

# URSULINE COLLEGE STUDENT HANDBOOK 2023-2024



**Accredited by:**

**The Higher Learning Commission of the  
North Central Association of Colleges and Schools  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
1.800.621.7440**

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**Policies are subject to change without notice.  
For the most up to date policies, please refer to the  
Ursuline College website: [www.ursuline.edu](http://www.ursuline.edu).**

*Please note: As of the revision date for the Student Handbook, some links may have changed. If you need assistance with a link on the Ursuline College website, please contact the Marketing Department or the Executive Administrative Assistant for Student Affairs. We apologize for any inconvenience.*

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# BUILDINGS and DEPARTMENTS

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## 10. Murphy Residence Hall

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Merici Crossings

## PARKING

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### P2. Admission Visit Center

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## Blue Security Phone Locations

Nine emergency telephones are located throughout the campus for your use. They can be used to contact security for any reason, such as in case of an emergency or to request an escort. The telephones are contained within a box and are labeled Security with a blue light illuminating the box. To use, just open the box and pick up the receiver. You will be connected to Security at extension 4204 (the telephone dials automatically when you pick up the receiver).

## WELCOME FROM THE PRESIDENT

At Ursuline College we are proud of our rich heritage and long history; we are also proud of our outstanding faculty and staff. We are most proud of our students, who are the heart and soul of this academic community.

We welcome all students into our challenging and diverse learning environment, and we invite all to enjoy the opportunity to explore the remarkable worlds of knowledge and understanding. Together as a community, we grow and learn in a variety of academic disciplines, enhanced by a liberal arts core curriculum. We delve into a deeper understanding of ourselves as individuals and into the richness of other cultures in our world. We identify and clarify our values, and we work together to use those values to improve the society in which we live.

Since 1871, Ursuline College, in the Catholic tradition, has fostered an atmosphere in which learners can express their ideas and beliefs, be respected as individuals, and find meaning in life. Founded by the Ursuline Sisters, the College espouses the Gospel values of contemplation, justice, and compassion, aiming to educate women and men to be knowledgeable and competent and to live their lives in a reflective, responsible manner.

Welcome to Ursuline College. Your success is our primary objective. Allow us to share the excitement of learning with you.

Yours,

A handwritten signature in cursive script that reads "Christine De Vinne".

Christine De Vinne, OSU, Ph.D. '73  
President

## DIRECTORY OF THE ADMINISTRATION AND FACULTY

Contact information for the administrative staff and the faculty can be found on the Ursuline College website at: <https://www.ursuline.edu/directory>.

## URSULINE SPONSORSHIP STATEMENT

Though Ursuline College is organized as a private corporation with its own independent Board of Trustees, the institution maintains close ties to its founding religious congregation, the Ursuline Sisters of Cleveland. This relationship is formally acknowledged through a sponsorship arrangement whereby the religious congregation engages in ongoing interactions with members of the College community. The following statement expresses the characteristics of this relationship.

*The Ursuline Sisters of Cleveland, Ohio, are committed to the transformation of society by spreading the Gospel message of Jesus Christ. Acting as God's instruments we reconcile and empower others to be Good News for all God's people, giving special emphasis to families, women, the economically poor, and the powerless. We stand as a sign of hope and healing in our world.*

True to St. Angela's charism to be open to the Spirit, dynamically adaptable to society's changing needs and sensitive to women's needs, we see our individual ministries as well as our service in sponsored institutions as characterized by the Gospel values of:

### **Contemplation:**

- Grounding our ministry in prayer
- Fostering a contemplative stance toward life
- Faith-sharing of common vision

### **Justice:**

1. Ministering with and to the poor and powerless
2. Initiating and/or influencing systemic change
3. Collaborating with others in ministry
4. Using resources responsibly

### **Compassion:**

- Sharing our love of God through an openness to others and their needs
- Supporting others in developing a sense of self-worth
- Reverencing the dignity of each person
- Extending hospitality

## HISTORY

The heritage of Ursuline College, a Catholic liberal arts institution, dates back to 1535 when Angela Merici founded a community of religious women unique for its integration of contemplation and service and for its flexible adaptation to the changing circumstances of time and place. Angela and her companions were known as Ursulines. Together they strove to revitalize a decadent society through an educational endeavor unheard of up to that time, the



education of young girls. In 1850 the charism and mission of Saint Angela were brought to Cleveland by Ursulines from France. Remaining true to the vision of their foundress, the Ursuline Nuns in the person of Mother Mary of the Annunciation Beaumont in 1871 obtained a charter from the state to establish the first women's college in Ohio and to "confer all such degrees and honors as are conferred by colleges and universities in the United States." Begun as an undergraduate institution for young women, the college has maintained its emphasis on the baccalaureate degree but has more recently developed graduate programs. Today, supported by the commitment of the Ursuline Nuns of Cleveland, Ursuline College's primary thrust remains the education of women and men for roles of responsibility and leadership in society.

## MISSION

Ursuline College offers holistic education that transforms students for service, leadership, and professional excellence by providing undergraduate and graduate programs that foster lifelong learning and personal wisdom in an environment characterized by:

- Catholic and Ursuline heritage
- Women-centered learning
- Values-based curricula
- Inclusive, global perspective

## VISION STATEMENT

A premier Catholic institution of higher learning that provides transformative experiences and inspires greatness in our graduates.

## CORE VALUES

### Student Focus

- Demonstrate that students are our priority
- Support student learning
- Measure our success by the success of each student
- Empower students to take responsibility for their own education and future

### Spirituality

- Balance action with contemplation
- Develop awareness of spirituality, faith, and religion
- Increase awareness and clarity about personal and professional values
- Leave the world a better place

### Respect

- Demonstrate dignity and respect for everyone
- Value, trust, and help each other
- Strive for justice and fairness in all relationships
- Recognize and acknowledge achievement on every level

### Collaboration

- Involve others to multiply effectiveness

- Achieve goals through productive cooperation in the college and world community
- Appreciate synergy that comes with involvement from multiple perspectives
- Model collaboration in all of our activities and endeavors.

## PHILOSOPHY OF URSULINE COLLEGE

Ursuline College helps students to achieve their educational and career goals by emphasizing the whole person and providing personalized attention within a liberal art's higher educational environment. While welcoming persons of all faiths, the College is Catholic in its origins, identity, and environment. Instruction and services are based on the dignity of the human person in accordance with the principles of Catholic social teaching.

In the liberal arts tradition, an Ursuline education emphasizes critical thinking; clear and graceful expression; free, mature judgment and choice; and commitment to continued learning. In addition, faithful to the contemplative heritage of the Ursuline congregation, we perceive contemplation and reflection as integral factors in our search for wisdom. Thus, a distinctly Ursuline education emphasizes a strong foundation in the arts and sciences, fosters the student-professor dialectic with its corollary of shared responsibility, respects the learning needs of the individual student, and recognizes the interrelatedness of spiritual vitality and service to the larger community.

Acknowledging that the liberal arts are life arts, we help students search for wisdom within the context of theology and philosophy, the fine arts and humanities, and the natural and social sciences. Our career programs build upon this broad foundation to prepare students to serve the community and their professions with distinction and integrity.

The primary focus of the institution is on the academic preparation of students through an emphasis on excellence in teaching and on scholarship that supports teaching. The College seeks for its faculty women and men who are professionally competent, who are committed to developing a learning community, and who can contribute to its distinctively Ursuline character. As a corollary of our emphasis on shared responsibility, the College seeks to foster a climate of collegiality in which all members have the opportunity to influence and to participate in decision-making.

Today we serve students who reflect a wide range of ages, of economic, social, and academic backgrounds, and of religions. We make a special effort to assess and meet the needs of our diverse clientele by providing flexible scheduling and a variety of approaches to learning. Ursuline College also serves the local community by offering programs and facilities for social, cultural, and spiritual enrichment.

In all our services, we strive for the integration of the intellectual, aesthetic, social, psychological, physical, and spiritual dimensions of life – the heart of any endeavor to initiate and sustain a search for wisdom. Our mission then is to further this life of wisdom in contemporary society and thus contribute to the building up in history of the Reign of God.

## INSTITUTIONAL ACCREDITATION

Ursuline College is accredited by the Higher Learning Commission of the North Central Association (230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411. tel.: (800) 621-7440. [www.hlcommission.org](http://www.hlcommission.org)).

The Education Unit at Ursuline College is accredited by the National Council for Accreditation of Teacher Education (NCATE), [www.ncate.org](http://www.ncate.org) and the Council for the Accreditation of Educator Preparation (CAEP), [www.caepnet.org](http://www.caepnet.org). This accreditation covers initial teacher and advanced educator preparation programs.

## OUTCOMES OF AN URSULINE EDUCATION

### Learning Outcomes

- 1. Analyze and Synthesize** by examining and distinguishing constituent elements and combining parts or elements into a whole.
- 2. Communicate Effectively** by exchanging ideas, thoughts, opinions, or feelings among multiple cultural groups, including one's own, using language, symbols, signs, or gestures appropriate for everyday living.
- 3. Demonstrate Intercultural Knowledge** by engaging in behavior that encourages effective relationships in both one-to-one and group situations while respecting intercultural and cultural differences.
- 4. Make Decisions Based on Values** by discerning what the individual prizes as ethical, socially worthwhile, good, beautiful, and true.
- 5. Cultivate Understanding of Human Expression** by integrating individual spiritual, cognitive, and affective responses to experience of the arts.
- 6. Solve Problems** by finding solutions to complex questions or situations that present uncertainty or difficulty.
- 7. Take Responsibility for Society** by accepting the obligation to act in response to unjust or oppressive social situations.

### New Student Pledge

As a new student at Ursuline College, I understand the important role in the campus community I am accepting today.

I will do my best to treat every student and member of the college community with importance.  
I will do my best to become more reflective.  
I will do my best to respect, trust, and help others; and  
I will do my best to achieve goals through collaboration.

I will do my own academic work fairly and honestly. I will study what it means to plagiarize and will be diligent to avoid violation.

I will strive to take responsibility for society.

Make decisions based on values.  
Cultivate understanding of human expression.  
Demonstrate intercultural knowledge.  
Communicate effectively.  
Analyze and synthesize; and  
Be a problem solver.

These are the outcomes of an Ursuline College education, which I readily and willingly undertake today.

## URSULINE COLLEGE ALMA MATER

College days, happy days in the halls of Ursuline. Friendships rare, memories fair, cast their spell serene. Other days, other ways down the vista of the years but true to you we will sing to you in gladness or in tears. Ursuline O honored name, Ursuline of gracious fame. Loyally we sing, we sing your praise. Ursuline your memory sweet, Ursuline we fondly greet and wish you length of days and wish you length of days.

***Give good example-teaching more by what you do than what you say. (5th Counsel)***

## URSULINE COLLEGE ACCELERATED PROGRAM (UCAP)

Degrees and Certificates Offered and Academic Calendar:  
See [www.ursuline.edu/ucap](http://www.ursuline.edu/ucap).

## URSULINE COLLEGE ACADEMIC POLICIES AND PROCEDURES

Undergraduate Academic Policies and Procedures:

<https://www.ursuline.edu/files/assets/undergraduatecoursecatalog2019-2020.pdf>

Graduate Academic Policies and Procedures:

<https://www.ursuline.edu/files/assets/ursuline-college-graduate-catalog-2017-2020.pdf>

## ACADEMIC AWARDS

In recognition of outstanding accomplishment, the College annually confers a series of awards. Among them are the following awards for graduating seniors:

**Academic Achievement Award:** This honor is presented by the College to the graduating senior with the highest average based on credits taken at Ursuline College.

**Kappa Gamma Pi Award:** The Kappa Gamma Pi Award, the National Honor Society for Catholic graduates of Catholic colleges is presented to graduating

seniors selectively chosen based on cumulative GPA of 3.5 or above, for their participation in volunteer work on and off campus and demonstrated leadership in campus activities.

**Gonzaga Medal:** The Gonzaga Medal is awarded to a graduating senior considered to best exemplify the personal qualities of refinement, dignity, integrity, and sincere concern for others.

**St. Catherine Medal for Student Achievement:** The St. Catherine Medal is awarded to a member of the junior class for leadership and service both on and off campus.

**Sr. Dorothy Kazel, OSU, Award for Community Service and Social Justice:** The Sr. Dorothy Kazel, OSU Award, is given to a graduating senior who demonstrates a commitment to serving the community and promoting social justice.

**Sr. Diana Stano, OSU, Ph.D., Award for Excellence in Academics, Leadership, and Service:** The Sr. Diana Stano, OSU, Ph.D. Award is given to a graduating senior who demonstrates excellence in academics, leadership, and service.

**UCAP Alpha Sigma Lambda Honor Society Award:** Alpha Sigma Lambda Honor Society Award recognizes the special achievement of graduates who accomplish academic excellence while balancing family and work. In addition, there are several honorary societies as well as departmental awards recognizing graduating seniors.

### **Internships**

Academic Internships are typically project-oriented experiences in the student's program of study, lasting one semester. Students are supervised on-site by an employee as well as a faculty advisor, who assigns a grade upon completion of the experience. Each internship is designed to suit the academic needs of the student as well as the practical needs of the participating company or organization. Students must have a job description that is approved by the faculty advisor and develop learning objectives that are relevant to their academic program. One academic credit is earned for every forty hours at the internship. Students typically earn three credits per semester and may be eligible to earn up to six internship credits, not necessarily at the same internship site. Interns are typically juniors and seniors.

Although not required in every program, all students should consider completing an internship in order to apply theory to practice and to immerse themselves in a workforce environment that may mirror their career choice at graduation. Students should begin pursuing an internship at least three to six months prior to the beginning of the semester in which they wish to participate in the program. In



order to ensure that all students interested can take part, all paperwork must be completed prior to the final semester of their senior year. Special circumstances will be considered by the dean and chair of the specific department. Prior to beginning an internship, a letter of agreement is signed by the student, the employer, the faculty member, and the Coordinator of Experiential Education to solidify the academic relationship between the student, Ursuline College, and the employer. A handbook covering all rules, regulations, and expectations regarding Experiential Education options at Ursuline College are available on the Counseling and Career Services website.

### **President's and Deans' Lists**

Full-time students (those carrying a minimum of 12 semester credits at Ursuline College) who attain a 4.0 semester grade point average and have no incompletes will be listed on the President's List. Developmental courses will not be included in the 12 full-time credits required for the President's and Deans' lists. Students who attain a 3.50 semester grade point average and have no incompletes are eligible to be listed on the Dean's List. Developmental courses, including SC 099 and SC 100L, will not be included in the 12 full-time credits required for President's and Deans' lists.

### **Academic Honors**

Honors are conferred at graduation on those students who have a cumulative quality point average of at least 3.50.

Graduation honors are awarded as follows:

- Cum laude ..... 3.50
- Magna cum laude..... 3.70
- Summa cum laude.... 3.90

To be eligible for graduation honors, a student must earn at least 43 credit hours at Ursuline College, all of which must be earned through courses taken for letter grades. "Pass" grades do not count.

**Departmental Honors:** Departmental honors may be possible. Earning this distinction may consist of the completion of a special project such as research, a thesis, taking one or more courses designated by the department, or a combination thereof. Students should consult with their deans, department chairs, or program directors for specific information as to the availability of honors in their majors and for specific requirements.

## ACADEMIC INTEGRITY

### ACADEMIC INTEGRITY POLICY STATEMENT

Learning requires collaboration with others, whether through the incorporation of another's work or intellectual property into one's own product, or through dialogue, discussion, and cooperative learning activities. Ultimately, however, a fundamental goal of education is for students to develop their own autonomous thinking so that they may contribute substantively to the knowledge of the greater community. As such, Ursuline College requires students to follow the Academic

Integrity Policy, whereby students are bound to do all academic work in an honest manner. By this policy, students are required to credit the use of another's work or intellectual property, to refrain from collaboration when inappropriate or so instructed, and to refrain from all other illicit behaviors, aides, and fabrications that compromise the integrity of one's work and intellectual growth. In addition, instructors are encouraged to include course and assignment-specific expectations and requirements for academic integrity in their syllabi. Students, however, are ultimately responsible for knowing which actions constitute violations of academic integrity.

## DEFINITIONS AND EXAMPLES OF VIOLATIONS

**Test-taking violations** occur when students do not do their own work on exams or quizzes. Examples include:

- Copying from someone else's test or letting someone copy from your test.
- Bringing notes secretly into an exam (writing on your hand or desk).
- Supplying, providing, or informing students of test content.
- Using electronic devices, such as text-messaging on cell phones to illicitly bring information into an examination.

**Plagiarism** involves taking and presenting as one is own the ideas or words of another, whether written or not, without full and proper credit to the source, regardless of whether it is done consciously or inadvertently. Examples include:

- Downloading of papers or portions of papers from internet sources.
- Submitting portions of other students' papers.
- Directly quoting or utilizing sources or intellectual property without proper citation.
- Purchasing papers for submission.

**Fabrication** occurs when students make up or manipulate information to complete an academic assignment. Examples include:

- Creating citations from non-existent sources.
- Listing sources in the bibliography that were not actually used.
- Taking another student's test or writing another student's paper.
- Making up or manipulating data to support research.

**Multiple Submissions** occur when students submit the same work to more than one course without the prior approval of all instructors involved.

### **Other Violations of Academic Integrity**

- Forging documents, records, or signatures.
- Falsifying grades.
- Destroying, hiding, or improperly removing library materials, and thereby denying others access to them.
- Misrepresentation of academic information to college officials.

## SANCTIONS FOR VIOLATIONS OF ACADEMIC INTEGRITY

The determination of whether a violation of the academic integrity policy has occurred rests with instructors, who will submit an Academic Offense form once they have determined a violation has occurred.

At their discretion, the instructors may assess one of the following:

- Required re-test, re-draft or additional paper or project. Credit will be determined by the instructor.
- A score of 0% on the test, paper or project that is the subject of the violation.
- Failure in the course.

**Ursuline College reserves the right to assess additional penalties, in addition to any assessed by the instructor, up to and including dismissal from the College, on any student who has been found in violation of the academic integrity policy on more than one occasion.**

#### PROCEDURES FOR ADDRESSING VIOLATIONS OF THE POLICY

The administrative procedures for addressing violations of the academic integrity policy are found in the Ursuline College Student Handbook.

Approved by Faculty Assembly May 2019.

#### ACADEMIC APPEALS

Ursuline College reserves the right to discipline or dismiss a student who fails to meet the college's academic standards.

Any student who remains convinced of the injustice of a given evaluation may present a formal statement to the Vice President for Academic Affairs, who will ask the Academic Standing and Appeals Board to meet and submit a recommendation. Appeal forms may be obtained in the Academic Affairs Office. This form must be presented within one week after the student's notification of the Dean's recommendation. The appeals process may extend beyond seven weeks only with the written permission of the Vice President for Academic Affairs.

The Academic Standing and Appeals Board, consisting of faculty and student members, will review the student's appeal and determine if the appeal should be recommended or denied. The decision of the Appeals Board is final and not subject to further appeal.

