Director of Health Services.

Hours of Operation during the school year

Monday-Friday

Toner Dining Hall 7 a.m.-10 a.m. Breakfast
 11:30 a.m.-1:30 p.m. Lunch
 5 p.m.-7:30 p.m. Dinner
 Cardinal Club 10 a.m.-10 p.m.
 Cardinal Coffee 7:30 a.m.-7 p.m.

Saturday and Sunday

Toner Dining Hall 11 a.m.-1 p.m. Brunch
 5 p.m.-7 p.m. Dinner
 Cardinal Club 3 p.m.-10 p.m.
 Cardinal Coffee 9 a.m.-4 p.m.

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

Group pack-out

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 Affairs, 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 ID cards are required at the Toner Dining Hall, Cardinal Club, and Cardinal Coffee at all times. Student IDs and meal plans are not transferable to other students.

Residence Life

VLAZNY HALL 105; 507-457-1640

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 life staff attempts to foster an atmosphere in which residents come to rely on staff and one another as sources of support and friendship. Hall programs are aimed at enhancing the quality of life for students. Students who live in residence halls/apartments agree, by contract, to live by the terms and policies of the Saint Mary's University of Minnesota Room and Board Agreement.

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. Students may request housing accommodations to meet documented medical need(s) by completing the accommodation request paperwork at smumn.edu/accommodation.

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.

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 they obtain 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 life staff member or their 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 must register with the online break registration by the posted deadline. Late registrations will receive a \$35 late fee posted to the student's account. 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 until the student has completed his or her housing application and that application has been accepted by the university.

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

Recreation, Involvement, and Student Engagement VLAZNY HALL 102; 507-457-1648

The Office of Recreation, Involvement, and Student Engagement (R.I.S.E.) 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. Recreation, Involvement, and Student Engagement 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. 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 area. 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 to 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 Student 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.

Student Organizations

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 Recreation, Involvement, and Student Engagement.

Student Government

Student Senate

Campus Ministry Volunteer Services

Buddies	Catholic Relief Service Ambassadors	Culture of Life
Habitat for Humanity	Lasallian Collegians	New Student Retreat
Lasallians in Faith Together (L.I.F.T.) Retreats		Serving Others United in Love (S.O.U.L.)

Academic Department Organizations

Accounting Club	Art Club	Biology Club
ASCD (Association of Supervision and Curriculum Development)	Chemistry Club	French 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)	Data Analytics Club	Finance Club

Greek Organizations (see also Fraternities and Sororities)

Phi Mu Alpha Sinfonia (music)	Sigma Alpha Iota (music)
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Honor Societies

Alpha Kappa Delta (sociology)	Alpha Mu Gamma (modern and classical languages)	Alpha Psi Omega (theatre)
Beta Beta Beta (biology)	Delta Epsilon Sigma (Catholic)	Delta Mu Delta (business)
Kappa Delta Pi (education)	Phi Alpha Theta (history)	Pi Gamma Mu (social science)
Pi Mu Epsilon (mathematics)	Pi Sigma Alpha (political science)	Psi Chi (psychology)
Sigma Pi Sigma (physics)	Sigma Tau Delta (English)	Theta Alpha Kappa (theology)

Media Organizations

Cardinal newsblog

Political Organizations

College Republicans

College Democrats

Special Interest Groups

Black Students and Allies	Colleges Against Cancer	Garden Club
Dungeons & Dragons	Liturgy of the Hours	Video Game Club
S.A.F.E. (GSD & Allies)	Open Mic Night	2nd Page Improv Troupe
Solidarity Council	Student Activities Committee	Saints Theresa and Peter Leadership Club
Taylor Richmond Benefit Dance Committee	MIX	

Club Sports and Fitness Groups

Ballroom Dance Club	Cheerleading Club	Dance Team	Fellowship of Christian Athletes
Men's Hockey Club	Men's Soccer Club	Nordic Ski Club	Student Athletic Advisory Council
Yoga Club	Ultimate Frisbee Club	Water Polo Club	Women's Volleyball Club
Z Club (dance fitness)	Archery Club		

Fraternities and Sororities

Information on officially recognized Greek organizations is available in the Office of Student Affairs. **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 ID card. Your account will be charged for any lost or damaged equipment.