#### APPEALING A COURSE GRADE

An instructor's evaluation of student performance in an academic area is ordinarily final. Any student who objects to a final course evaluation should consult first with the instructor **within one month** after the end of the semester to determine if an error was made in computing or recording the grade or if other circumstances warrant a change.

If after consultation with the instructor the student remains dissatisfied, she/he should present her/his grievance to the Dean who will make an appropriate

recommendation. This step must be taken **within two weeks** of the student's initial contact with the instructor.

If the student is not satisfied with the decision of the dean, she/he may submit a letter of appeal to the Vice President for Academic Affairs. This letter must be submitted **within one week** of the student's notification of the Dean's recommendation. The Academic Standing and Appeals Board will consider the student's request and present a judgment to the Vice President for Academic Affairs. This decision is final and not subject to further appeal.

#### APPEALING PROGRAM DISMISSAL

Following the procedures listed above in "Academic Appeals," students may appeal dismissals from programs or majors of the College. The first step of the appeal will be to the program director or department chair; next to the School Dean; and then to the Appeals Board, as listed above. The decision of the Appeals Board relative to program dismissals is final and not subject to further appeal.

#### APPEALING ACADEMIC DISMISSAL FROM THE COLLEGE

A student who is dismissed from the college, and objects to that dismissal, may send a letter of appeal to the Vice President for Academic Affairs. The Academic Standing and Appeals Board will then meet to consider the student's request and forward a judgment to the Vice President. The decision of the Appeals Board is final and not subject to further appeal.

#### APPEALING GRADES FOR CLINICAL EXPERIENCES

Students who are appealing failing grades in their clinical experiences (including but not limited to nursing clinicals and field experiences in Social Work and Art Therapy and Counseling), may **not** continue in their clinical settings until the grade appeal has been heard. If because of the appeal, a failing grade is changed to a passing grade, the student will be permitted to continue clinical coursework when the course is next offered. This policy does not preclude individual programs from formulating their own internal policies and procedures for student grade appeals.

#### PETITIONS FOR EXCEPTIONS TO POLICIES AND REQUIREMENTS

Exceptions to policies or requirements are rarely made. A student who believes an exception is justified may petition the dean of the program for which the exception is requested and should state exactly what exception is being requested, the reasons for the exception, and the date by which the action must be taken. The student's advisor must countersign the petition, indicating his/her knowledge of the request. Petitions should be submitted at least two weeks in advance of the time the student wishes the exception to go into effect. The decision of the dean on exceptions is final and not subject to appeal.

### ACADEMIC SUPPORT SERVICES

Advising: Each student is assigned a personal academic advisor to support the student in achieving his or her college degree during the entire college experience. Ursuline's

main Advising Office, located in the Besse Library's first floor Learning Commons, is open five days a week from 8:30 AM - 5:00 PM. Our advisors offer the following services:

- Supporting the Academic Orientation process for all students new to the College
- Providing primary advising services to undeclared students
- Providing secondary advising services to students when their advisors are not available
- Advising students regarding Prior Learning Assessment / Alternative Credit Options
- Providing assistance to students experiencing academic difficulty
- Acting as a referral source for students seeking information about any College services
- Collaborating with faculty/staff to ensure student success

This office also coordinates the LEAD (Leading to Excellence in the Academic Domain) program with the Assistant Dean for Diversity. LEAD is designed for students who are the first in their family to attend college. The advising office also co-facilitates with the Student Success Coordinator two programs: R.A.I.S.E. (Realistic, Attentive, Interested, Sincere, Effortful) for students on academic warning or probation, and Keys to Success for students admitted to the college conditionally.

## ACADEMIC COACHING & SUPPORT SERVICES

Academic Coaching & Support Services provide academic coaching one on one, group study sessions (Academic Coaching Study Sessions), and supplemental instruction in a number of different subjects across the curriculum. One-on-one sessions in subjects like writing, chemistry, biology, and mathematics, as well as small group review sessions, are offered by our students and professional coaches. For the most up-to-date information on availability, please contact the Academic Coaching & Support Services office at 440-646-8123 or through the department's page on MyUrsuline (under the Academics tab) or the Besse Library page. The coordinator will match students in need with available coaches and appropriate services.

## WRITING ASSISTANCE

Consultation on writing projects for courses across the curriculum is available for all Ursuline College students through the Writing Center. If you would like to arrange an appointment with a writing coach or the literacy specialist, please contact the Academic Coaching & Support Services Office at 440-646-8123 or make an appointment with the academic coaches through the Academic Coaching & Support Services Office page on MyUrsuline (under the Academics tab) or the Besse Library page.

## ACCOMODATIONS FOR STUDENTS WITH DISABILITIES (SEE ACADEMIC SUPPORT SERVICES)

## FOCUS



Students with disabilities who want additional support beyond reasonable accommodations may consider the FOCUS program, a fee-paid comprehensive program. The goals of the FOCUS program include providing a smooth transition to college life, helping students learn to apply the most appropriate learning strategies in college courses, and enhancing students' self-advocacy skills. For more information about the FOCUS program contact the Disability Specialist at 440-449-2046.

## NURSING DEPARTMENT CANCELLATION POLICY OF CLINICAL EXPERIENCES AND COURSES FOR STUDENTS

In the event of an emergency, such as emergencies related to weather, snowstorms, power outages, gunmen, terrorists, etc., the Associate Dean of the Undergraduate BSN Program will communicate directly with level coordinators to determine whether to cancel clinical experiences for students. NOTE: We must follow Ursuline College guidance and instructions first and foremost, but many decisions have to be made very early in the day regarding clinical experiences for students.

For early morning clinical, this activity will take place early, between 5:15 – 5:30 am. In the event of an emergency that affects evening clinical, the BSN program Associate Dean will contact level/course coordinators who have students in evening clinical and will discuss and decide about the situation early enough to affect evening clinical (approximately 2:00 pm). The Associate Dean of the MSN program will contact his/her faculty as per appropriate routine and as relevant to courses held mainly in the evenings. The contacts between Associate Dean and faculty are made for the purpose of discussing the emergency, assessing the effect on clinical and course activities, and making decisions regarding cancellations and further notifications.

NOTE, once again: We must follow Ursuline College guidance and instructions first and foremost.

In the event of a decision to cancel clinical student experiences, the level coordinators will notify course coordinators who will notify all clinical instructors affiliated with their courses. The clinical instructors will then notify students in their clinical rotations about the cancellation. The decision to cancel clinical experiences, in most situations, should be uniform across all clinical student groups, in other words, cancellation of clinical means cancellation across the board, despite geographic variations in weather, etc. However, first and foremost the concern for safety of the faculty and student may result in a faculty member choosing to cancel a clinical class day. This should be a rare occurrence and be in consultation with their immediate supervisor. Cancellation of all clinical experiences in a consistent manner will help to decrease any perception of inequities on the part of students and will create unification in terms of clinical make-ups.

## TUTORING SERVICES

Academic Support Services provides tutorial assistance in a number of different subjects across the curriculum, free-of-charge. One-on-one tutoring sessions in subjects like

writing, chemistry, biology, and mathematics, as well as small group review sessions, are offered by our student and professional tutors. For the most up-to-date information about tutor availability, please contact the Tutoring Coordinator at 440-646-8123. The Tutoring Coordinator will match students in need with available tutors; students are also welcome to get in touch directly with a specific tutor using the contact information provided on the Ursuline College website through the Tutoring page on MyUrsuline (under the Academics tab) or the Besse Library page.

### **Writing Assistance**

Consultation on writing projects for courses across the curriculum is available for all Ursuline College students through the Academic Support Services Department. If you would like to arrange an appointment for writing tutoring, please contact the Tutoring Coordinator at 440-646-8123 or make an appointment with the tutors through the Tutoring Page on MyUrsuline (under the Academics tab) or the Besse Library page.

## **COLLEGE POLICIES**

### **ACCEPTABLE USE OF INFORMATION SYSTEMS AT URSULINE COLLEGE**

#### **General Principles**

Access to computer systems and networks owned or operated by Ursuline College impose certain responsibilities and obligations and is granted subject to college policies and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

#### **Guidelines**

In making acceptable use of resources, you must:

- Use resources only for authorized purposes.
- Protect your *user id* and system from unauthorized use. You are responsible for all activities on your *user id* or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- In making acceptable use of resources, you must NOT:
  - Use another person's system, *user id* and/or password with or without permission.
  - Use another person's system, files, or data with or without

- permission.
- Use computer programs to decode passwords or access control information.
  - Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to college data.
  - Use college systems for commercial or partisan political purposes, such as using electronic.
  - mail to circulate advertising for products or for political candidates.
  - Make or use illegal copies of copyrighted software, store such copies on college systems, or
  - transmit them over college networks.
  - Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or *use rid*.
  - Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
  - Use the college's systems or networks for personal gain; for example, by selling access to your *user id* or to college systems or networks, or by performing work for profit with college resources in a manner not authorized by the college.
  - Post blogs that contain libelous information and are posted using College equipment (including
  - the College network/internet) are a violation of this Acceptable Use Policy.
  - Engage in any other activity that does not comply with the General Principle presented above.

### **Social Networking/Online Communities' Websites**

For many, particularly students, the internet is a powerful means for developing and strengthening peer connections and expressing individual identities through online communities (Facebook, Myspace, and the like). While the College does not officially monitor these types of websites, there may be instances where a college official unintentionally encounters a website reflecting inappropriate conduct by a member of the Ursuline College community or inappropriate conduct captured on a website may be brought to the attention of college officials. Inappropriate conduct so discovered will be addressed through existing response mechanisms at the College, including, but not limited to, the Student Code of Conduct and the Computer Information Services Acceptable Use Policy.

### **File Sharing**

The Recording Industry Association of America (RIAA) is going through with its promise to file lawsuits against possibly hundreds of peer-to-peer file sharers and sending subpoenas to dozens of Internet Service Providers – including colleges and universities – to get information about users suspected of illegally trading files. This "Acceptable Use Policy" prohibits the use of Ursuline College network and/or computers for illegal transmission of any

material protected by copyright. This includes mp3 music files and other digital entertainment found on the Internet. It is illegal to transfer files and/or store them on disk on the Ursuline College network.

### **Enforcement**

The college considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the Code of Conduct, the *Ursuline College Student Handbook/Planner*, and College Employee Handbook. Offenders also may be prosecuted under laws including (but not limited to) the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property Act, and the Electronic Communications Privacy Act. Access to the text of these laws is available through the Besse Library Reference Department.

### **Information Disclaimer:**

Individuals using computer systems owned by Ursuline College do so subject to applicable laws and College policies. Ursuline College disclaims any responsibility and/or warranties for information; materials residing on non-college systems or materials do not necessarily reflect the attitudes, opinions, or values of Ursuline College, its faculty, staff, or students. These guidelines should not be construed as a limit on any individual's right under the constitutions of the United States or the State of Ohio. Please consult the Computer Services Department for additional information.

## ACTIVITIES VAN

### **Purpose**

The Ursuline College vans are to be used for the transportation of members of the Ursuline College community for athletic events and activities organized by recognized groups on campus. The van is not to be used for regular transportation for classroom activities (such as clinicals). It may be used for special academic and cultural events associated with a particular class or for athletic events.

### **Who May Use the Van**

Recognized Ursuline College groups may use the vans for sponsored activities. Drivers of the van must be full or part time members of the faculty, administration or staff of Ursuline College who are 21 years old or older. All drivers must complete the certified driver training course offered by the College. All drivers of the van must have had their driver's licenses checked by Ursuline's insurance representative to ascertain their driving records. The driver of the van will be responsible for the van while it is checked out for usage. This responsibility means that in the event of an accident where the driver has been found at fault, the sponsoring organization will be responsible for the cost of the

deductible. Depending on the circumstances, the driver may have her or his privilege to drive the van revoked. Fault will be determined in one of two ways. If the driver is cited by police in a police report of the accident as being at fault that estimation will be accepted by the Associate Dean for Student Affairs as final. If there is no police report or if the circumstances are unclear the Associate Dean for Student Affairs will conduct a judicial hearing to determine if the driver is at fault.

### **Requesting the Activities Van**

The van is scheduled through the Department of Athletics. The van must be requested during regular business hours, 8:00 a.m. to 4:30 p.m. Monday through Friday. The person who will be driving the van must be approved and have satisfied the criteria notified above. To check out the Van, you will need to pick up the keys in the Athletics office (2<sup>nd</sup> Floor Stano) and sign it out using the log. Contact the Administrative Assistant in Athletics to arrange a time to pick up the van keys.

The van will be scheduled on a first-come, first-serve basis.

A maximum of three reservations may be scheduled at one time. Only three reservations will be taken per group per month. If an organization wishes to use the van more than three times a month it may do so depending on the van's availability. The only exception to this policy is on-going usage of the van by athletics. In case of conflicts, the Department of Athletics has priority.

### **Cost**

The van must be returned to campus by the agreed upon time, in good condition (free from personal property and trash) and with at least 3/4 of a tank of gas. An Ursuline College employee will check the van when it is returned for any internal or external misuse. The group using the van should not service it except in cases of long trips under the supervision of authorized College personnel. Penalties for misuse or failure to return the van on time may result in withdrawal of privileges and, if appropriate, restitution for the cost of cleanup or repair. The Associate Dean for Student Affairs will review the violation and determine the appropriate sanction in accord with the judicial process of Ursuline College.

### **Use of Alcoholic Beverages**

Drugs, tobacco, electronic cigarettes, and alcohol in the van are prohibited.

All designated drivers are prohibited from consuming alcoholic beverages while in possession of the van. Violations of this policy will be handled by the Associate Dean for Student Affairs in accordance with the judicial process of Ursuline College.



## ALCOHOL POLICY AND DRUG POLICY

### **Alcohol & Drug Education**

Ursuline College distributes via email and to each students' home or residence hall, the "Facts about Drug and Alcohol Abuse." The information in this brochure is taken from the Alcohol Policy, Drug Policy, and Alcohol and Drug Policy with regard to FERPA as described above. As in the sections above, it details the College alcohol policy, drug policy, parental notification, and includes services available on campus for assistance and a list of referral services available from agencies outside of campus.

The College participates annually in the National Alcohol Awareness Week and Great American Smoke-out programs. Alcohol and Drug education programming is provided to every new student through Vector Solutions. Programming is also part of Residence Life training and new student orientation. The offices of Residence Life, Counseling Services, Athletics, Compliance/Title IX and two to three programs each semester for the campus. Presentations are made within the residence halls, student athletes and to all of campus (students/faculty/staff). The offices of Student Affairs provide alcohol, tobacco, and other drug programs for the College community upon request. All services and programs are provided at no charge. The College also has a student wellness group, SWAG (Student Wellness Action Group), that does drug and alcohol programs and displays for the College.

Ursuline College exists in a state which regulates the consumption of alcoholic beverages. Under state law one must be 21 years of age in order to purchase or consume liquor, wine, wine coolers, liqueur, beer, or other alcoholic beverages. State of Ohio law also prohibits the carrying of an open container of any alcoholic beverage on the street or in a motor vehicle. Criminal penalties range from fines to imprisonment depending on the nature and seriousness of the offense. Ursuline College policy will be in accord with state law and with local ordinances regarding the purchases and consumption of alcoholic beverages.

The policy recognizes that alcohol abuse leads to a variety of physical and/or emotional problems. These effects may be significant or even fatal. As a college whose primary mission is the education of women, Ursuline College is also concerned that men and women understand that using alcohol while pregnant may cause damage to a fetus. The College also exists within the context of Christian concern for the physical, mental, and spiritual welfare of all human beings and a value system which respects both the rights of the individual and the needs and rights of the community.

The College seeks to provide an educational setting where all members of the College community learn the freedom of individual choice and the responsibility that such choice entails. Ursuline College policy regarding the use of alcohol will show concern for the physical and emotional health of individuals and for the social and educational environment of the community. The College expects responsible behavior from those who choose to drink alcohol and are of legal age to do so, and the College requires an environment free from coercion for those who choose not to drink.

Within this context, the following comprise the Ursuline College policy on the use of alcohol:

1. No person's underage shall consume, purchase, or be served any alcoholic beverage.
2. No alcoholic beverage is permitted in the student residence hall rooms.
3. Alcoholic beverages are prohibited in residence hall public areas and in the buildings of the College except with approval.
4. Registered parties and events on campus with alcohol will be permitted only with procedures established in accord with this policy.
5. College-sponsored events held off campus will be on a cash bar basis unless specifically approved by the Vice President for Student Affairs or the Associate Dean of Students.
6. The College will provide alcohol awareness education programming and counseling opportunities for those who seek and/or would benefit from such counseling.
7. The College provides alcohol education for every faculty, staff, and student through EverFi/SafeHaven which also educates around sexual assault and bystander training.

## **Drug Policy**

Ursuline College upholds the applicable drug laws that relate to controlled substances and prohibits the use, possession, sale, and distribution of illegal drugs by students, guests, faculty, and staff. Possession, use, distribution, or sale of any controlled substance or illegal drug is subject to administrative action when engaged in on campus, at an off-campus educational site, or at college-sponsored activities.

## **Alcohol and Drug Policy with Regard to FERPA**

The Family Educational Rights and Privacy Act (FERPA) permits institutions to directly contact parents or legal guardians of students under the age of 21 who are found responsible for violating institution policies on the use or possession of alcohol or controlled substances. After lengthy discussion and review, we concluded that College staff from the Associate Dean for Student Affairs Office will notify parents or guardians of a student when that student is found responsible for the use, sale, or possession of controlled substances (illegal drugs) within the community.

We will also notify parents or guardians of a student when that student is found to have violated the Student Code of Conduct policies on the use and possession of alcohol when they are under the age of 21 and **one or more of the following occurs**:

1. When a student has been found to have violated the alcohol policy a second time.
2. When there is significant property damage.
3. When medical attention to any person, including the student, is required as a result of the student's alcohol-related behavior.
4. When the student demonstrates reckless disregard for his or her own personal safety or the safety of others; or
5. There is evidence that the student's alcohol-related behavior negatively impacted the learning environment

## **Alcohol & Drug Education**

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## **Registered Party Procedures**

### **A. All campus Parties**

An all-campus party is defined as a party sponsored by an Ursuline College student organization and open to all Ursuline Students and their guests. Following the appropriate procedures, beer may be served at all campus parties to those persons of legal age who choose to partake.

All campus parties must be registered with the Director of Student Engagement and Orientation. They may be held on Friday from 4 p.m. - 1 a.m. or Saturdays from noon to 1 a.m. in either Pilla or the Grace Hall first floor lounge. Attendance at the party is limited to the capacity of the room as established by the fire marshal. Beer is the only alcoholic beverage that may be served and must be sold under an F class permit from the State of Ohio. The serving of beer must end one-half hour prior to the end of the party.

Parties must be registered and approved by the Office of Student Activities no later than two weeks prior to the scheduled event. Prior to the Director’s approval the sponsoring organization must have received clearance to use the desired room from the appropriate administrator, have received the approval to sponsor the party from the organization’s adviser, and have requested an F class permit from the State of Ohio (the cost ranges from \$120- 300 depending on what type of permit is being requested). There is also a \$20 filing fee. In addition to obtaining an F class permit, the terms of our insurance coverage require the submission of the appropriate permit to the Diocesan Insurance Service Corporation and the payment of a charge of \$100 per event. The permit will be requested by the Director of Student Engagement and Orientation. The College also requires that security be pre- sent at all-campus parties. Security will be arranged through the Director of Student Engagement and Orientation in conjunction with the Security Supervisor. All costs involved for the permits, insurance, and security will be paid by the sponsoring organization.

Registered party forms and forms requesting an F class permit are available from the Student Activities Office.

At registered parties the following procedures must be followed by the sponsoring organization:

1. The sponsoring organization is responsible for carding everyone who enters the party. Ursuline students must show a current Ursuline I.D. and/or valid driver's license and have that checked against a current student roster. Guests must show a valid driver's license (or birth certificate) and must sign a guest register. Those persons of age to drink will receive a wristband.
  2. Beer will be served only to those people wearing wristbands. Giving your wristband to another or giving beer to an underage person is illegal and will result in immediate expulsion from the party of all involved in the incident and may result in further judicial action. It is also illegal to serve any person who is obviously intoxicated. Ursuline students are responsible for the conduct of their guests.
  3. Any person serving beer must be of legal drinking age.
  4. Food and sufficient non-alcoholic beverages must be available at the party, provided by the sponsoring organization.
  5. The sponsoring organization is responsible for cleanup and for any damages occurring at the party.
  6. The sponsoring organization shall be held responsible for abuse of these party procedures. In the event of a judicial hearing, the president of the organization shall represent the group.
- B. Other events on campus involving the consumption of alcohol may occur with the specific approval of the President of the College.

## AFFIRMATIVE ACTION STATEMENT

In addition to ensuring Equal Opportunity for both employment and student admissions, Ursuline College is committed to Affirmative Action for protected groups if any are underrepresented in its student body or on its faculty and staff. This commitment to affirmative action includes a commitment to engage in specific recruiting efforts for students, faculty, and staff in any underrepresented area. It also includes a commitment to regularly monitor student's admissions and employee hiring, promotion, and pay in order to identify any underutilization and to ensure that the College's equal opportunity and affirmative action policies are being implemented.

## AIDS POLICY

### **Philosophy**

The Ursuline College response to AIDS is grounded in our ethical tradition and informed by prevailing medical insight and current law. Respect for all people dictates that we respond with care and compassion toward all HIV-positive individuals, whether they are students, staff, faculty, administrators, or clients served by any of the above. At the same time, we recognize our responsibility for the welfare of the entire college community.

The most recent medical knowledge available advises that the virus which causes AIDS or ARC cannot be spread through casual contact. Current Legal opinion based on this medical

advice indicates that there is no justification for denying educational or employment opportunities to a person with AIDS or ARC who is otherwise qualified to fulfill academic requirements or job responsibilities.

### **General Policy**

Ursuline College will not require testing or screening to identify HIV-positive individuals for purposes of admissions or employment.

Ursuline College will not discriminate against a student on the basis of AIDS or ARC in classrooms, residence halls, assignments, or other activities. Ursuline College will not discriminate in terms of employment on the basis of AIDS or ARC.

These rules will necessarily be revised as medical and legal developments take place. In addition, only the appropriate authority may make exceptions to these general policies when the health and safety of an individual or that of a segment of the College community warrants.

### **Education**

As a Catholic institution of higher learning, Ursuline College is committed to providing ongoing moral, medical, and legal information about AIDS to the entire college community.

### **BONFIRE POLICY**

Bonfires are not permitted on campus unless permission and proper permits are secured through the Office of Student Activities. Permits are limited annually and will only be issued for a student organization or College-sponsored event. Violations by student, or guests of student, will be handled according to procedures outlined in the Student Handbook/Planner. Unsanctioned bonfires/fires may result in local law enforcement authorities being involved.

### **BULLYING, INTIMIDATION & CYBER BULLYING POLICY**

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. As such, it is the policy of Ursuline College (“Ursuline”) that any form of intimidation, bullying or cyber bullying (herein referred to as “bullying”) is expressly forbidden, whether in the classroom, residence halls, on school property, or during participation in school-sponsored events, organizations, programs, or training. This policy expressly forbids any form of bullying that occurs on the campus of Ursuline College or in association with Ursuline’s programs, events, or training. Bullying activity that takes place off-campus and which is not affiliated with Ursuline College programs, events, or training will be referred to local law enforcement.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior should immediately report such conduct to the Associate Dean for Student Affairs. Complaints of bullying will be investigated promptly and in an impartial manner. Bullying against a person because of that person’s Protected Status, including race, color, national origin, religion, age, ancestry, sex, pregnancy, gender identity or

expression, sexual orientation, disability, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local laws should also be reported to the Director of Compliance, as provided at

<https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicy8-5-19.pdf>

Retaliation against any individual reporting bullying conduct will not be tolerated.

**Definitions** - Bullying is any intentional written, verbal, graphic, or physical act that an Ursuline student, employee, or College official exhibits toward a particular student, employee or College official or group of students, employees, or College officials, more than once, and the behavior both:

- Causes mental or physical harm to the other student, employee or College official or group of students, employees, or College officials; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, employee or College official, or group of students, employees, or College officials.

An “intentional verbal, graphic, or physical act” includes any electronically transmitted act through the Internet, cell phone, personal digital assistance (PDA), wireless hand-held device, or social networking website or program.

Nothing in this policy requires the affected party to possess a characteristic that is a perceived basis for the bullying or any other distinguishing characteristic.

**Prohibited Behaviors** - Bullying includes but is not limited to physical violence and/or attacks, threats, taunts, and intimidation through words and/or gestures, extortion, damage or stealing of money and/or possessions, exclusion from the peer group, rumors, slurs, jokes, innuendos, demeaning comments, drawing cartoons, pranks, or any other written, oral, or physical actions.

Bullying also includes the use of information and communication technologies and other web-based/online sites, including but not limited to: posting slurs on websites where students congregate or on web logs (blogs), sending abusive or threatening instant messages, using camera phones to take embarrassing photographs of others and posting them online, using websites to circulate gossip and rumors to other students, or excluding others from an online group by falsely reporting them for inappropriate language to internet service providers. False reports or retaliation for bullying also constitutes a violation of this policy.

**Reporting & Documenting** - Students, employees, or College officials may file formal, written complaints regarding suspected bullying with the Associate Dean for Student Affairs. An affected party may also file informal, verbal complaints regarding possible bullying with the Associate Dean for Student Affairs, who will promptly document the complaint in writing. Ursuline will do its best to maintain the confidentiality of students, employees or College officials wishing to file an anonymous complaint under this policy. However, the due process rights of the accused will often make it necessary to reveal the identity of the person filing the complaint before discipline can be issued against the accused.

**Investigating** - The Associate Dean for Student Affairs and other College delegates, as appropriate, are responsible for determining whether an alleged act constitutes a violation of this policy. When allegations are made against or by an Ursuline employee or College official, the College delegates will include the Director of Human Resources and the Vice President for Academic Affairs.

In so doing, the Associate Dean for Student Affairs (and College delegates, when appropriate) shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The investigation will begin through an informal meeting between the Associate Dean for Student Affairs, College delegate(s), and the complainant. The purpose of the meeting will be to gather information from the complainant regarding the conduct in question. The complainant will be asked to reduce their complaint to writing to assist in the investigation process. If the Vice President and College delegate(s) believe that there is sufficient basis for the complaint, the alleged perpetrator will be contacted and provided with a copy of the complaint and a summary of the allegations raised against him or her. The alleged perpetrator will be provided equal time to address the allegations and may offer any evidence or witnesses on his or her behalf.

The parties may agree to an informal mediation session in an effort to achieve resolution of the matter. Such mediation will be purely voluntary and will only be arranged with the express consent of both parties.

Once the investigation has been completed, the Associate Dean for Student Affairs will provide written notice to both parties regarding the outcome of the investigation. The written notice will include findings of fact, witness statements, a determination of whether acts of bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action. This report will comply with the College's obligations under FERPA.

Each party will have fourteen (14) consecutive days within which to file a written appeal of the decision with the Vice President of Academic Affairs.

**Retaliation** - Ursuline prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Associate Dean for Student Affairs after consideration of the nature, severity, and circumstances of the act.



**Remedial Actions** - Non-disciplinary and disciplinary interventions may be used to change the behavior of the offending individual and to remediate the impact on the victimized party. Verified acts of bullying shall result in an intervention by the Associate Dean for Student Affairs that is intended to ensure that the prohibition against bullying is enforced, with the goal that any such prohibited behavior will cease. In situations when an employee has engaged in verified acts of bullying, all interventions will also be determined by the Director of Human Resources and the Vice President of Academic Affairs.

When verified acts of bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, the offending individual may be counseled as to the definition of bullying, its prohibition, and the individual's duty to avoid any conduct that could be considered bullying. When acts of bullying are verified and a disciplinary response is warranted, the offending individual will be subject to the full range of disciplinary consequences outlined in the applicable Ursuline policies. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

The consequences for a student who commits an act of bullying shall be unique to the individual incident. Remedial actions include but are not limited to admonishment, temporary or permanent removal from the residence halls, temporary or permanent loss of athletic privileges, counseling support services, diversity training, corrective instruction, behavioral assessment, and/or legal action.

The consequences for an employee or College official who commits an act of bullying shall be unique to the individual incident. Remedial actions include but are not limited to: discipline up to and including termination, counseling and support services, diversity training, corrective instruction, behavioral assessment, and/or legal action.

## CHILDREN ON CAMPUS/CHILDREN IN LIBRARY

Consistent with Ohio law that young children should not be left unattended, children under the age of 14 are permitted on campus only with adult parental supervision. In general, the expectation is that children will not be taken into the classrooms. Children are not permitted to be babysat in the hallways.

CHILDREN IN THE LIBRARY - Consistent with Ohio Law that young children should not be left unattended, children under the age of 14 are permitted on campus only with adult parental supervision. Children must remain within their parent's sight while in the library. Children are expected to behave in such a way as not to interfere with the work of library patrons or staff in the library.

the Acceptable Use of Information Systems at Ursuline College, neither children nor anyone other than students themselves may use Ursuline's login computers. A guest computer is available for limited use.

CHILDREN FOUND ALONE IN LIBRARY - Security will ask parents to leave class to pick up unaccompanied children.

## CIVIL RIGHTS/NONDISCRIMINATION POLICY

The College's Harassment and Discrimination Policy is located at:

<https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicy8-5-19.pdf>

## COMPUTER CLASSROOMS AND LAB

Computer classrooms are in the Mullen Building in Room MU140 and in the Pilla Center in Room PC105. PC226 is an unscheduled open lab. The College also maintains computers for various academic departments including Biology, Chemistry, Psychology, Art, Education, Nursing, and MIS. Many software packages are available, including Microsoft Office and many other discipline specific programs. Every student that enters Ursuline College will apply for a login for the College data network. The account includes an email address @ursuline.edu, and a login for My Ursuline and all College-owned computers.

Computer classrooms and unscheduled lab are available during regular building opening hours across campus. When a class is not scheduled in the classrooms, students may work independently in the classrooms. At times when a class is scheduled, students may use the unscheduled lab. Each classroom will have a schedule posted of times when it is in use.

For Help Desk services for college-owned equipment, students may complete a web form at [www.ursuline.edu](http://www.ursuline.edu). For policies governing Acceptable Use of Information Systems at Ursuline College, please see the College AUP (Acceptable Use Policy).

## CONFIDENTIALITY STATEMENT

Emotionally charged personal material is not appropriate for general classroom discussion. Students are not compelled to self-disclose emotionally charged personal information in written assignments or oral presentations required in Ursuline College courses.

## COVID 19 INFORMATION AND UPDATES (SEE ALSO STUDENT CODE OF CONDUCT)

## URSULINE COLLEGE UPDATES AND RESOURCES RELATED TO THE NOVEL CORONAVIRUS CAN BE FOUND AT

**[HTTPS://MY.URSULINE.EDU/ICS/CAMPUS LIFE/COVID-19 GUIDANCE.JNZ.](https://my.ursuline.edu/ics/campus_life/covid-19_guidance.jnz)**

### **Ursuline College COVID-19 Acknowledgment - Language for Students**

CDC and COVID

COVID-19 Protocols

Updated for Fall 2023

August 9, 2023

May 11, 2023, marked the end of the federal COVID-19 Public Health Emergency. In

keeping with our COVID procedures throughout the pandemic, we continue to follow CDC and Cuyahoga County Board of Health (CCBH) guidelines in this new phase of Infection Prevention. When and if those guidelines change, we will continue updating campus protocols as well.

### General campus guidelines as of August 9, 2023

- Masks are optional across campus, including art studio labs, science labs, and all areas in the Healthcare Resource and Simulation Center.
- Masks may be requested in a meeting or classroom, due to proximity or individual vulnerability. Any time you are asked to wear a mask, we count on you to do so. Respect is one of our four core values.
- Students and faculty in clinical settings must comply with those facilities' masking requirements.
- Nursing students who need to miss class or clinicals due to COVID should consult with their instructors **and follow the requirements of the Nursing program and clinical site.**
- NCAA requires athletes to comply with all campus protocols, rather than issue guidelines specific to Athletics. Athletes need to report positive COVID test results to Cathy Rook, Head Athletic Trainer.
- Cuyahoga County Board of Health (CCBH) still requires us to report cluster cases in congregate housing (residence halls) and athletic teams. For that reason, resident students and athletes must still report to the College **if they test positive.** Students who test positive, must email a photo of their test results (lab report or photo of positive test) to [COVIDHelp@ursuline.edu](mailto:COVIDHelp@ursuline.edu).
- COVIDHelp will notify the student's faculty who test positive for COVID. Students will work with their faculty to make arrangements for any assignments they may need to make up.

### Resident student guidelines

- Refer to information shared through the Department of Housing and Residence Life.
- Note that positive COVID tests must be reported (as above).
- Roommates of Students Diagnosed with COVID-19 will no longer offer alternative housing in such instances; in especially unusual circumstances, some lodging may be available, but is not guaranteed. Students should follow CDC guidelines below.

### CDC guidelines for the college community

Those who test positive for COVID should follow CDC guidelines. [CDC Guidelines link.](#)

- If you test positive, isolate for at least 5 days (or longer as needed if you are feeling ill).
  - Wear a high-quality mask around others for at least 10 days.
  - You may end isolation after 5 days if you are symptom-free, without medication for fever, for 24 hours.
  - If your illness is moderate to severe, isolate for at least 10 days.
- Below is the CDC COVID calculator which provides information on when isolation ends and how long to mask:  
[What to Do If You Were Exposed to COVID-19 | CDC](#)

The guidelines above are specific to COVID on campus but do not cover all recommendations for every form of illness. If you have another form of illness, you will need to communicate with your faculty members. Each faculty member has their own attendance policy, and students will work with them to make arrangements for any assignments you miss.

The CDC cites good hygiene practices as the best thing you can do to keep yourself safe from communicable diseases. Stay healthy, Arrows!

## DIRECTORY INFORMATION

At its discretion, Ursuline College releases directory information to the public upon request unless students have filed a form with the registrar indicating their intention to not release their directory information without their permission. This form must be completed within two weeks of the first day of classes for the fall semester. Requests for nondisclosure of directory information will be honored for one year only; therefore, a new form must be filed annually in the registrar's office (Mullen Administration Building Room 202). Ursuline College has designated the following categories as directory information:

- Student name, address, telephone number, email, and date of birth.
- Dates of attendance at Ursuline College, major field of study, participation in officially recognized activities, degrees, and awards received.
- The most recent previous educational agency or institution attended by the student.

NOTE: Parent name, address and telephone number are not considered directory information.

### **Legitimate Educational Interest at Ursuline College**

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.

## EATING CONTESTS

Eating contests, where participants compete against each other to consume large quantities of food (and possibly in a short period of time), are not permitted at Ursuline College. As a Catholic institution, Ursuline College is committed to valuing the dignity of the human person, accepting our responsibility to feed the hungry in our world, caring for the most vulnerable, respecting the rights of workers, and practicing sustainability. Eating contests do not support these tenets of Catholic Social Teaching. In addition, eating contests can be unhealthy and sometimes dangerous.

## EMERGENCIES (FOR CONTACT ON CAMPUS)

Every effort will be made to contact students who are on campus in case of an emergency. The receptionist receiving the call at the switchboard will notify the Associate Dean for Student Affairs or a Director in the Division. The Associate Dean for Student Affairs, or her designee, will look up the student's schedule and try to get a message to the student in class. In addition, in case of an emergency, the College will make every effort to contact an appropriate staff person by phone. Students should note, however, that the College cannot guarantee the individual can be reached by phone at any time or that the phone will be free from technical problems. Neither the College nor the individual assumes any liability based on the carrying of a cell phone for emergency situations.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years or older or who attends a postsecondary institution.)

Education records at Ursuline College are those student records that are kept on the offices of the Registrar, Student Life, Admissions, Financial Aid, Advising, Academic Affairs and in the offices housing records of individual academic programs and advisors.

Educational records do not include records of instructional, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to another individual; student health and personal counseling records; student employment and alumni records.

The College has designated the Registrar as the official responsible for FERPA compliance.

Student rights under FERPA include:

The right to inspect and review the student's education records. A student shall submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will decide within 45 days of receiving the written request 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 school official to whom the request was submitted, that official shall advise the student

of the correct official to whom the request should be addressed. FERPA does not afford the student the right to obtain copies of those records. In instances where a student is unable to visit campus to review the record, the College will make appropriate arrangements to allow the student to obtain access. This may be accomplished by providing photocopied or electronic copies or by deciding with an appropriate third party such as another institution or attorney's office to act as an agent of the College.

Students may not inspect financial information submitted by their parents or confidential letters and recommendations associated with admissions, employment, or honors. The College will permit access only to the part of the record that pertains to the student requesting access.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to the hearing.

- The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education record, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Ursuline College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official college committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Ursuline College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for Ursuline College.

PII may also be disclosed to state and federal agencies as outlined in the FERPA statute 20 U.S.C. § 1232g and regulations at 34 CFR Part §99.

Prior consent to disclosure of personal information will not be required when notice is made to appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals. For example, in a life-threatening situation, parents or guardians may be contacted with information.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ursuline College to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### Directory Information

Data classified as directory information at Ursuline College, and which may be released upon request without student consent includes:

- Student name
- Address
- Telephone number
- e-mail address
- Date of birth
- Dates of attendance
- Major field of student, degrees, and degree date
- Awards received
- Participation in officially recognized activities and sports
- The most recent previous educational agency or institution attended by the student.

NOTE: Parent name, address and telephone number are not considered directory information.