INTRAMURAL/COMPETITIVE SPORTS

VLAZNY HALL 102

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***

Session I (mid Sept.–mid Oct.):

- Ultimate Frisbee
- Flag Football
- Sand Volleyball
- Fall Basketball League

Session II (late Oct.–mid Dec.):

- Co-ed Whiffle Ball
- Co-ed Dodgeball
- Co-ed Team Handball

Session III (mid Jan.–mid March):

- Co-ed Indoor Volleyball
- Co-ed Indoor Soccer
- Co-ed Broomball
- Hockey
(mid March–mid April)

Session IV (mid March–May):

- Co-ed Softball
- Kickball
- Spring Basketball League
- Co-ed Outdoor Soccer
- 4’s Co-ed Sand Volleyball

***** 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.**

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

507-457-1404

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 Vlazny 116 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.

Jay Johnson Wellness Center

VLAZNY HALL 131; 507-457-1492

- **Counseling Services**
- **Alcohol and Other Drug Education**
- **Health Services**
- **Wellness Programming**

The Jay Johnson Wellness Center of Saint Mary’s University of Minnesota promotes the development of the whole person and fosters biological, psychological, social, and spiritual wellbeing.

As caring professionals, Wellness Center staff assist students as they attend to their physical and mental health needs. Health and counseling staff, motivated by the charism inspired by the life of Saint John Baptist de LaSalle, work to respond to the needs of students as they live and learn at Saint Mary’s University so that they ultimately enter the world more competently equipped to fulfill their vocations.

Wellness Center services are available to undergraduate students on the Winona campus.

Hours

Health and counseling services are available Monday through Friday from 8 a.m. to 4:30 p.m. when classes are in session.

Appointments

In order to provide the time and attention that each student deserves, staff see students primarily by appointment. Students can schedule appointments Monday through Friday from 8:30 am to 4:00 pm by calling 507-457-1492. In addition, health appointments can be scheduled online using the student health portal. Walk-in appointments are limited by availability.

Telehealth

Telehealth (phone, video, secure messaging) may be available, when appropriate. Please contact the Wellness Center to learn more about these options.

After Hours and Emergencies

Urgent care services are available in Winona at Winona Health and Gundersen Clinic. Emergency care is available at the Winona Health Emergency Department (Winona, Minn.), Gundersen Clinic (La Crosse, Wis.), and Mayo Clinic (La Crosse, Wis. and Rochester, Minn.) or by calling 911.

Cost

Services are provided free of charge for undergraduate students on the Winona Campus. The cost of off-campus services (i.e. referrals, prescription medications, supplies, testing or treatments) are the responsibility of the student. There is no fee for on-site laboratory testing. A limited supply of some over-the-counter medications is available at no cost. Additional items and resources are available for loan. If not returned, the student will be responsible for the cost of replacement.

Confidentiality

All communications and services provided by counselors and healthcare providers remain strictly confidential. Health and counseling records are kept separately from all academic and disciplinary records and cannot be shared with parents, faculty, administration, peers or others without the student's explicit written consent. Health and counseling records are not covered by standard parental release of information under FERPA. Exceptions can be made in the case of a life-threatening situation.

Insurance

Although not required, Saint Mary's University recommends that students maintain health insurance. We encourage students to obtain and carry a copy of their insurance card and to verify coverage at area healthcare facilities. This will help facilitate care if the student requires off-campus services or prescriptions during their time as a student.

Excuse Note Policy

Saint Mary's University of Minnesota encourages students to take responsibility for their own wellbeing, including their health. The Wellness Center encourages students to function independently and to be accountable for their own academic performance.

Saint Mary's University Wellness Center does not provide notes for routine illness, injuries or mental health concerns that may lead to missed classes, exams, assignment deadlines, work or athletic activities.

It is the responsibility of the student to communicate directly with their instructors when illness impacts their ability to attend class or complete assignments. It is up to instructors to determine the impact this will have on the student's ability to meet course outcomes.