### Requests for Non-Disclosure or to Release PII

As a private college, Ursuline College does not comply with requests submitted under state open records laws. Additionally, Ursuline College respects the privacy of our students and discretion is always used when responding to requests for directory information. The privacy rights of an individual under FERPA expire with the death of the individual. Ursuline College will only release a deceased student's personally identifiable information to the next of kin with proof of passing.

Students may request non-disclosure of directory information with the Registrar's Office or the Student Services Center in Mullen Building. A request for non-disclosure of directory information (FERPA block) does not prevent the release of information under many of the allowed exceptions noted above.



Additionally, in the absence of a request non-disclosure of directory information, information about a student's accomplishments, such as participation in recognized student activities and receipt of awards and honors, may be communicated to news media, parents, and the high school the student attended unless the student specifically requests that such communication not take place.

### Non-Disclosure (FERPA Block)

To request non-disclosure of directory information (FERPA block) a student must submit the Restricting Release of Directory Information form to the Registrar's Office or the Student Services Office. Non-disclosure requests must be submitted within the first two weeks from the first day of classes, as published on the academic calendar. The request will be honored for one academic year and a new form must be filled annually. Even if a FERPA block is submitted, those persons authorized by law to inspect education records without consent may still inspect it. See 34 CFR §99.31 and §99.37.

### FERPA Release

Students may authorize Ursuline College employees to release information to individuals, such as a parent or guardian, by submission of an Authorization of Release (FERPA Release) form in person. This form allows students to select which categories of information may be disclosed: Academic, Conduct/Housing, Financial Aid, Billing. The form must be signed by the student and submitted to the Registrar's Office or Student Services Center in Mullen Building. The release may be revoked at any time by submitting the Revocation of Consent to Release Information Form.

The authorization to release information does not serve as a power of attorney, allowing parents to conduct business on behalf of the student nor does it provide electronic access to student information automatically.

For purposes of compliance with FERPA, the College considers all students independent.

## GENERAL DATA PROTECTION REGULATION (GDPR)

In May 2018, the European Union expanded privacy and security protections for personal information European Union (EU and EEA) residents, known as the General Data Protection Regulation, or GDPR.

### Rule basics:

- It applies to all organizations that collect, use, share or otherwise possess personal data of EU residents.
- It defines personal data as any data that can be used to identify an individual person. Examples include, but are not limited to, names, photographs, email addresses, and genetic, mental, cultural, economic, technological, or social information.

- It states that an organization must process information lawfully, for specified, legitimate purposes, and ensure appropriate security of the information.
- It allows EU citizens to have the right to access, update, restrict processing in certain situations, and request erasure of personal information when the institution no longer uses it.

For general information, review the European Commission's website at [https://ec.europa.eu/info/law/law-topic/data-protection\\_en](https://ec.europa.eu/info/law/law-topic/data-protection_en).

Ursuline College collects personal information, including but not limited to, name, address, email address, phone numbers, social security number and educational background. Such personal information may be requested for research, federal and/or state reporting requirements, or for administrative purposes related to college operations. For record access or questions, contact the Registrar's Office.

## FIREARMS/WEAPONS

It is illegal to carry a firearm, deadly weapon, or dangerous ordinance anywhere on these premises unless otherwise authorized by law. No person shall knowingly possess, have under the person's control, convey a deadly weapon or dangerous ordinance onto these premises pursuant to the Ohio revised code.

## FUNDRAISING/FOOD SALE POLICY

Student Organizations can sponsor fundraisers to either support the operations of their organization, or to benefit a selected charitable organization. Both the Office of Student Activities and Campus Ministry need to be notified during the planning of fundraisers to assist in avoiding duplicated or overlapping efforts.

If funds are being raised through the sale of food items, the sale cannot occur at the time and location when the same items are being sold in Daley Dining Hall or the new Pilla dining facility when it opens.

To solicit donations from area businesses, Student Organizations need to seek approval from the Office of Institutional Advancement and notify the Office of Student Activities.

College departments or offices who are interested in doing a fundraiser should seek the approval of their area Dean or Vice President.

## HARASSMENT AND DISCRIMINATION COMPLAINTS

The College's Harassment and Discrimination Policy, including its nondiscrimination policy and its procedures for filing complaints, are located at <https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicy8-5-19.pdf>

The College's Interim Policy on Sexual Misconduct, including its nondiscrimination policy and its procedures for filing complaints, are located at <https://www.ursuline.edu/files/assets/ucsexualmisconductpolicy081619.pdf>

## HARM (SIGNIFICANT RISK)

### SIGNIFICANT RISK OF HARM TO THE SAFETY, HEALTH, AND WELL-BEING OF THE COLLEGE COMMUNITY

#### 1. General

Ursuline College (the College) is concerned about the safety, health, and well-being of all members of the College community. Accordingly, the College prohibits all students from harming any member of the school community, including themselves, or from creating a *substantial* health or safety risk. Therefore, the College will not allow an individual to participate in the College's educational programs and activities when that individual poses a significant risk of substantial harm to the health or safety of any member of the College community, including themselves. Violations of this general conduct policy may result in intervention or removal from the College, and/or the imposition of conditions on readmission or continued enrollment, after an individualized risk assessment.

This policy applies to situations where the College proposes to take adverse action (e.g., interim and permanent removal) against a student whose behavior poses a *significant risk* of substantial harm to the health or safety of any member of the College community, including themselves. A significant risk constitutes a high probability of substantial harm and not just a slightly increased, speculative, or remote risk.

#### 2. Individualized Assessment

In circumstances where a student presents a significant risk of substantial harm to any member of the campus community, including themselves, the College must:

(1) Conduct an *individualized* risk assessment of the student:

a. Individualized risk assessments will generally be conducted by the College's Behavior Assessment Team (CARES) members and other individuals, *as needed*, to make an informed decision.

1. The team will consist of individuals who have in-depth knowledge of, and experience in, the area of concern.

2. The team should include, as needed, members representing the broadest spectrum of student experience, including, but not limited to, campus safety officials, faculty or academic advisors, student affairs staff, residence life staff, the campus psychologist or other licensed professional counselor, the disability specialist or disability coordinator, and other appropriate staff, as needed to make an informed risk assessment.
  3. This group will include, as needed, persons with appropriate medical and/or psychological training and experience, where the student's medical documentation is insufficient standing alone to support the group's decision. The College may have such persons on staff, may obtain information from the student's health care provider, or may contract with third parties, to obtain necessary medical information.
- b. The assessment must be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:
1. The nature, duration, and severity of the risk.
  2. The probability that the potential injury will occur.
  3. Whether any reasonable modifications of the College's policies, practices, or procedures, or the provision of auxiliary aids or services or accommodations, will mitigate the risk. This determination will be made by the disability specialist or disability coordinator, as appropriate. The disability specialist or disability coordinator will reasonably modify policies, practices, and procedures, where necessary to avoid adverse action against a student engaging in a threatening behavior related to the student's disability, if the modification will mitigate the risk and if making such modifications would not fundamentally alter the College's program or be unduly burdensome, as determined by the disability specialist or coordinator.
  4. The CARES team may request medical documentation from a student that is reasonable in its scope and is relevant to the determination of whether that student poses a significant risk of substantial harm to the health and safety of any member of the College community. The College will respect the student's confidentiality, and only require the student to provide a medical release for access to such medical and mental health records as reasonably necessary to complete its individualized assessment and comply with its obligations under Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability.
  5. Pending the outcome of a formal assessment, the College may set interim conditions (e.g., interim suspension or removal) on the student, provided the student is afforded minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student's behalf, and a right to appeal). The student should be informed that appeals should be addressed to the following individuals:

(a) Appeals based on alleged disability discrimination should be addressed to the Director of Compliance/Disability Coordinator, who shall follow the College's Harassment and Discrimination Policy.

(b) Appeals, which are not allegations of disability discrimination, should be directed to the President of the College, who shall delegate consideration of the appeal to one of the civil rights investigators, who is not a member of the CARES team.

(c) If there is an imminent threat of harm to the College community, the CARES team may require that the student remain off campus, pending appeal. In situations where the individual's behavior is caused by disability, the College will provide academic accommodations, off-campus, to the extent that such accommodations are reasonable.

(2) The College should not substitute a disciplinary proceeding for an individualized risk assessment in response to threats of harm to any member of the College community.

(3) The CARES team should assess *observable* conduct that affects the health, safety, or welfare of the campus community. The team should consider:

(a) what health, safety, or welfare concerns may be raised by the student's behavior,

(b) whether these concerns rise to a level where the student is no longer qualified to remain in a residence hall or enrolled in classes; and,

(c) whether there are support measures or other accommodations that would adequately manage those risks. When conducting individualized risk assessments, the CARES team should not rely on speculation, stereotypes, or unexamined fears.

(4) The Vice President of Student Affairs (or their designee) may enforce generally applicable conduct codes or other policies, unless enforcing such conduct codes or policies would discriminate against individuals with disabilities, in which case the disability specialist or disability coordinator, should consider whether providing an accommodation or policy modification would enable the student with a disability to remain in the College and sufficiently reduce the risk of harm to any members of the College community, including the student. The College cannot require that a student's disability-related behavior no longer occur. The College should consider whether the threatening behavior can be mitigated through reasonable accommodations or modifications, which would allow the individual to function in the College environment, without presenting a significant risk of harm to the College community. If so, the student should be allowed to remain in the College environment with accommodations.

(5) Provide due process to the student, including notice of applicable policies and procedures, an opportunity to provide medical information and other relevant information, and the ability to appeal.

The College should ensure that the student has sufficient advance notice of the applicable policies and procedures.

- (6) The CARES team may request conditions from the student's medical provider for re-admission following medical leave or involuntary withdrawal, which are reasonable and individually tailored based on available medical information and other relevant information.
- (7) The CARES team will apply the same standards to all similarly situated students, with respect to behavior, withdrawal, and readmission. If students with disabilities are treated differently, the College must be prepared to explain the disparate treatment with reference to an individualized assessment of particular risk factors (or factors other than a student's disability).
- (8) The CARES team will record its recommendation or decision about whether the student poses a significant risk of substantial harm to the health or safety of any member of the College community, which shall be available upon request to those school officials who have a legitimate educational or employment interest in the behavior of the student. The College may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student (18-years old or attending postsecondary school), in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other member of the College community. The risk assessment and supporting documentation will be maintained in the CARES electronic and hard-copy files. If documentation is subject to the counseling privilege, those files will be maintained by the clinicians in Counseling Services due to the privileged and confidential nature of the data gathered. Counseling Services will share the outcome, which will be maintained in the CARES electronic and hard-copy files.
- (9) Absent exigent circumstances creating an imminent risk of harm, the College will make the significant risk assessment prior to any decision to administratively dismiss a student based on a significant risk of substantial harm to the student or other members of the College community.

Following a proper determination that a student poses a significant risk of substantial harm to the health, safety, and well-being of the College community, the College may take appropriate action, up to and including dismissal of that student and may require, as a precondition to a student's dismissal, that the student provide documentation that the student has taken steps to reduce the previous risk (e.g. followed a treatment plan, submitted periodic reports, granted permission for the institution to talk to the treating professional.)

#### **Notice to Student**

In situations where the College proposes to take adverse action against a student, whose conduct is considered to pose a significant risk to the health or safety of others, the College shall provide:

- (1) Written notice to the individual who is the subject of the risk of harm inquiry, including an invitation to provide documents or other information relating to the risk of harm inquiry. The written notice will include a copy of this policy and the name and contact information of the staff member (as determined by the CARES team), who the individual can contact regarding the inquiry. The written notice will also include a statement that if the student fails to provide a response, the risk of harm inquiry will proceed with the documents or other information the College has available.
- (2) Identification of the appropriate offices, individuals, and/or committees (such as CARES) responsible for making the determination of whether the student poses a significant risk of substantial harm to the health or safety of the student or other members of the College community.
- (3) A statement that, in exceptional circumstances, such as situations where safety is of immediate concern, the College may take interim steps pending a final decision regarding adverse action against a student based on significant risk of substantial harm as long as minimal due process is provided in the interim and due process is offered later.
- (4) A written notice of applicable appeal procedures in cases resulting in an interim suspension or other adverse action, including any deadlines. College employees, staff, or officials, who participate in the CARES process or approval process for a decision concerning a student, who poses a significant risk of substantial harm, shall not participate in the deliberations or decision for the appeal process of that decision. Where the appeal concerns an allegation of disability discrimination, the appeal shall be directed to the disability coordinator. In all other circumstances, the appeal shall be directed to the President of the College, who shall assign it to one of the College's civil rights investigators, who does not serve on the CARES team.

### **3. Non-Emergency Situations**

- (1) Based on an individualized assessment and any other necessary information, the disability specialist or disability coordinator will determine whether, and what, reasonable modifications can be made that would be effective to allow the student to continue to attend classes, and otherwise participate in its educational programs or activities, while seeking treatment for, or recovering from, any related medical or mental health conditions.
- (2) Absent emergency circumstances, the College will first consider voluntary leave or other voluntary restrictions. Involuntary actions should be considered a measure of last resort. The College should seek the agreement of students and their families in the plan of care for at-risk students. Obtaining voluntary compliance requires effective communication and education regarding the concerns at issue and the options reasonably available to the parties. In engaging in these communications, however, the College should be sure to comply with FERPA by limiting disclosures of personally identifiable information from an education record to appropriate parties, including parents of an eligible student (18-years old or attending postsecondary school), in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other member of the College community



(3) In some cases, a leave of absence may be unavoidable. In other situations, students and the College may be able to agree on certain conditions for continued participation in the educational program and/or activities. Regardless, the voluntary nature of the restriction will often benefit both the student and the College. Behavior contracts with reasonable, tailored terms should be considered. Such contracts are permissible when designed to reduce or manage the conduct at issue. The terms of the contract should reflect an individualized risk assessment and should be tailored to fit each student's particular situation. The conditions should be protective, not punitive and should address behavior rather than any underlying conditions. For example, behavior contracts may require, among other things, compliance with a medical treatment plan, regular consultations with health care professionals, meetings with administrators, disclosure of relevant medical records and information, and restrictions on participation in residential housing or other activities. Behavioral contracts may also require a reduction of the conduct at issue sufficient to enable safe participation in the campus community but may not require that a disability be "cured" or that its symptoms not recur. Failure to satisfy the conditions of a behavior contract can be grounds for dismissal. The individual who determines whether the contract is being followed is the VPSA.

(4) The College will *require* a student to take a medical leave of absence only if: (A) after the individualized assessment, and careful review and consideration documented by the CARES team, the disability specialist or disability coordinator concludes that the student's continued participation in its educational programs and/or activities would require modifications that would be unreasonable or would fundamentally alter the nature of those programs; (B) the student rejects all reasonable modifications offered by the disability specialist or disability coordinator and the student cannot meet the College's essential eligibility requirements to continue to participate in its educational programs; or (C) even with the provisions of all of the reasonable modifications offered by the disability specialist or disability coordinator, the student cannot meet the College's essential eligibility requirements with or without accommodation.

(5) If the College decides to impose a mandatory leave of absence, the College will advise the student of the available complaint process, in the Harassment and Discrimination Policy, should the student wish to challenge the decision, as an allegation of disability discrimination. In other instances, the College shall inform the student of the right to challenge the decision by contacting the College President, who shall delegate the decision-making to one of the College's civil rights investigators, who is not a member of the CARES team. If the College makes a final determination that a student poses a significant risk of substantial harm to the health, safety, or well-being of the student or other members of the College community, it will give the student the opportunity and/or forum to appeal these charges and present evidence supporting a contrary finding, through the complaint process, in the Harassment and Discrimination Policy, in the case of alleged disability discrimination, or by appealing to the College President, who shall delegate the decision-making to one of the College' civil rights investigators, who is not a member of the CARES team.

(6) To the extent practicable, the College shall complete the process for evaluating any pending request for accommodation or reasonable modification and notify the student of the result of the process and appeal rights, prior to imposing a leave of absence or dismissal on the student.

#### 4. Emergency Protocol

(1) The College may resort to involuntary removal in emergency or significant risk of imminent harm situations. In situations requiring immediate medical care or where a reasonable threat assessment determines that there is a significant risk of serious harm that cannot be managed adequately, the College can resort to involuntary removal procedures.

(2) There may be times, when College personnel must immediately exclude a student, on an interim basis, pending a determination of significant risk of harm. In such instances, the CARES team will convene as soon as possible after the removal and assess whether the individual posed a significant risk of substantial harm to the health, safety, or well-being of any member of the College community, including the student, at the time of the College's administrative dismissal decision.

(3) If circumstances require the immediate removal of a student from the College based on a significant risk of imminent harm, the student will, at a minimum, receive: (a) written notice and an initial opportunity to present evidence before, or immediately after, being placed on administrative dismissal; and (b) full due process within thirty (30) days of the determination to place the student on administrative dismissal due to significant risk of harm.

The team will decide:

a. Whether there was an individualized assessment of the individual's conduct, based on reasonable judgment that relies on current medical knowledge or on the best available

objective evidence, to ascertain the nature, duration, and severity of risk, the probability that the potential injury will occur; and,

b. Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services (reasonable accommodations) will mitigate the risk. This decision should be in consultation with the disability specialist or disability coordinator.

1. Within a reasonable amount of time, the CARES team will send the student a written letter that notifies the student of its individualized assessment findings and the CARES teams' determination whether to re-admit the student to the College's educational programs, services, and activities.

2. If the CARES team concludes that the student did not pose a significant risk of substantial harm at the time that the College involuntarily dismissed the student or concludes that the student does not currently pose a significant risk of harm, the College will allow the student to participate in its educational programs, services and activities and will restore the student to the status held prior to the involuntary dismissal

## 5. Clearance Procedure for Return to the College

(1) Following a determination that a student poses a significant risk of substantial harm to the student or to the health, safety, and well-being of others, the College must communicate to the student the exact circumstances, including timetables if applicable, that would cause the student to no longer be considered a significant risk, reaffirm such student's status as a qualified student with a disability, and allow the student to return to the College.

(2) The College should establish reasonable, individualized conditions for a student's return to campus after medical leave or emergency removal. These conditions for return should be based on individualized risk assessments that address the conduct at issue. These conditions may not require that a student be "cured" of a mental or emotional disability or become symptom-free. The College will not condition a benefit or service upon a showing by a student that the student has eliminated behaviors that are a manifestation of a disability (if applicable) unless such behavior significantly contributed to the significant risk of harm. The College should focus on confirming that the student is, from a health and safety perspective, qualified to rejoin the college community.

(3) Conditions for return may include, for example, examinations by independent or school-employed medical health professionals, release of relevant medical records, compliance with treatment plans, demonstrated ability to meet the College's academic, and conduct standards, interviews with school officials, personal statements, and a decrease in the conduct at issue. If the College determines that a student poses a significant risk of substantial harm to themselves, or other members of the College community, the College may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing that the student no longer poses a significant risk of harm. Such evidence may include, but may not be limited to, a treatment plan or periodic reports from a physician. If such evidence is required, it is the student's responsibility to follow the treatment plan and provide evidence of compliance to the College. The documentation should demonstrate that the student is medically able to return and to fulfill the fundamental responsibilities of academic and residential life, if applicable.

(4) If the College determines that a student does not pose a significant risk of substantial harm to the health, safety, and well-being of any members of the College community, including the student, or determines that the student no longer poses such a significant risk of substantial harm, the College will not exclude the student from or place special conditions on the student's participation in its educational programs or activities. In such case, the College will provide the proper written notice to the student of this determination, effectively readmitting the student, and restoring all the student's privileges, benefits, and services, as a student in the College's academic program, in the status of, and at the academic level attained by the student prior to the determination that the student posed a significant risk of substantial harm.

## 6. Appeal Procedure:

If a student wishes to appeal the decision of the CARES team, based on disability discrimination, the student may file a written complaint with the Director of Compliance/Disability Coordinator, as provided in the College's Harassment and Discrimination Policy at

the following link: [www.ursuline.edu/harassment&discriminationpolicy](http://www.ursuline.edu/harassment&discriminationpolicy). Complaints, which are not based on allegations of discrimination, may be filed with the President of the College, who shall delegate the decision to one of the civil rights investigators, who is not a member of the CARES team. The College will ensure that if a student, who poses a significant risk of substantial harm to the health, safety, or well-being of the student or other members of the College community, appeals a decision of the CARES team, the applicable College official and/or applicable committee will receive and consider the recorded decision of the CARES team and any attachments reflecting the risk assessment and recommendation or decision by the CARES team and approving College official, as part of the deliberation process for the appeal. The College will also ensure that College employees, staff, or officials, who participate in the CARES process and decision-making for a student do not participate in the deliberations or decision for the appeal process of that decision.

*[Revised February 15, 2021]*

## HAZING POLICY

### URSULINE COLLEGE ANTI-HAZING POLICY

Ursuline College (“College”) strictly prohibits hazing of any kind. Hazing is a violation of College policy, as well as a violation of Ohio law.

Purpose of Policy. This policy informs students, employees, and others of the campus community their responsibilities regarding hazing, the College’s response to policy violations, and the resources available for addressing concerns related to hazing or suspected hazing. The vice president of student affairs has primary responsibility for enforcement of this policy. This policy is in compliance with Collin’s Law: The Ohio Anti-Hazing Act.

What is Hazing? Ohio law defines hazing as: “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.”

The following behaviors are expressly forbidden by Ursuline College as hazing when related to the admission, initiation, pledging, joining, or any other group-affiliation activity. The expressed or implied consent of the victim does not exempt those who violate this policy. Examples include, but are not limited to the following:

- Physical abuse of any form (paddling, whipping, choking, exposure to extreme hot or cold temperatures, excess consumption of food, alcohol, drugs, or any other substance.)
- Verbal abuse of any form (shouting, screaming, use of derogatory or obscene language, etc.)
- Mental stress of any form (sleep deprivation, exclusion from social contact, subservience, or any form of class levels of authority over others; creation of excessive fatigue); physical or emotional stress.

- Wearing apparel that is conspicuous, inappropriate, or distasteful.
- Engaging in public stunts.
- Morally degrading or humiliating games and activities.

Participating in hazing or harassment, which includes actions or situations that do or could result in mental, emotional, or physical discomfort; embarrassment; ridicule; or endangerment whether or not done with intent or by consent is prohibited by Ursuline College. The College will investigate and respond to all reports of hazing as outlined in this policy.

Additionally, the College prohibits organizational hazing. An organization is prohibited from intentionally, knowingly, or recklessly promoting or facilitating a violation of hazing.

#### Scope and Application of Policy

This Anti-Hazing Policy applies to conduct that occurs on or off-campus, between two or more people who are affiliated with the College, or any student or other organization associated with the College regardless of if it occurs on or off campus or at a non-sanctioned event. This policy applies to all College locations, including where the College is extended to distance education, such as study abroad, service trips, experiential learning opportunities, and athletics, club sport, and other group travel.

This policy applies to all members of the College community, including faculty, staff, students, alumni, volunteers (acting in an official capacity that advise or coach student organizations and/or student groups and who have direct contact with students).

Any full or part-time employee of the College (including student employees, student assistants, and graduate assistants), or any alumni or volunteer acting in an official capacity who advises or coaches student organizations and/or student groups and who have direct contact with students shall not recklessly permit hazing to take place and shall immediately report incidents of hazing according to the procedures in this policy.

Failure to report any observed hazing incident, or improper activity believed to be in violation of the policy is prohibited conduct under this policy.

#### Reporting

To create a community free of hazing it is imperative that anyone with knowledge of hazing reports it. Ursuline College strongly encourages any victims and/or witnesses to promptly report incidents of hazing. The College takes all reports of hazing seriously and all allegations of hazing reported will be reviewed and investigated accordingly to protect everyone's health and well-being. Students and all individuals are to report hazing by contacting any of the following:

Any person can report an incident of hazing in person, by email or telephone using the contact information below:

- A. Assistant Dean of Diversity (440) 684-6085 or [yolanda.king@ursuline.edu](mailto:yolanda.king@ursuline.edu)

B. Campus Security: (440) 221-9025 Confidential reports of hazing can be submitted online: <https://www.ursuline.edu/student-life/hazing-concerns>

C. Please note anonymous reports are accepted; however, the College's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

D. In the event of an emergency (anyone is experiencing harm or is in imminent danger) individuals should dial 911 before contacting Campus Security. For on-campus non-emergencies call campus security at 440-449-4204.

Making an intentionally false report or accusation of hazing is prohibited and may be subject to disciplinary action pursuant to the Student Code of Conduct.

**Additional Reporting Requirements for Employees and Volunteers.** Immediately upon learning of potential hazing, all employees, consultants, alumni, and volunteers of any student organization, who are acting in an official and professional capacity who receive a complaint of hazing or who observes or learns of conduct that is reasonably believed to be in violation of this policy is required to report the alleged conduct to the Assistant Dean of Diversity by calling (440) 684-6085.

In addition to the duty to report hazing to the Assistant Dean of Diversity as identified in the prior paragraph, there is also a duty to immediately report incidents of hazing to law enforcement. The contact information for the Pepper Pike Police Department is listed below:

Pepper Pike Police Department, 28000 Shaker Blvd. Pepper Pike, Ohio 44124, or emergencies, dial 911. If dialing from a campus phone, you must dial 9-911. For non-emergency calls to all divisions or personnel of the Pepper Pike Police Department, use the business line at (216) 831-8500 and the operator will direct your call.

Employees who are required by law to protect confidentiality may be exempt from this requirement. Employees who believe that there is a conflict between this reporting obligation and their legal duties to protect confidential or privileged information, should contact the Associate Dean of Student Affairs to inform the Associate Dean that a report has been made that may conflict with the employee's confidentiality obligations to facilitate a conversation with the College's legal counsel.

Failure to report incidents of hazing will result in a violation of this policy and may result in criminal charges.

**Amnesty for Reporting.** Ursuline College encourages reporting of hazing and seeks to remove any barriers to an individual making a report. The College recognizes that individuals who have been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. Thus, individuals who report hazing or participate in a hazing investigation, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. Ursuline College may, however, initiate an educational discussion on the use of alcohol or other drugs or require participation in an alcohol/drug

prevention training course/program. Amnesty will not be extended for any violations of Ursuline College policy other than for alcohol/drug use. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

### Procedures

Ursuline College will enforce this policy pursuant to the Student Code of Conduct Judicial Process (Section C) of the Ursuline College Student Handbook. The Assistant Dean of Diversity shall coordinate the investigation of all hazing allegations. When appropriate other college departments may handle certain aspects of the institution's response. <https://www.ursuline.edu/anti-hazing-policy>

Additionally, the Assistant Dean of Diversity will assess the need for interim measures (e.g., suspension of current group activities). Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in keeping with the Student Code of Conduct process. At this point when a formal conduct charge is made against an organization, the national or oversight organization, if any, will also be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency.

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### Sanctions

Hazing is a serious offense of Ursuline College's Student Code of Conduct and, therefore, is subject to the full range of sanctions listed in the Student Code of Conduct (Section B) of the Ursuline College Student Handbook. Other educational activities may be required as conditions of the sanction.

An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or group in which the student is involved, or their governing bodies. Dismissal, suspension, fines, or education could be required of that organization if found in violation of the hazing policy. The College has the right to take action regardless of the actions of the governing body.

A penalty imposed by the College is in addition to a penalty imposed for violation of section 2903.31 of the Revised Code, the criminal laws of this state, or any other rules or policies to which the violator may be subject.

### Retaliation

Ursuline College prohibits retaliating against or taking adverse action towards any reporting party and/or person because of their participation in a hazing report or investigation, or related disciplinary proceeding. Any retaliatory conduct against such persons will be addressed by the College in the most serious manner, and individuals who engage in such actions will be subject to disciplinary action that may include suspension, expulsion, dismissal, termination, or removal and exclusion from the College.



### Education and Training

The College is committed to educating all students, faculty, staff, and volunteers about what hazing is, how to recognize it and steps to address it. All students, student organization members, student athletes, faculty, staff, employees, volunteer advisors and coaches are required to complete hazing education as part of being a member of our community. Anti-Hazing information is provided to new coming students, faculty, and staff during Orientations in August and January. Further, all recognized organizations must conduct mandatory training on hazing for any volunteer who has contact with students.

Any student who does not complete the educational program may not participate in any organization or group on campus including groups/organizations, athletic teams, intramural sports and/or musical ensembles until the training is complete. Continued failure to complete the training may result in a referral to the college judicial process.

For all others, failure to comply with the policy will be addressed through the appropriate college disciplinary process based on an individual's classification. Disciplinary action may vary up to and including termination of employment or the individual's volunteer position.

The Assistant Dean of Diversity, with administrative assistance from Student Affairs, will maintain a record of individuals who have completed the program. If a student is unsure if they have completed the required program, they should contact the Assistant Dean of Students at 440.684.6085 to verify their eligibility to join a student organization.

### Dissemination of Policy

The College will post this policy on its website [www.ursuline.edu](http://www.ursuline.edu), as well as email all students and provide a copy of the policy to each organization within the institution.

#### Ursuline College Hazing Report.

The College will maintain a report of all violations of this Policy that are reported to the College, and which result in a charge of violation of this Policy. The College will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on the College's website.

**National Online Resources** The Gordie Center - The mission of the Gordie Center is to end hazing and substance misuse among college and high school students nationwide.

**HazingPrevention.Org** - HazingPrevention.Org is a national nonprofit dedicated to empowering people to prevent hazing. Our goal is to educate people about the dangers of hazing, advocate for change, and engage the community in strategies to prevent hazing.

**StopHazing** - StopHazing's mission is to promote safe and inclusive school, campus, and organizational environments through research, resource sharing, and the development of data-driven strategies for hazing prevention and the promotion of positive group climates.

[rev 8.22.22]

## MISSING PERSONS RESPONSE PROTOCOL

### (HEA TITLE IV, SECTION 485 (J))

It shall be the policy of Ursuline College to thoroughly investigate reports or complaints of all persons missing from the Ursuline College community. To this end, it is our mission, upon receipt of a report or complaint, to obtain the basic facts as to who, what, when, where, and how regarding the circumstances of the missing person, a brief description of the victim, suspect, and any vehicles that were involved. The complaint would then be assigned to Campus Security or a Student Affairs administrator for immediate follow-up. Either Campus Security or the investigating administrator will contact the Pepper Pike Police so that they can conduct a search of police records regarding the complainant, victim, and suspect(s). Ursuline College Security will (dependent upon the circumstances) prepare a Safety and Security Notice regarding the incident to alert the community. Security staff will ensure that the notice is posted on campus. The Safety and Security Notice will be posted in residential communities, at the entrances of the main campus buildings, and in those places where students, faculty, and staff most frequent on the campus (i.e., cafeterias, bookstores, and student/staff lounges).

The following list identifies the Ursuline College personnel to whom a missing person's report can be made:

Vice President for Student Affairs .....	440.646.8320
Associate Dean.....	440.646.8336
Director of Residence Life .....	440.646.8334
Resident Assistant (On-duty 5 pm - 8:30 am) .....	440.221.2814 cell phone
Security .....	4204 or cell: 440.221.9025

During an investigation of a missing person, the College takes direction from local law enforcement. Law enforcement is responsible for verifying the accuracy of the report or complaint information, which includes the description of the victim and the circumstances at the time of disappearance.

The College gives students the option to provide confidential contact information for a person to be notified in the event the student is officially reported missing.

If Campus Security officials and/or local law enforcement determine that a student for whom a missing person's report has been filed has been missing for more than 24 hours, then within the next 24 hours the College will:

- Notify the individual identified by the student to be contacted in this circumstance.
- Notify a parent or guardian if the student is under 18 years of age; and
- Notify all other appropriate law enforcement officials in situations where the student is over 18 years of age and has not identified a person to be contacted.

"Suzanne's Law," which requires local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing, was signed into law by

President George W. Bush in the spring of 2003 as part of the national “Amber Alert” bill. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously, law enforcement officers were only required to report missing persons under the age of 18. This new law requires police to begin investigation immediately when college-age persons are reported missing. Upon closure of the investigation, all parties previously contacted will be advised of the status of the case. If an individual needs to report a person missing from the Ursuline College campus, please contact Ursuline College Security at (440) 449-4204 or 4204 from a campus phone.

## NAME CHANGE

Any student who requests a name change for *any* reason should notify the Registrar, as a first stop. The only time the Registrar will change the *legal* name change field in Jenzabar is if the student provides a court order that changes the student’s *legal* name. However, students can request that a name be changed in the *preferred* name field, without a court order. If a student wants to change the student’s name in email or D2L *after* registration, that student may request a change through the Service Desk. Changes in other systems are optional.

## PEPPER SPRAY

When used in emergency/safety related situations, the spray could be an effective disability agent. Due to its ingredients, the spray is not to be used in a casual or playful manner. It is to be used only in threatening situations. Inappropriate use of pepper spray or similar agents may result in disciplinary action in accordance with college policies.

## PET POLICY

Animals are permitted outside on campus grounds when leashed and attended to at all times. The only animals permitted inside campus buildings are Service Animals, Therapy Dogs, and Research/Teaching Animals. The detailed policy concerning animals on campus is available through the Disabilities Services.

## PHOTO RELEASE

Ursuline College and its representatives on occasion take photographs and videotape for the College’s use in print and electronic publications. This serves as public notice of the College’s intent to do so and as release to the College of permission to use such images as it deems fit. If you should object to the use of your photograph or videotape, you have the right to withhold its release by contacting the Marketing Communications office at 440-684-6033.

## POLITICAL GUIDELINES FOR HOSTING POLITICAL CANDIDATES OR ELECTED OFFICIALS ON CAMPUS

1. The event should not serve as a political rally but should be educational in nature.
2. Fundraising in any form or manner by any political candidate or elected official is strictly prohibited.

3. Distribution of bumper stickers, placards, buttons, or anything else that might be considered campaign materials is strictly prohibited. Also, campaign banners or signs that could be construed as supporting, endorsing, or opposing a political candidate or elected official is strictly prohibited.
4. At the start of the event, a representative of the College must specifically state that the appearance of any political candidate or elected official (or her/his aides) does not constitute an endorsement of the political candidate or elected official by the College and that the College neither supports nor opposes the political candidate or elected official.
5. Whoever introduces the political candidate or elected official must not comment on her/his qualifications or make any comments or references such as: "Representative XYZ has always done such a great job over the years."
6. Security or a College official will be permitted to take necessary action to enforce the parameters set forth in this document.
7. Political candidates or elected officials opposing the views or office of the political candidate or elected official that was invited to speak at the event shall be given an equal opportunity to speak, if requested.

## PRINTING POLICY

### Important Information about Computer Printing Allowance

Ursuline College provides 500 pages of free black and white printing to each student each semester (fall, spring, and summer). Beyond that, the College may charge students 10 cents per page for black and white and 25 cents per page for color printing. Charges for each semester begin on January 1st, May 15th, and August 1st.

All student logins are connected to PCOUNTER, a system whereby the student will receive a popup each time they print. The popup will inform the student of his or her current printing balance compared to her quota. The amounts do not carry over. This is one of the "green" initiatives the college has implemented.

## SCHOOL CLOSING/INCLEMENT WEATHER

In the event of extreme weather conditions or other emergency situations, including power or water outages, the decision to cancel classes and/or close the college will be made by the President in consultation with the Vice President for Academic Affairs. Decisions to close the College will be made and communicated as follows:

**ALL-DAY Closings:** Including both **Day and Evening** sessions will usually be announced by **6:00 a.m.** **EVENING Closings:** Will usually be announced by **3:00**

**p.m.** **Sources for official announcements:** Phone - 440-449-4200; Internet - [www.ursuline.edu](http://www.ursuline.edu); URSAAlert, TV and Radio - Most Cleveland radio stations and all local TV stations.

## SEXUAL MISCONDUCT

The College's Interim Policy on Sexual Misconduct is located at: <https://www.ursuline.edu/files/assets/ucsexualmisconductpolicy081619.pdf>

## SKATEBOARDING AND ROLLERBLADING

Students may manually skateboard or skate/rollerblade on campus at their own risk. Students will be expected to use skateboards, skates, and rollerblades (referred to herein as “skating equipment”) in a manner that is appropriate and considerate of others, as well as College property. Students who use skating equipment recklessly or without the care of others or College property will be subject to discipline under the College’s judicial system. The use of skating equipment is prohibited inside buildings, the Pilla patio, the prayer labyrinth and on stairs, steps, railing, benches, and entrances to buildings. Skateboards must be picked up and carried and skates and rollerblades must be removed before entering campus buildings, the Pilla patio, and the prayer labyrinth. Electronic and battery-operated skateboards, skates, and rollerblades are not permitted on campus. See Hover Board Policy.

## SMOKING

In compliance with the State of Ohio smoking ban set out in Chapter 3794 of the Ohio Revised Code, the college does not permit smoking (including e-cigarettes) in any of its buildings or structures, including residence halls and college vehicles. In addition, all outside walkways and grounds of college property are smoke-free (including e-cigarettes), except for specific college-designated smoking areas with parking lots on campus. Smoking (including e-cigarettes) is not allowed at the entrance to buildings or in the quad. To help remind the Ursuline College community and our visitors, signs are posted in each parking lot near a main walkway which will specifically state “No Smoking Beyond this Point.” Receptacles will be placed near each sign. Smokers: Please refrain from throwing butts on the ground or down the sewer grates. The grates on campus flow directly into our lake. Thank you for your cooperation.

## SOLICITATION POLICY

Only organizations or vendors who have been invited by an Ursuline College department, office, or recognized student organization are permitted to solicit on campus. Organizational sponsorship should always be identified or advertised by a sign on/near the table.

## SPEAKER/FORUM POLICY

Student Organizations are encouraged to sponsor speakers who contribute to the role of the College as a forum for intellectual discussion, debate, and/or artistic expression. Speakers may validly contribute to this forum regardless of whether their ideas or positions are accepted by a majority or a minority public opinion internal or external to the College community. The use of the forum, however, in no way implies College approval or endorsement of the views expressed by the speaker.