COUNSELING SERVICES**507-457-1492****Services**

Saint Mary's University of Minnesota offers short-term counseling services. Many changes take place during the college years and almost all students face questions with regard to identity, relationships, purpose of life, time management, 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.

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

Testing

Counseling Services offers a variety of personality inventories, screenings, 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.

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 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 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 counseling is part of a disciplinary sanction, the office of student affairs will be notified only whether or not you have kept your appointments. Referrals to other professional resources are available.

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 life 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.

HEALTH SERVICES

507-457-1492

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 for 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 Director of Health Services 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 they are 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 Health Services, 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 they recommend. 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
- Stress management
- Sexuality
- Tobacco awareness
- Healthy lifestyles
- Fitness challenges
- Sexually transmitted diseases

Students are welcome to use 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 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 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 Health Services 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 Health Services bills in an expedient manner.

ACADEMIC SUPPORT SERVICES

Student Success Center

GRIFFIN HALL 70; 507-457-6994
studentsuccess@smumn.edu

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

smumn.edu/academicadvising

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

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 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 resources, 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, scanners, and technology equipped study rooms. 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 and can be accessed by appointment.

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 at fitzlibrary.smumn.edu. 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. Private individual and group study rooms are also available on each floor.

Library Hours:	Monday-Thursday 7:30 a.m.-midnight Friday 7:30 a.m.-6 p.m.	Saturday 10 a.m.-6 p.m. Sunday 12 p.m.-midnight
Reference Services:	Monday-Wednesday 9 a.m.-9 p.m. Friday 9 a.m.-4 p.m.	Saturday 10 a.m.-6 p.m. Sunday 2 p.m.-4 p.m.
Chat with a librarian:	fitzlibrary.smumn.edu/research	

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. 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 their 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.

International Center

THE HEIGHTS; 507-457-1450

Support of international students is provided, in part 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. Seventeen sports are sponsored by the Saint Mary's University of Minnesota Athletic Department.

Fall Sports:

Women's Volleyball
Men's Soccer
Women's Soccer
Men's Cross Country
Women's Cross Country

Winter Sports:

Men's Basketball
Women's Basketball
Men's Hockey
Women's Hockey
Men's Indoor Track and Field
Women's Indoor Track and Field

Spring Sports:

Men's Baseball
Women's Fastpitch Softball
Men's Tennis
Women's Tennis
Men's Outdoor Track and Field
Women's Outdoor Track and Field

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 they participate. (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, they become 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 colleges 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
 - + Weight room
- Gymnasium (former fieldhouse)
- Racquetball courts
- Outdoor track
- Lower intramural fields
- + Fitness center
- + Aerobic/dance studio
- Swimming pool
- Saint Yon’s valley
- Athletic fields (baseball, softball, soccer)
- + Indoor running track
- + Cardinal lounge
- 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 a Saint Mary’s photo ID when using the venues. Spouses may use the facility; however, they will be required to carry a Saint Mary’s photo ID as well. Children and guests are welcome if accompanied by a member of the Saint Mary’s Community with a Saint Mary’s photo ID

Each venue may be reserved by an individual or group. Please contact Event Services at 507-457-1586 for group reservations.

The Community Walker Program is a partnership between Saint Mary’s University and the Winona Community. Members of the Winona Community may ONLY use the Gostomski Fieldhouse track from 6-10 a.m. The cardio equipment, the weight room, the blue court surface, and the Jul Gernes Pool are not accessible to members of the Community Walker Program. Community Walker Members must annually: sign a waiver, receive a Saint Mary’s Community Walker Photo ID and information sheet from the Office of Campus Safety. Community Walker Members must be 18 years old to participate. Children are not permitted.

Guests of Saint Mary’s faculty, staff, or students wishing to use the Gostomski Fieldhouse must sign a waiver and receive a guest pass from the Office of Campus Safety. Guests must be accompanied while in the facility by the Saint Mary’s host. The Saint Mary’s host may not have more than three guests. Visitors must be authorized by the Fieldhouse Director, sign a waiver, and receive a temporary visitor’s ID to use the facilities.

For questions about the Gostomski Fieldhouse Usage policy, please contact the Athletic Office at 507-457-1579.

Bulletin Boards and Other Advertisement

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 only use push pins and not poster putty, tape, or other adhesive to hang your posters on bulletin boards. 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 Recreation, Involvement, and Student Engagement (R.I.S.E.). 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. (Please refer to the Residence Life Policy on Bulletin Boards for more information.) All postings must be removed by the sponsor when they are outdated.

Postings should never be placed on tables except those approved by the director of R.I.S.E. and placed in the Toner Dining Hall or Cardinal Club only with approval from the director of R.I.S.E. and the director of food services.

All advertisements must be stamped by the office of R.I.S.E. or have the official Saint Mary’s logo and must have been reviewed by the office of R.I.S.E. Banners, signs, posters, etc. should never be placed outside without prior approval by the assistant vice president for student affairs.

At no time should banners, signs, posters, etc. be placed on the walking bridge over highway 14 or the main entrance.

For student club/organization-sponsored events, the office of R.I.S.E. will assist with communicating events through the appropriate channels.

Central Services functions have moved

- Document services, including printing, photocopies, laminating, and plastic binding are now available at the IT Helpdesk.
- All mail services are now available in the Michael H. Toner Student Center mailroom.

Information Technology

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 IT 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 IT 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.

Document services, including printing, photocopies, laminating, and plastic binding are now available at the IT Helpdesk.

Copies = \$0.05 per page

Color copies = \$0.20 per page

Laminating = \$0.75 per page

Plastic ring binding = \$0.75 per document

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

Mailroom

TONER STUDENT CENTER; 507-457-1571

The campus Mailroom is staffed during the following hours:

Monday–Friday 10 a.m. to 2 p.m.

Saturday 10 a.m. to 2 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.

If you are expecting an urgent package such as medicine 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 with student ID

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.

Regular size student packages will be placed in the parcel locker system for pick-up. Students will receive electronic communication that their parcel has arrived and information on how to retrieve. Parcels not retrieved after 3 notifications will be removed from the locker system and placed in the mailroom for regular pick-up.

On-campus mail can be dropped off at the Mailroom. 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

Performance Center

pagetheatre.org, 507-457-1715

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 the *CommUNITY* newsletter, 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—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 — copies are 10 cents each. Copies can also be made at the IT HelpDesk, which is located in the lower level of the Hendrickson Center (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**SAINT MARY'S HALL 32; 507-457-6655**

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 Business Office/Cardinal Central Office can:

- Take payment for tuition, room, board, and other fees
- Answer questions about tuition, financial aid, portal, etc.
- Cash personal checks up to \$100

A Saint Mary's ID is required for all transactions.

STUDENT ACCOUNT BILLING POLICIES**TUITION STATEMENTS**

Access your tuition account through the My Bill section of the student portal.

PAYMENT METHODS

Payments can be made in the following ways:

- Online through the portal using the Cashnet payment system, 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.
- Check or money order by mail to the Business Office at 700 Terrace Heights #8, Winona, MN 55987.
- In person at Business Office/Cardinal Central.

A finance charge will be assessed if your account 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 sign when logging into the portal for the first time.

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.

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 Cardinal Central.

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

SAINT MARY'S HALL 27; 507-457-1437

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

SAINT MARY'S HALL 29; 507-457-1501

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

507-457-1586

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: bookstore, dining hall, Cardinal Club, Mailroom, Campus Safety, the Lillian Davis Hogan Art Galleries, meeting rooms, game room, student lounge areas, and the space for Student Senate and organizations.

Hours of Operation—Michael H. Toner Student Center

Campus Safety—24 hours a day

Identification Cards (IDs)

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. ID cards are prepared at registration each semester. Lost or damaged ID cards can be replaced in the Office of Campus Safety 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 ID card, or the refusal to comply with a request for identification, will result in disciplinary action by the assistant vice president for student affairs. 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 Driver and Vehicle Services licensing office. 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 Affairs. 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 recreation, involvement, and student engagement/director of event services and organizations are responsible for requesting this information from the director of recreation, involvement, and student engagement/director of event services.
5. Events that include a live band must submit a technical rider to the director of recreation, involvement, and student engagement 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 through Astra and key pickup is 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 student affairs.