For any event in which ideas presented may conflict with Catholic doctrine or social teaching, the Director of Campus Ministry needs to be contacted to give final approval for the speaker, as well as give direction in the provision of the Catholic perspective to the forum.

Registered student organizations may invite speakers to address their own membership

in a closed forum presentation or to address the College community in an open forum presentation. Individual students may not sponsor speakers, but instead need to collaborate with either a Student Organization or College department to arrange events.

## STALKING POLICY

The College's Sexual Misconduct Policy is located at <https://www.ursuline.edu/files/assets/ucsexualmisconductpolicy081619.pdf>

## STUDENT COMPLAINT POLICY

Student complaints are always considered seriously and are handled in either the Office of the Vice President for Academic Affairs or the Office of the Vice President for Student Affairs. Complaints of harassment or discrimination, based on a Protected Class (e.g., race, sex, disability, or other protected classes), should be reported to the Director of Compliance/Title IX Coordinator, in accordance with the Harassment and Discrimination Policy, which is located at <https://www.ursuline.edu/files/assets/harassmentanddiscrimination-policy8-5-19.pdf>

Complaints based on sexual misconduct, (including sexual assault, domestic and dating violence, and stalking) should also be reported to the Director of Compliance/Title IX Coordinator, in accordance with the College's Interim Policy on Sexual Misconduct, which is located <https://www.ursuline.edu/files/assets/ucsexualmisconductpolicy081619.pdf>

## STUDENT VOTER REGISTRATION

The 1998 Higher Education Act requires institutions give every student an opportunity to register and vote. Ursuline College provides mail-in voter registration forms for both federal and gubernatorial elections. Forms are available, per HEA Title IV, Section 487 (a) (1) (A) and may be picked up at two places on campus: The Associate Dean for Student Affairs office (Mullen 206) and the One Stop Student Services Center (Mullen 203).

Ursuline College has available to students, faculty, and staff hard copies of in-state (Ohio) registration forms. The College also does registration drives throughout the academic year.

## STUDENT WAIVERS

Students will be required to sign a waiver before they will be allowed to participate in physical activities or college related off-campus activities. Those who are under the age of 18 must have their parents or legal guardians' signature on the waiver form.

## STUDENT CODE OF CONDUCT

Ursuline College expects its students to act in a mature, responsible, and respectful manner. The College reserves the right to take appropriate steps to preserve the health, safety, and well-being of the College community by establishing and enforcing standards of conduct



through administrative action.

### **Ursuline College COVID-19 Acknowledgment - Language for Students**

As State and local health authorities begin to loosen restrictions to allow for a responsible restart of Ursuline College's offices and educational services, the College has put in place measures to meet the public health standards for general office environments and services.

As we look forward to the formal start of Fall 2022 semester, here are some changes to our campus health and safety protocols. **They reflect CDC updates effective August 11, 2022**, and include reminders about COVID to manage your risk of infection.

The CDC currently lists Cuyahoga County as an area with high transmission rates. At the same time, health care professionals report that COVID's effects are lessened by vaccines and the disease is becoming more endemic. The Ursuline community has done its part by achieving a high vaccination rate. As we start the semester, be sure **you are current on your vaccinations including boosters**.

Our Campus COVID Task Force, now renamed the Campus Health Team, continues to monitor Cuyahoga County statistics and CDC guidelines. Currently, **masks remain recommended but optional in all buildings including residence halls** with these exceptions:

- Mask wearing is strongly recommended indoors for those not up to date with vaccines and those with underlying health conditions. How do I know if you're up to date? Click: [Stay Up to Date with Your COVID-19 Vaccines | CDC](#)
- Mask wearing remains mandatory in **art studio labs, science labs and Nursing Resource Center (NRC) including its main skills lab, health assessment lab, and simulation room** where individuals are near each other for extended periods. As part of the learning experience, the NRC models real-life clinical environments which require masking.
- Mask wearing may be requested in a meeting or classroom, due to proximity or individual vulnerability.
- Any time you are asked to wear a mask, we count on you to do so. Exercising respect is one of our four core values.
- Students and faculty in clinical settings must comply with those facilities' masking requirements.
- You are expected to wear a mask on campus for five days AFTER returning from five days of isolation.
- Athletes must comply and abide by any NCAA regulations.

### **NEW CDC GUIDELINES FOR EXPOSURE, ISOLATION, TESTING & MASKING**

On August 11, 2022, the CDC announced streamlined guidelines for isolation: [CDC streamlines COVID-19 guidance to help the public better protect themselves and understand their risk | CDC Online Newsroom | CDC](#)



In summary:

If you have been exposed and have no symptoms, you are no longer required to quarantine, but you are to wear a mask for **10 days**, monitor your symptoms, and test on day five.

If you develop symptoms, stay home and test:

- If the results are positive, isolate for five days.
- If results are negative, you don't have to quarantine per CDC Guidelines. Of course, if you are feeling ill, you are expected to stay home until you are well enough to return to campus.

### **Monkeypox**

We are closely monitoring the rise in Monkeypox cases in Cuyahoga County, and we will provide further guidance as it becomes available.

Fortunately, protocols, like [good hand hygiene](#) and disinfecting surfaces, prevent the spread of both COVID-19 and Monkeypox. We will **continue to clean and disinfect** all common areas, classrooms, and restrooms areas nightly and high-touch areas such as the Athletic Center and the Nursing Resource Center as well as restrooms twice daily. Residential halls are cleaned daily.

We will adjust the frequency of those cleaning schedules as warranted.

### **REPORTING**

Please note that students, faculty, and staff should continue to report COVID symptoms, exposure and positive tests as follows:

#### **Students:**

- Report symptoms, exposure, or positive COVID test results by completing this [COVID Reporting Form](#)
- For questions about COVID, please contact [COVIDHelp@ursuline.edu](mailto:COVIDHelp@ursuline.edu)

#### **Faculty & Staff:**

- Email Kelli Knaus at [kknaus@ursuline.edu](mailto:kknaus@ursuline.edu) to report COVID symptoms, exposure, or positive test results.

If you have been exposed to or diagnosed with Monkeypox, please follow the reporting guidelines noted above for COVID.

CDC's recommendations are updated regularly. The Campus Health Team will monitor any changes and update Ursuline's policies accordingly. Please check MyUrsuline for the latest information and policies.

The College will need to adapt our educational spaces and practices to minimize health risks, including accommodations for vulnerable members of our community. From physical distancing and work, academic, and other gathering spaces, to taking steps that every member of the College community will need to take to protect ourselves and others, including wearing masks, sanitizing our hands and work surfaces, and checking our symptoms daily.

For our employees, the College will require all employees to wear facial coverings, except *under certain circumstances identified by the Ohio Department of Health*. Employees will be required to perform daily symptom assessments and will need to stay home if they are symptomatic. Employees are required to engage in regular handwashing. And the College will continue to provide hand sanitizer in high contact locations and to engage in additional cleaning for high touch items.

Students will be asked to perform a daily symptom assessment and to stay at home or their residence hall and not attend courses if they are or suspect that they are symptomatic. Daily symptoms assessments should include taking your temperature with a thermometer and monitoring for fever. The Ohio Department of Health also asks that you watch for “coughing or trouble breathing.”

We ask that you contact Deanne Hurley, Vice President for Student Affairs [dhurley@ursuline.edu](mailto:dhurley@ursuline.edu) or 216.225.1036 (cell phone), should you require an academic accommodation or are unable to attend courses. If you develop symptoms, we ask that you isolate immediately and seek medical care. Similar to the requirements for employees, the local health district must be informed if you have a suspected case or believe that you have been exposed to COVID-19. We would ask that you work with the College and local health department to identify potentially infected or exposed individuals. We will all work together to help facilitate effective contact tracing and notifications.

Please know that following Centers for Disease Control and Infection Guidelines and the continuously evolving guidelines from State and local health officials will permit the College to continuing to offer educational services while adhering to applicable health standards.

By acknowledging below, you agree to abide by these standards and any additional standards that are published by the College on the College’s COVID-19 website <https://www.ursuline.edu/student-life/coronavirus>.

A failure to abide by these requirements may result in employment or disciplinary action for an employee or student. If you have any questions or concerns, please contact one of the following:

- Deanne Hurley, VP for Student Affairs, [dhurley@ursuline.edu](mailto:dhurley@ursuline.edu) 216.225.1036 (cell)
- Gina DeMart-Kraus, Director of Residence Life, [gdemart@ursuline.edu](mailto:gdemart@ursuline.edu) 440.221.2814
- Dr. Pat Sharpnack, Dean of the Breen School of Nursing, [psharpnack@ursuline.edu](mailto:psharpnack@ursuline.edu) 440.684.603

### ***Acknowledgment and Release***

I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by being on campus and that such exposure or infection may result in serious illness and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, volunteers, guests, and students.

I voluntarily agree to assume all of these risks and accept sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection my attendance at the College ("Claims"). I release, covenant not to sue, discharge, and hold harmless the College, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the College, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any College program.

### **A. OFFENSES SUBJECT TO THE CODE**

The following forms of student misconduct are subject to administrative action when engaged in on campus, at an off-campus educational site, at College-sponsored activities, when conduct that occurs off-campus adversely affects the College community and/or the College's objectives, such as when the conduct causes substantial destruction of property belonging to the College or members of the College community, or causes or threatens serious harm to the safety or security of members of the College community. Please note, students are responsible for and may be subject to discipline for the misconduct of their guests while on the College's campus, at an off-campus educational site, or at College-sponsored activities.

#### **Disrespect to Oneself and Others**

5. Possession, use, distribution, or sale of any controlled substance, illegal drug, or drug paraphernalia.
6. Any violation of the College Alcohol Policy (See Alcohol Policy and Drug Policy).
7. Possession, use, distribution, or sale of firearms, other dangerous weapons, or incendiary or ex-plosive devices, including fireworks.
8. Engaging in illegal gambling.
9. Any threatening behavior. Threatening behavior includes harming, abusing, assaulting, threatening, endangering, intimidating, stalking, or harassing another person and extends to all oral or written statements, communications, conduct, gestures, expressions, or acts made in any medium (e.g., in person, via letter, telephone, text message, electronic mail, social media or any other method) that causes a reasonable apprehension of physical or emotional harm to another person. (See Harassment and Discrimination Policy, Interim Policy on Sexual Misconduct, Civil Rights/ Nondiscrimination Policy, and Policy on Threats or Harm to Self or Others).

10. Engaging in harassment based on a protected class (e.g., race, sex, disability, and other protected classes) as defined by the College's Harassment and Discrimination Policy.
11. Sexual misconduct, as defined by the College's Sexual Misconduct Policy.
12. Conduct which results in infringement of rights, hardship, or harm to any member of the Ursuline College community or endangers the health or safety of any person.
13. Participating in hazing or harassment, which includes actions or situations that do or could result in mental, emotional, or physical discomfort; embarrassment; ridicule; or endangerment whether or not done with intent or by consent. This misconduct includes, but is not limited to, discriminatory harassment based on a protected class (e.g., race, sex, disability, and other protected classes) as defined by the College's Harassment and Discrimination Policy.

### **Disrespect for Property**

1. Engaging in arson or other irresponsible uses of fire.
2. Misuse of, or tampering or interfering with, fire or safety equipment at the College.
3. Misuse, damage, destruction, or theft of personal or real property.
4. Unauthorized use, entry, or attempted entry of College owned, contracted or managed facilities, property, or services.
5. Throwing food or engaging in other disruptive behavior in the Pilla Dining Room, atrium, food court or other food service locations.

### **Disrespect for Authority**

1. Failure to comply with the directions of any College official made in accordance with any posted or published rule or regulation of Ursuline College. This includes refusing to show or surrender College identification and/or other forms of proper ID upon request by a College official acting in the performance of their duties. This also includes refusing to comply with requests to adhere to the College's COVID-19 policies and protocols, including, but not limited to, the use of facial coverings, maintaining social distance, and adhering to quarantine and self-isolation protocols. College officials include, but are not limited to, Campus Safety Services personnel, Residence Life staff, Food Service staff, and other students appointed by the College to act as College representatives.
2. Any act which obstructs or disrupts the orderly operation of the College, including, but not limited to, the living and/or learning environment on campus, teaching, research, academic appeals, disciplinary proceedings, or investigations and/or any other authorized activities or events when it has been determined by the College's Administration that the academic function of the College has been or may be disrupted. This includes any effort by conspiracy, omission or otherwise, to impede, hinder, or improperly influence any academic appeal or disciplinary proceeding.

3. No person or organization may interfere with, disrupt the normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the College or its buildings, equipment, or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program. Students engaging in activities/behaviors deemed to be disruptive may be asked to leave the academic/social activity and be subject to disciplinary action.
4. Failure to cooperate or appear before any disciplinary body of the College or the Associate Dean for Student Affairs or his/her designee. This includes providing false or misleading information and failing to comply with sanctions imposed by a disciplinary body in a timely manner.
5. Any act of dishonesty including, but not limited to, forgery, unauthorized alteration, destruction or misuse of college documents, records, identification cards or papers, cheating, fabrication, plagiarism, and facilitating or assisting others to commit acts of dishonesty and furnishing false information to a College office or official. This includes statements or information provided to Security, Admissions, the Associate Dean for Student Affairs and/or Residential Life Staff (See Academic Integrity Policy).
6. Violation of other posted or published regulations of Ursuline College, including but not limited to those regulations governing the residence halls, student organizations, the use of all College facilities and/or services, as well as the College's computer services and network. This also applies to violations of the College's COVID-19-related policies and protocols including, but not limited to, the use of facial coverings, maintaining social distance, and adhering to quarantine and self-isolation protocols, and failure to follow all COVID-19-related health orders at the local, state, and federal level.
7. Failure to follow the College's fire drills or other emergency procedures, including disregard for security precautions in the residence halls or other facilities on campus.
8. Misusing financial assistance (aid) through fraud and abuse.
9. Any violation of existing federal, state, or local laws.
10. Any violations mentioned in the New Student Pledge.

## **B. SANCTIONS**

The administration shall determine in its sole discretion the appropriate sanctions for student misconduct. Possible sanctions for student misconduct include:

- 1. Warning (oral or written)**
- 2. Probation**
- 3. Restitution**
- 4. Project**
- 5. Loss of Privilege**

## **6. Suspension**

**7. Removal from Class or Activity** - The student may immediately be removed from any class or activity upon causing or threatening to cause emotional or physical harm to others and may be subject to the clearance procedures set forth in the Policy on Threats or Harm to Self or Others.

## **8. Removal from College Housing**

## **9. Expulsion**

**10. Legal Action** - The College may contact the appropriate legal authorities and may pursue legal action (civil and/or criminal) against the student.

## **C. JUDICIAL PROCESS**

1. The Associate Dean for Student Affairs is the chief administrator charged with enforcement of the student code of conduct. She or he delegates authority in the residence hall judicial board in accord with residence life policies; however, any member of the College community may bring a complaint against a student for violation of the code of conduct. The Associate Dean for Student Affairs or a delegate identified by the Associate Dean is charged with investigating the matter and take appropriate action.
2. An administrative hearing is required in all cases except those involving a warning (See B1). The purpose of the charge is to allow the student an opportunity to challenge or otherwise explain her/his behavior. This is not a legal hearing. The student will be notified of the charge against her/him and of the time and place of the administrative hearing. Failure to appear on the scheduled date and time will result in the judicial hearing being heard in the student's absence. Furthermore, the absence may be interpreted as an admission of responsibility for the violation. Normally the hearing should occur within two weeks of the event in question.
3. A record of disciplinary action taken will be kept in the office of the Assistant Dean of Students. Access to the record is governed by the Family Educational Right and Privacy Act of 1974, state law, and college policy.
4. The Associate Dean for Student Affairs or a designee may invoke an immediate suspension whenever there is evidence that the student's presence on campus, at an off-campus educational site or at a college-sponsored activity presents a threat of harm to herself/himself or others, or a disruption of college activities. In case of immediate suspension, an administrative hearing will be convened as soon as possible after the suspension.

## **D. APPEAL**

A student who is expelled or suspended for misconduct may appeal this decision to the Associate Dean for Student Affairs. In the case that the Associate Dean for Student Affairs conducted the initial hearing, appeals should be directed to the Vice President of Student Affairs. Any appeal must be made to the Associate Dean for Student Affairs in writing within two weeks (14 consecutive calendar days) of written notification of suspension or expulsion beginning on the day after the student is expelled/suspended and ending on the last day.

## **E. APPLICABILITY OF OTHER COLLEGE POLICIES**

Please note that the violation of other Ursuline College policies may subject the student to further or different investigative processes, appeal procedures, or sanctions not listed in this Student Planner.

## **F. DIRECTOR OF COMPLIANCE/TITLE IX AND DISABILITY COORDINATOR**

Ursuline College strives to provide an environment that is inclusive, nurturing, and free of harassment, discrimination and bullying for all students, faculty, and staff members. The College's Harassment and Discrimination Policy and its Interim Policy on Sexual Misconduct (including Sexual Assault, Domestic and Dating Violence, and Stalking) are accessible from the College's web site by clicking the Student Life tab. For more information or to report concerns, please contact Deborah L. Kamat, Director of Compliance/Title IX and Disability Coordinator (440-484-7027).

## SAFETY AND SECURITY

### **SECURITY INFORMATION**

#### **REPORTING CRIMINAL ACTIONS AND OTHER EMERGENCIES**

See <https://www.ursuline.edu/inside-ursuline/consumer-information/campus-security-policies-crime-statistics-and-crime-log>

#### **Blue security phone locations (LISTED ON BUILDING MAP)**

## STATEMENT OF NON-DISCRIMINATION

### NON-DISCRIMINATION POLICY

The College's statement of non-discrimination is located at:

<https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicy8-5-19.pdf>

The College's Title IX policy on non-discrimination is located in its Interim Policy on Sexual Misconduct at:

<https://www.ursuline.edu/files/assets/ucsexualmisconductpolicy081619.pdf>

## STUDENT PARKING POLICIES

### Register Your Vehicle

Anyone who is registered and attends any class (or classes) and is NOT a full-time employee of Ursuline College.

You can obtain the registration form and register your vehicle by completing the following steps:

1. Students who are new to Ursuline will have the opportunity during new student orientation to complete the auto registration form.



2. For those registering late, please stop by the Student Service Center located in Mullen 203 to complete the auto registration form.
3. Registration of vehicles should be done within the first week of classes.

Students who change cars during a semester should register with the Student Service Center. If a commuter requires overnight parking or a residential student requires overnight parking for other than their registered vehicle, approval must be obtained from the Security Supervisor (extension 6119). Any vehicle left in excess of 48 hours without approval will be towed from campus.

### **Parking & Traffic Regulations**

Depending on availability, all students are permitted to operate and park a licensed motor vehicle on Ursuline College property providing the following conditions are met:

1. The operator must have a valid driver's license.
2. The vehicle must display a valid, unexpired license plate from a state licensing authority.
3. The vehicle must be in reasonable operating condition and not leak any hazardous substance or pose an environmental threat.
4. All vehicles must be properly registered with the Ursuline College Student Service Center.
5. All Ursuline College parking and traffic regulations must be followed.

**Motorcycles and Bicycles** Motorcycles are considered vehicles and are required to be registered by following the procedure outlined above. Motorcycles may not be parked inside buildings, adjacent to building entrances, or in no parking areas. Bicycle registration is optional.

**Visitors** Registered students are not eligible for visitor status.

Students are not permitted to park in marked visitor, handicap (without State of Ohio permit), fire lanes, loading docks, or reserved spaces at any time.

### **Accident Liability**

Accidents involving vehicles operating or parked on the Ursuline College campus should be reported to Security and the City of Pepper Pike Police. Ursuline College assumes no liability for the care and/or protection of any vehicle or its contents at any time it is parked or operated on campus.

### **Fines**

#### **Parking and Traffic Offenses**

- Failing to register vehicle
- Falsifying application information
- Reckless operation \*
- Occupying a handicapped space without a state issued permit \*

- Fire lane \* (Marked by yellow lines or yellow stripes)
- Blocking access to fire equipment hookup \*
- Failure to comply with request/directive of an Ursuline College official
- Parking in a parking lot entrance (restricting flow and visibility), creating a safety hazard
- Parking in a service area, reserved, or visitor space
- Parking in a crosswalk, walkway, or traffic lane within a parking lot
- Parking in an area blocked off for special events

*(\* also subject to citations issued by City of Pepper Pike Police)*

### **Definition of Offenses**

A listing and description of parking offenses can be found on the Ursuline College web site. From the home page, Current Students, Facilities & Security or from the following link: <http://www.ursuline.edu/facilities/>

### **Parking Appeals**

Questions or concerns regarding parking should be directed to the Security Supervisor (extension 6119). If the situation is not resolved to your satisfaction, there is an appeal process. An appeal of any violation must be submitted within 72 hours of the violation. Appeals should be processed through the Security Supervisor.

### ***Build community wherever you go. (5th Counsel)***

## THREATS (SEE HARM)

### VISITOR POLICY

For the purpose of this policy, the term “visitor” refers to anyone who is not a currently enrolled Ursuline College student or a currently employed member of the faculty, administration, or staff

Ursuline College welcomes the presence of visitors who come for limited periods of time to participate in educational programs and activities, as well as those visitors who come to conduct College business.

Ursuline College is a private institution and access to college owned or controlled property shall primarily be limited to students, faculty, administration, or staff. As a private institution, the College reserves the right to lawfully restrict, limit, or prohibit access to college owned or controlled property.

Visitors, however, are an important aspect of the College’s day-to-day operations. Visitors come to Ursuline College for myriad reasons, including touring campus; visiting family or friends; providing maintenance, repair, or contracted services; participating in job interviews; attending public events in campus facilities; and dining at Pilla Atrium. Regardless of reason, visitors must not interfere with the privacy of students, faculty, or staff, or with educational, research, athletic, or residential activities.

Visitors are not permitted in academic areas, including, but not limited to, classrooms, laboratories, and art studio spaces, or residential areas, unless they have been invited by a member of the College administration, a member of the faculty or staff, or a student.

All visitors to the College, regardless of reason, shall abide by campus policies, regulations, and instructions by authorized campus personnel. Failure to do so shall be deemed a violation of this policy.

If a visitor engages in behavior or conduct that is inconsistent with this policy or any other College policy or that is otherwise inconsistent with the best interest of the College, the individual will be asked to refrain from such conduct and may be asked to immediately leave the College. Failure to adhere to such a request may result in the need to summon assistance from law enforcement as well as College disciplinary action.

College employees and students who believe that someone has received unauthorized access to a college building should contact Security at 440.449.4204 or number on back of handbook that is Rich Thompsons' or the Pepper Pike Police Department at 216-831-1424.

## SERVICES

### ATM MACHINE

A non-branded ATM machine is located in the Pilla Atrium. A \$2.00 transaction fee will be charged.

### CARPPOOL INFORMATION/COMMUTER INFORMATION

Are you interested in carpooling to school? Are you just looking for a way to communicate with other commuters? Visit "My Ursuline" on the Ursuline Web Site and join the commuter student group.

### CARD SWIPE SYSTEM (CBORD)

Student, faculty, and staff ID cards have the ability to be used for purchases in Pilla Dining Hall and The Bookstore. Money may be placed on the card in the Student Service Center (Mullen 203). Cash, check, and credit card payments are accepted.

### COMMENCEMENT

Ursuline College holds one commencement each year in May. It is for students who have completed their studies in September through December of the previous year and January through August of that year. All commencement information can be found on the Ursuline website at [www.ursuline.edu/commencement](http://www.ursuline.edu/commencement).

## FOOD SERVICE

<https://www.ursulinemetz.com/pilla.html>

Pilla Dining Hall is operated by Metz Food Service and is open only when the College is in session for the regular academic year. Commuters, faculty, administrators, staff, friends, and family are welcome to purchase a meal (the prices are very reasonable!). Standard operating hours for food service during the academic year are as follows:

### **Pilla Dining Center**

#### **Monday - Friday**

Breakfast:	7:30 a.m.	-	10:00 a.m.	(Full Breakfast)
	10:00 a.m.	-	11:00 a.m.	(Continental)
Lunch:	11:00 a.m.	-	1:30 p.m.	(Full Lunch)
	1:30 p.m.	-	4:30 p.m.	(Light Lunch)
Dinner:	4:30 p.m.	-	7:00 p.m.	(Full Dinner)
	(*Dinner is only available until 7:00pm on Fridays)			
	7:00-p.m.	-	8:00p.m.	(Light Dinner)

#### **Saturday-Sunday**

Brunch only:	11:00 a.m.	-	1:00pm
Dinner:	5:00 p.m.	-	6:30 p.m.

\*On designated holidays when resident students are not required to leave the halls, but the college is closed, i.e., Labor Day, dining services will follow the weekend schedule. Brunch between 11:00am-1:00pm and dinner from 5:00-6:30pm.

**To-Go Container Policy:** In order to help reduce consumer waste in the dining hall, Ursuline College and Metz Culinary Management will be charging \$.30 per “disposable to-go” container. As an alternative to the standard single-use disposable container they offer, at cost, an eco-friendly reusable “to-go” container. These durable containers can be brought to the café for any meal service when you are not able to eat in. Reusable “to-go” containers cost \$4.45 for a 3-compartment clam shell and \$2.65 for a 12 oz. soup/cereal container; these are the only reusable containers approved for the dining hall.

## HEALTH INSURANCE

Although we expect all students to have health insurance and insurance they can afford, we do not have an agreement with any agencies. An opportunity for affordable health insurance may be available through [www.healthcare.gov](http://www.healthcare.gov).

Ursuline College does expect all international students to have health insurance while they are active students. International students may choose whatever health insurance plan that works for their situation. However, if you are looking for somewhere to start, we have

partnered with International Student Insurance (ISI) to offer some guidance on affordable plans. Check out their health insurance options here: [https://www.internationalstudentinsurance.com/school\\_requirements/3917/Ursuline\\_College.html](https://www.internationalstudentinsurance.com/school_requirements/3917/Ursuline_College.html)

## LACTATION AND WELLNESS ROOM

The Lactation and Wellness room (Pilla 212B) is a private space provided by the Ursuline Women's Center. It is open every day from 8:00 AM-8:00 PM. The room includes a glider, mini-fridge, lockers, sound machine, bottle drying rack, outlet, access to a computer. It is located next to the Women's Center which has a private bathroom as well as a small kitchenette (sink, microwave, additional mini fridge). [Schedule online](#)

## LOCKER RENTAL

Lockers are available to students so that they may store their personal belongings. Lockers may be rented per semester or for the entire year (summer not included). Lockers are located on the lower level of the Mullen Building, near the Commuter Lounge. To obtain a locker you must complete a locker request form, available in the Student Service Center, Mullen 203. Once the request form has been submitted, a locker number will be assigned, and the student will be notified within 3 business days via their Ursuline email account. Students must provide his/her own lock. At the conclusion of the rental period, locks and all locker contents must be removed by the end of finals week. Shortly afterward, locks will be cut off and all locker contents will be removed and discarded.

## LOST AND FOUND

Lost and found articles can be located at One Stop Student Services (MU203), and by contacting Security (440-449-4204). There is also an electronic lost and found file in the public folders.

## PARKING

Parking registration is mandatory. Register your vehicle at the One Stop Student Service Center in Mullen 203. Be sure to have your vehicle's license number with you when you register. To create a welcoming environment for potential students and visitors, we ask that all current students, staff, and faculty to not park in the parking area in front of the Mullen Administration Building. This area has been designated for visitors and handicapped parking. Violators will be ticketed. **(Please see Student Parking under Safety and Security for parking policies and violations).**

## RESTROOMS

Consistent with the College's Harassment & Discrimination Policy, individuals are permitted to use the restroom of the gender with which they identify, rather than being required to use the restroom that aligns with their biological gender. Thus, if you are biologically a female but identify as a male, they you are permitted to use the Men's Restroom. If you are biologically a male but identify as a female, then you are permitted to use the Women's Restroom. This policy applies campus wide.

## RESIDENCE LIFE HANDBOOK (SEE END OF HANDBOOK)

### STUDENT GOVERNMENT ASSOCIATION

All students are members of SGA. SGA officers and At-Large Senators are elected each Spring. Freshman Class At-Large Senators are elected each Fall. Student Organization Senate and General Student Body meetings are held monthly. The purpose of the Student Government Association is (1) to promote an atmosphere in which each student can most readily achieve her/his own highest level of spiritual, intellectual, and social performance. (2) to foster among students an intelligent understanding of their duties and obligations, rights and privileges as members of the student community; (3) to develop initiative and responsibility and independence; (4) to provide an opportunity for students to voice their opinions and suggestions in matters of general college life; and (5) to promote intercollegiate collaboration.

### STUDENT IDENTIFICATION CARDS

Each undergraduate and graduate student at Ursuline College is issued a Student Identification Card (Student ID card). The Student ID card serves as proof of status with Ursuline College and provides access to many resources provided by and available through the College community such as food service, computer labs, use of the College library, Campus Center facilities, and other services on campus. All students must maintain and carry a current Student ID card for the entire period that they are affiliated with Ursuline College.

### **PROCEDURE**

**Obtaining the Student ID Card** - Student ID cards are issued by the Student Service Center located in room 203 of the Mullen Building during regular office hours. The initial Student ID card is issued FREE of charge. Student ID cards are valid for a student's entire career at Ursuline College and are validated each year with a validation sticker available in the Student Service Center.

**Replacement Cards** - There is a \$10 fee payable at the time of re-issuance for replacement of a damaged, lost, or stolen Student ID card. To request a replacement card, a student must present to the Student Service Center a government-issued picture ID or passport.

A \$10 fee is assessed and payable at the time of re-issuance for a request of a name change, resulting in the issuance of a replacement card. If it is determined that a name is incorrect due to the College's error, no charge will be assessed to the cardholder for a replacement when the older card is returned. To request a replacement card, a student must present to the Student Service

Center the current Student ID card and a government-issued picture ID or passport.

**Safeguards** - The cardholder is responsible for the care and safekeeping of the Student ID card. The Student ID card should be protected and carried by the student at all times. Protecting the Student ID card reduces the risk of abuse related to privileges; funds associated with the Student ID card and extend the life of the Student ID card. Holes should not be punched in the Student ID card and the use of stickers, pins, or other items affixed to the Student ID card is prohibited. The magnetically encoded information on the Student ID card may be protected by keeping the card away from magnetic fields.

No one other than the student to whom the card is issued is to use the Student ID card. The Student ID card is the property of the Ursuline College and must be presented upon the request of an appropriate College

Any transfer, alteration, falsification, or forgery of a Student ID card constitutes a violation of college policy and may result in an appropriate disciplinary action to be determined by the Office of Student Affairs. In addition, fraudulent or illegal use of the Student Identification Card may result in criminal charges and/or civil proceedings.

**Disclaimer** - Ursuline College is not liable for financial or criminal repercussions associated with lost, stolen, damaged, or fraudulent use of the Student ID Card. Information contained on and in the Student ID card, including but not limited to the picture, will not be released to persons outside Ursuline College unless required by law, in response to a valid court order or subpoena, or upon the execution of a written release signed by the cardholder. The information contained on and in the card will only be used by Ursuline College for College business or for internal College purposes. Exceptions to this rule include use of the information contained on or in the card to assist in the personal protection of any person, or to comply with federal, state, or local laws.

## STUDENT VOTER REGISTRATION

The 1998 Higher Education Act requires institutions give every student an opportunity to register and vote. Ursuline College provides mail-in voter registration forms for both federal and gubernatorial elections. Forms may be picked up at two places on campus: Student Affairs Office (Pilla 205 or 203) and the One Stop Student Services Center (Mullen 203).

Ursuline College has available to students, faculty, and staff hard copies of in-state voter registration forms. The College also does registration drives throughout the academic year. Forms may be obtained in the Student Services Center (One Stop) per HEA Title IV, Section



487 (a) (1) (A).

## URS ALERT

URS Alert is a mass notification system that enables College students, faculty, and staff to receive alerts and updates as text messages on cell phones. Participation by the College community is voluntary. It is powered by Omnilert Network e2Campus.

URS Alert will be activated for the following situations:

- College Closings or Delays - due to weather, power failure, or any other emergency requiring that the campus be closed, or its opening delayed.
- Campus Emergencies - such as fire, intruders, or any other campus-based emergency requiring notification to all members of the College Community and that may or may not include closing campus.
- Crime Alerts - such as thefts or assaults.
- Other Emergencies - judged by the administration to require immediate notification to the College Community.

No advertisement or non-emergency alerts will be sent to the registered phones. Your information is not shared with or sold to third parties. Your cell phone number will not be used by college offices to contact you through this notification system.

You must sign up for the service in order to receive alerts. (<https://ursuline.omnilert.net/subscriber.php>) Since this is a voluntary service, you may choose to opt-in or opt-out of the service at any time. You are responsible for any text messaging charges from your wireless service provider.

[URSULINE ACCELERATED PROGRAM \(UCAP\) POLICIES](#) UCAP website:  
<https://www.ursuline.edu/admission/accelerated-admission>

### **UCAP Attendance Policy**

UCAP is committed to a style of learning that is facilitative and participatory. Meaningful interaction of student with student and student with facilitator is the heart of the program. Due to the accelerated nature of the program, the minimum of 20 contact hours is required for accreditation purposes. The commitment to this educational model shapes the UCAP attendance policy. Attendance of all class meetings is mandatory. Should an emergency situation arise which requires an absence from all or even part of a class, the student must contact the facilitator at the earliest possible time. Leaving a message with another individual or on answering machines does not fulfill this obligation. Absences will have a negative effect on students' grades. Absences due to emergency situations will be dealt with on a case-by-case basis by the facilitator.

**If a student has one (1) absence (regardless of the circumstances), one or more of the following action(s) may be taken by the facilitator (at his or her discretion):**

- A. The facilitator can require a student to drop the course based on the subject matter

or amount of missed course material. The student must withdraw from the course before week #4 (for a 5-week class), before week #6 (for an 8-week course) or before week #7 (for a 10-week class) or the student will receive the grade earned for the class. (See *UCAP refund schedule for reimbursement level*.)

- B. The student shall be required to complete make up work that must be equivalent to the
- C. four or two hours of missed class time.
- D. The student's final course grade may be lowered up to one full letter grade. **In addition, if a student misses two (2) classes - the instructor must notify the UCAP office immediately and the student will be dropped from the class. If a student misses two classes and it is beyond the withdrawal deadline, the student will receive an "F" for the course.**

### **UCAP Tardiness Policy**

Due to the importance of timeliness in both the academic and workplace settings, being tardy will have a negative impact on class performance. If a student is tardy to class, one (1) or all of the following actions may be taken (regardless of circumstances) by the facilitator (at his or her discretion):

- A. The student's attendance and/or participation points may be lowered. B) Homework may not be accepted by the facilitator.
- B. Test/Quiz time may not be made up.
- C. Make-up work for class time missed may be required.
- D. Generally, tardiness beyond 30 minutes will be considered an absence and the UCAP attendance.
- E. policy will apply (see above).

### **UCAP Incomplete Policy**

Incomplete grades are granted at the discretion of each facilitator and are normally given only in extenuating and serious circumstances, such as severe illness. In addition, incompletes should only be granted to students who have already completed the majority of work in the course, with the exception of a final project or exam. The deadline for completing coursework is three weeks after the last day that the course ends. It is the student's responsibility to contact the facilitator who will determine the work to be completed and the three-week deadline date. If the student fails to complete the assigned requirements by the three-week deadline, the "I" Incomplete will automatically turn into an "F" grade the day after the three-week deadline.

### **UCAP Course Cancellation & Drops**

If a class is cancelled, a UCAP representative will contact the student prior to the start of class. An academic advisor will help the student choose an alternative course or will receive a full refund for the cancelled class. If a student wishes to drop out of a course, she/he should contact the UCAP office as soon as possible. Students must withdraw from a class prior to the 4th class session. If a student is receiving financial aid, she/he will need to notify the Financial Aid Office at 440-646-8329; dropping a class may affect the financial aid award.

## **UCAP Refund Schedule**

### **Refund Schedule for 5- or 10-Week Courses**

#### **5-week classes**

Calendar days elapsed since the start of the term

7 days 100%

14 days 50%

21 days 0%

28 days 0%

#### **8-week classes**

Calendar days elapsed since the start of the term

7 days 100%

14 days 60%

21 days 40%

28 days 0%

#### **10-week classes**

Calendar days elapsed since the start of the term

7 days 100%

14 days 60%

21 days 40%

28 days 0%

## **UCAP Course Withdrawal Policy**

Course withdrawal deadline for 5-week class - must withdraw BEFORE week #4; course withdrawal deadline for 8-week class - must withdraw BEFORE week #6; course withdrawal deadline for 10-week class - must withdraw BEFORE week #7 or the student will receive the grade earned for the class.

## **UCAP Concurrent Course Enrollment**

Due to the accelerated nature of the Ursuline College Accelerated Program (UCAP), students are strongly advised to take one course every 5- or 10-week session. If a student wants to double-up or take classes concurrently, two classes per 5 or 10- week session, she/he must maintain a grade point average of 3.5 and have permission from his/her academic advisor.

## **UCAP Prerequisite Policy**

Many courses offered by Ursuline College Accelerated Program (UCAP) require the completion of prerequisite courses taken at Ursuline College, or the equivalent taken at an- other accredited institution. The UCAP Course Schedule lists prerequisites after each course title when applicable. A prerequisite is a requirement that must be completed prior to the registration of a course. For instance, BU 230 (Organizational Behavior) must be

taken before BU 330 (Human Resource Management). BU 230, in this case, is the prerequisite for BU 330. The student is responsible for meeting prerequisites wherever listed. Until a prerequisite equivalent is established, the student will be unable to register for the class.