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 the director of event services.

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 ID

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 st-marys.bncollege.com any time.

Like us on Facebook facebook.com/smumbookstore and follow us on Twitter twitter.com/bncollege.

Addendum — Student Affairs: COVID-19 Residence Life Policies

Saint Mary's University of Minnesota aims to deliver its mission while protecting the health and safety of its students and minimizing the potential spread of disease within the university community. COVID-19 impacts the residential experience.

- 1. Health and Safety.** We expect that all individuals — residents, staff, and visitors — act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residential students are prohibited from creating a health or safety hazard within their residence halls. The university may request or require a resident to leave their residence hall if their continued presence in the residence hall poses a health or safety risk for community members. Residential students are required to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance adopted by the university as it relates to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine/isolation requirements (including before or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff, and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, computer rooms, and other common spaces.
- 2. Quarantine/Isolation/Separation.** At any time, the university may request or require a resident to leave a residence hall when that resident's continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with requests from Office of Student Affairs to leave their assigned space due to COVID-19 or other public health emergencies, and failure to do so may subject a student to emergency removal from their assigned space. Not all residential rooms or halls are appropriate for self-quarantine or self-isolation, for example, and in those situations where a student is recommended to self-quarantine or self-isolate, students may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements as needed. Removal from a residence hall to isolate or quarantine does not constitute a termination of a residential student's housing contract.
- 3. De-Densifying Efforts.** Residential students are required to comply with any de-densifying efforts needed on campus due to COVID-19 or other public health emergencies.
- 4. Dining Services.** Dining service, including where and how it will be offered to residential students, is subject to the discretion of the university and is subject to modification to address public health concerns. Due to health and safety guidance, the university may limit the occupancy of dining halls, limit the amount of time students may reside within dining halls, or make other operational adjustments needed to address health and safety concerns.
- 5. Cleaning.** The university will continue to implement and modify its cleaning protocols to address COVID-19 or other public health emergencies in the interest of minimizing the spread of disease. The Office of Student Affairs will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.
- 6. Termination.** Upon reasonable notice, the university reserves the right to terminate housing contracts due to public health emergency needs, including COVID-19.
- 7. Guest Policy and Room Access.** For the health and safety of our community, no overnight guests will be permitted in the residence halls and there may only be one guest permitted in a room during visitation hours (8 a.m. to midnight, Sunday-Thursday and 8 a.m. to 2 a.m., Friday-Saturday). Only residents and authorized university personnel will have access to residence hall rooms. If a student becomes ill, parents or guardians will need to make alternative arrangements to see their student as they will not be permitted in the residence hall.
- 8. Travel.** The university strongly discourages travel outside of Winona. University-sponsored travel is permitted only as authorized by the provost or senior vice president for finance and operations. Students who plan to travel must notify the university of any personal travel occurring outside the County of Winona and any overnight travel or travel to high-risk states, with the exception of travel within an hour of campus in the State of Minnesota (Rochester, Red Wing, Wabasha). You will be required to notify the university at least 24 hours in advance using the **Travel Notification Form** which can be found at smumn.edu/travel and understand that you will have to self-isolate for 14 days upon return.

Please review the Centers for Disease Control and Prevention (CDC) **Considerations for Travel** and **Data Tracker** for high-risk travel assessment.

The Office of Athletics will submit notification for student-athletes traveling for university-sponsored athletic events. Students who are commuting to and from home are not required to submit any notifications.

- 9. Social Gatherings.** Due to social distancing guidelines, no social gatherings or parties are permitted unless it is a university-sponsored event.
- 10. Village/Apartments.** The number of guests permitted in a village or apartment (16 including the four residents) is hereby suspended. The maximum occupancy for a village or apartment is six, including the four residents.
- 11. Signage.** All students are expected to comply with all directional signage relating to COVID-19 posted on campus.