1. All course registrations are checked for appropriate prerequisites and must be approved by a UCAP Academic Advisor. If the appropriate prerequisites are not met, the student may not register for the course. In addition, if a student has an “I” (incomplete grade) pending or has failed the prerequisite course, the student cannot proceed to take the next course until a “D” grade or above has been achieved. In the event of a course scheduling conflict which would prevent a student from graduation, the student can petition the Director of Faculty and Curriculum for a prerequisite waiver. A prerequisite waiver would allow the student to take courses out of sequence, but the student would still be required to take all the courses listed on his/her degree plan required for graduation. The student who petitions for a prerequisite waiver must be able to provide documented experience in the course subject matter in which she/he is petitioning.

### **Academic Integrity - Plagiarism and Cheating**

Ursuline College expects that all course work will be fairly and honestly completed by the student. Plagiarism consists of any intentional or known representation that the work, or opinions of another, are those of the student. Most often plagiarism takes the form of failure to properly acknowledge sources when using exact wording, or paraphrased material or information that is not a matter of common knowledge. Plagiarism may also take the form of partial or wholesale use of another’s paper, project, or presentation. Cheating consists of the use of or attempt to use unauthorized material or information or another student’s answers during a quiz or exam. The determination of whether or not plagiarism or cheating has occurred rests with the instructor. At her/his discretion, the instructor may assess one of the following penalties:

1. Failure in the course.
2. 0% on the test, paper or project which is the subject of plagiarism or cheating.
3. Required retest, redraft or additional paper or project. Credit to be determined by the instructor. The instructor will notify both his/her Dean and the student of the situation and will document the event by filling out a Student Offense form found in the Office of the Vice President of Academic Affairs.

Ursuline College reserves the right to assess additional penalties, over and above any assessed by the instructor, up to and including dismissal from the College, of any student who has been found guilty of cheating and/or plagiarism on more than one occasion. Students who have been charged with plagiarism or cheating may seek redress according to the academic appeals procedures stated in the *Ursuline College Student Handbook/Planner*.

### **UCAP Extension of Ursuline College Academic Integrity Policy**

In addition to the Academic Integrity (plagiarism and cheating) policies listed in the Ursuline College Undergraduate catalog, students are not permitted to use an instructor's manual or instructor's materials without express permission of the facilitator/faculty member. Doing so will be considered a breach of academic integrity. Please refer to the Ursuline College Undergraduate catalog for Academic Integrity Policy.

## DEPARTMENTS AND OFFICES

### ALUMNAE ASSOCIATION/OFFICE OF ALUMNAE RELATIONS

The Alumnae/i Association of Ursuline College and St. John College is an organization whose mission is to engage the alums of both Ursuline and St. John Colleges, as well as current students, to support the mission of Ursuline College. The office of Alumnae/i Relations and Development is responsible for the Association and its 22-person advisory board including one student representative. The office is responsible for Homecoming, Make a Difference Day, Phonathon, alumnae/i awards, the Gonzaga Award, Voices magazine, the annual gala, as well as various other activities to support engagement of alums and students as well as the annual fund of the college. Interested in volunteering with the alumnae office? Contact the office at [alumnae@ursuline.edu](mailto:alumnae@ursuline.edu), or 440.646.8370 or come to Mullen 238 between 8:30 am to 5:00 pm, Monday through Friday.

### ATHLETICS

Ursuline College sponsors 11 women's sports teams and is part of the NCAA Division II, Great Midwest Athletic Conference. The Sister Diana Stano Athletic Center is the home of our Ursuline College Arrows. It is a newly constructed building completed in July 2015. The Women's basketball, volleyball and STUNT teams hold their home contests in the Jane and Lee Seidman Gymnasium. The Women's soccer, lacrosse and softball programs play their games on our outdoor fields. The tennis team competes on our six on-campus courts. The remainder of our sports are held at various off-site locations. Please feel free to visit any member of the Athletic Department and to attend the various athletic events on campus or off campus. Go Arrows!

All Athletic information and schedules can be found at: <https://www.ursuline.edu/athletics>

### BOOKSTORE

MONDAY THROUGH THURSDAY- 9:00 AM- 4:00 PM

FRIDAY- 9:00 AM- 1:00 PM

SATURDAY- CLOSED SUNDAY – CLOSED.

HOURS ADJUSTED AS NEEDED FOR BACK TO SCHOOL, BREAKS AND SUMMER.

Ursuline College is participating in the **Follett ACCESS** program for TRADITIONAL Students and SDAP students. UCAP and GRADUATE students are not participating in the program.

The **Follett ACCESS** is a book rental program that is included in the price of tuition. The program delivers required course materials to students when they register, and the cost will be included as part of tuition or course fees so there are no surprises about costs after enrollment. The program also reduces student stress during the purchasing process and provides a method to easily access, manage and use all course materials regardless of format or cost.

Textbooks are chosen by the lowest cost option, which means you can get a rental book or a digital book. Digital books are delivered to your Ursuline College email from BryteWave. All other books are picked up at the bookstore. You will be notified by email when your books are available for pick-up.

If your book is a *rental*, you are REQUIRED to return the book by the Rental Return Date which is on the textbook. If you do not return the textbook, we will charge the college, which they will charge your account. There is no opt-out option of the Follett ACCESS Program.

UCAP AND GRADUATE Students:

Faculty are responsible for choosing textbooks, but prices of the books are determined by the publishers. Textbooks are arranged by AUTHOR; the bookstore staff is available to assist you. Students may also use Follett's online ordering system for convenience: [www.ursuline.btstr.com](http://www.ursuline.btstr.com) Books ordered on the website can be shipped directly to your home or held at the store for pick-up. Books may also be purchased or rented (where applicable). Books are returnable during the first week of classes ONLY with the original sales receipt. They must be in the same condition as when they were originally purchased. If the shrink-wrap is broken or access codes opened, they will not be refunded.

Refunds are payable in the same tender that was used at time of purchase. Any refund requests after the first week of the semester MUST be accompanied by the receipt and written proof that you have dropped or withdrawn from the course. Payment for purchases may be made by personal checks, Mastercard, Visa, Discover or American Express (NO PHONE ORDERS ALLOWED) Students eligible for financial aid may use funds at the bookstore by obtaining a book voucher from the Student Service Center before coming to the store to purchase books, any balance after the book voucher has to be paid in full by student. Books that are rented must be returned by the due date that is stated on the receipt (last day of finals).

*If the book is not returned the bookstore will charge the difference between the rental cost and the cost of the book along with the fees that is on your receipt. The charges will be charge to your credit card that you used for collateral that is on file. If the credit card on file cannot be charge the balance will be sent to debt collections.*

**TRADITIONAL and SDAP NURSING STUDENTS:** The bookstore supplies the Nursing Uniforms. Students are responsible for filling out and sending in the Nursing Uniform order form given to you by the Nursing Department. The Nursing Department chose the uniforms, and it is required to purchase the whole package (2 pants, 2 tops, 1 jacket and nametag) written approval from the Nursing Department is needed to not purchase the whole pack- age. Uniforms are white (per the Cleveland Clinic and University Hospitals) you are re- sponsible for purchasing/wearing appropriate undergarments since the uniform is white. Uniforms are not part of the Follett ACCESS program, and you are responsible for payment at time of pick up.

## CAMPUS MINISTRY

The Office of Campus Ministry is located in Pilla 204. The St. Angela Chapel is located on the ground floor of Mullen, next to the Wasmer Art Gallery. Catholic Mass is celebrated every Tuesday at 4:00 pm. On Sunday nights we join with the community at Notre Dame College for 8pm mass. Students may drive on their own or reserve a space in the van by contacting Campus Ministry before 5pm on Sunday. Paula Fitzgerald serves as the Director of Campus Ministry and can be reached at [paula.fitzgerald@ursuline.edu](mailto:paula.fitzgerald@ursuline.edu) or 440-646-8337.

### *Vision Statement:*

Campus Ministry at Ursuline College envisions all students developing in their spiritual growth through contemplation by encouraging their active participation and leadership in prayer, retreats, Bible Study, and reflective and educational resources; and through action by providing them opportunities for participation and leadership in justice activities, volunteering, and service learning, thus preparing students to succeed in life. We celebrate our Catholic and Ursuline identity and also respect and support people of all faith and no faith. We strive to be inclusive in acknowledging and honoring major holidays in other religious traditions and supporting all members of the community in their spiritual growth. We seek to partner with others in creating an environment that reflects and honors the diversity of God's creation.

### *Mission Statement:*

As a Catholic school in the Ursuline tradition, we honor the legacy of St. Angela Merici, foundress of the Ursuline Sisters by providing opportunities to students, faculty, and staff to become more reflective and more loving by integrating contemplation, justice, and compassion in daily life.

### *Contemplation:*

Reflecting traditions of Roman Catholic and Ursuline spirituality, the Office of Campus Ministry is dedicated to proclaiming and sharing the Word of God through liturgy, public prayer, moments of reflection, retreats, and passive programming resources.



### *Justice:*

Reflecting vibrant and challenging Catholic Social Teaching, the Office of Campus Ministry provides programming and resources that help us engage with current events as they relate to racial, economic, ecological, and social justice.

### *Compassion:*

Reflecting the Corporal Works of Mercy and the preferential option for the poor, the Office of Campus Ministry provides opportunities for the college community to serve the poor, the disenfranchised, and the voiceless.

Reflecting our commitment as a student-centered community, the Office of Campus Ministry provides pastoral care to students in need, especially those who are grieving the loss of loved ones.

## COMPLIANCE

### **DIRECTOR OF COMPLIANCE/TITLE IX AND DISABILITY COORDINATOR**

Ursuline College strives to provide an environment that is inclusive, nurturing, and free of harassment, discrimination and bullying for all students, faculty, and staff members. The College's Harassment and Discrimination Policy and its Interim Policy on Sexual Misconduct (including Sexual Assault, Domestic and Dating Violence, and Stalking) are accessible from the College's web site by clicking the Student Life tab. For more information or to report concerns, please contact Deborah L. Kamat, Director of Compliance/Title IX and Disability Coordinator (440-484-7027).

## CAREER SERVICES

The College partners with the experts at Future Plans to provide assessment, coaching, and the ability to earn certification in key professional skills. The assessment matches your aptitudes, values, interests, and personality with high demand careers. You will meet one-on-one with a Career Coach consultant who will help you understand assessment results and explore possible career paths. This data will be shared with academic advisors, coaches and other campus leaders who will support you in being intentional about planning your future. You will enroll in up to five online professional skills certification courses. Successful completion of these will result in certification in each area, providing employers with evidence of your preparation for the work world. The assessments, coaching and skills certification complement existing resources, including academic advising services and your access to a database of job opportunities. Career Services at Ursuline are available to students in all years and at all levels. The Office of Career Services is in the Student Affairs Center on the second floor of Pilla.

**CareerFIT program.** At Ursuline, we are with you from your first step on our beautiful campus through your walk across the graduation stage in preparation for your career! It all starts with an assessment of your interest, aptitude, work values and personality through our CareerFIT program. Through work with your personal Career Coach, our Office of Career Services will then help you follow your interest, your gifts and your dreams and build a life and contribute to our world. Get help with your career search strategies and resume preparation; we will provide access to employers, assistance in interview and resume preparation, internships, and career counseling throughout your experience at Ursuline. We strongly encourage you to gain pre-professional experiences through internships, cooperative education, and mentoring.

For all CareerFIT information, go to: <https://my.ursuline.edu/ICS/Campus Life/Career Services.jnz?portlet=Free-form Content>.

## COUNSELING SERVICES

Ursuline's Office of Counseling Services provides an intake assessment and personal counseling by licensed clinicians. All counseling services are private, confidential, and at no additional charge. Should the assessment process determine that your mental health needs require more intensive treatment or a specialized approach to wellness, our clinicians will make community referrals in an attempt to best meet your needs. Offices are in Mullen 130. **Counseling Services.** Information for Counseling Services, can be found at:

<https://my.ursuline.edu/ICS/Campus Life/Counseling Services.jnz?portlet=CounselingServices>.

## DISABILITY (SEE ACADEMIC SUPPORT SERVICES)

## FITNESS CENTER

The Fitness Center is located in the Sr. Diana Stano athletic building. The policies for the fitness center are as follows:

- The facility is open only to Ursuline college students, faculty & staff. Alumnae can also use the fitness center for an annual fee. Your Ursuline college id card is used to access the fitness center. The fitness center is partially staffed by work-study students throughout the academic year. A waiver must be signed prior to using the fitness center. You obtain/sign a waiver online or pick up a paper copy on the second floor of the athletic center. Once a waiver is signed a student's id will be activated for access to the fitness center. Fitness center hours are Monday through Friday 6:00am-1:00pm; Saturday and Sunday 9:00am-1:00pm and 2:00pm-6:00pm. The fitness center is closed when the college is closed on college holidays, snow days or any other day the college is closed (see link below for any updates).

Please exercise care when using the fitness center. Any person who chooses to enter or use the fitness center does so at his or her own risk. Ursuline College and its employees are not responsible for any injuries that may occur while using this equipment. Ursuline college is not responsible for lost or stolen items. A lost & found is located at the lower level of the athletic center.

If there is a problem of any kind with the equipment, please notify a fitness center worker, or director of athletics, or call (440) 646-8308. Please be observant and courteous when others are waiting to use the equipment. The center is available to the entire college community, but our students have priority for use. Please try to keep times on cardiovascular equipment to a limit of 30 minutes during peak times. Locker rooms are available for changing, showering, and storing items while using the fitness center. The locker rooms are located on the first floor of the athletic center in the locker room hallway. They are labelled men's locker room and women's locker room. No locks may be left on the lockers in the locker rooms except for when using the fitness center. No guests are allowed. Any person who gives guests access could have their use to the facility revoked.

Please help us to keep your fitness center a great place to work out by following the guidelines and regulations.

[https://ursulinearrows.com/sports/2015/11/2/gen\\_1102151436.aspx](https://ursulinearrows.com/sports/2015/11/2/gen_1102151436.aspx)

## LIBRARY- RALPH M. BESSE LIBRARY

Phone: 440-449-4202 See <http://www.ursuline.edu/library/>

## OFFICE OF DIVERSITY

The Mission of the Office of Diversity is to heighten cultural, ethnic, and social justice awareness. In addition to supporting the College core values, the office strives to provide visionary leadership and foster intergroup relations, including, but not limited to, expanding the institutional commitment to equal opportunity for students, staff, and faculty success. This primarily occurs through program initiatives that celebrate and respect the rich diversity already present within the Ursuline College campus community. The goal is to affirm the inherent dignity and value of every person; educate, collaborate, and communicate with human resources and college leaders to maintain a positive work climate; and to help ensure a fair and equitable workplace. The Assistant Dean of Diversity works with the Director of Compliance, Vice President of Academic Affairs, Vice President of Student Affairs and Human Resources as needed to assure compliance with applicable federal, state and local laws as well as enforce college policy, processes and procedures that inform and implement the College Strategic Plan, specifically in areas that relate to diversity. Pursuant to the College's Harassment and Discrimination Policy, located at:

<https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicy8-5-19.pdf>. The College has designated the Director of Compliance to coordinate and oversee its civil rights compliance efforts and to investigate and resolve all complaints of harassment, discrimination, and retaliation brought under this policy.

Contact the office of diversity at 440-684.6085 or visit Mullen 155 for more information, for individual assistance, or to participate in any office programs or activities.

## STUDENT ENGAGEMENT & ORIENTATION

The Office of Student Engagement & Orientation (O.S.E.O.) supports the successful transition of new students to the Ursuline College community through holistic, co-curricular opportunities that transform students for service, leadership, and professional excellence. O.S.E.O. includes the Office of Student Activities, in which it exists to educate, encourage, and empower student leaders through campus programs and traditions.

Ursuline College recognizes the vital contribution that student organizations make to the quality of life on campus. Recognizing that students are free to organize and join associations to promote their common interests, Ursuline College herein has defined the policy and procedural steps for the voluntary registration of such organizations.

Registration is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization by Ursuline College. The registration procedure ensures that all registered organizations within Ursuline College can, on an equitable basis, obtain services and benefits which are associated with formal registration.

## DEFINITIONS

A student organization has been defined as a group of Ursuline College students who unite to promote their common interests. Such groups are not officially registered student organizations until they comply with the provisions of this document and are examined by the Committee on Student Organizations (hereafter referred to as COSO) to be compatible with the mission of Ursuline College.

## RESPONSIBILITIES

As a registered organization at Ursuline College, organizations assume the following responsibilities:

- To increase the cultural and/or social life of the Ursuline College community.
- To sponsor and supervise all their programs.
- To assure that facilities are used for the purpose which they were scheduled.
- To assure that all promotion and advertising of events involving the use of college facilities shall identify the individual and/or group sponsor of the event.
- To take reasonable steps to ensure that all activities of the organization comply with local, state, and national laws as well as Ursuline College policies and regulations.
- To clearly advertise any affiliation with an outside organization or agency during recruitment and/or any public campus event.
- To seek the approval of the Office of Student Activities to solicit students for money, goods, or services.
- To appropriately manage their money. All monies need to be kept in a college account. Organizations may not establish an external bank account.
- To reimburse Ursuline College for damage to college property or facilities, including such items as cleanup costs, damaged property, or other contingencies related to the utilization of the facility.

Membership must be open to and limited to all students at Ursuline College, although organizations may add requirements for membership. Example: A singing group may audition its members to ensure good voices.

All officers of all student organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout the term of office. Officers are required to be enrolled for at least 6 credit hours each semester during their term of office. Students who are not in good standing may be removed from office by COSO.

## REGISTRATION REQUIREMENTS

(Registration forms are available in the Office of Student Activities)

To be registered, organizations:

1. Must have at least 5 registered Ursuline College students.
2. Must not duplicate the services of other student organizations already registered with the College.
3. Must prepare a constitution.
4. Must complete the Application for Registration including the organization's name and purpose.
5. Must designate the Official Representative on the Application for Registration. This person is usually the president, chairperson, coordinator, or leader of the organization. This person must have completed at least 6 credit hours at Ursuline College. The Official Representative is the primary contact with the College and will be listed as the organization contact in all publications. The Official Representative must be a full-time registered student at Ursuline College. If the Official Representative changes, it is the group's responsibility to inform the Office of Student Activities and to file a Change of Representative form.
6. Must have a mission consistent with the College's. Petitioning organizations must articulate their purpose and must indicate their plans for community service. One project minimum per academic year is a required component of all organizations.
7. Must clearly define membership requirements.
8. Must complete the Registration Form. By signing the form, the organization agrees to:
  - Abide by all College policies, particularly those listed in the Student Handbook/Planner.
  - Permit the Office of Student Activities to verify that the members are eligible to participate in student organizations at Ursuline College.

9. Must complete the Handbook Update Sheet. This sheet will be used for inclusion in the Student Handbook/Planner listing of Registered Student Organizations.
10. Must find an advisor. An advisor must be a full-time faculty member or administrator who agrees to sponsor registration with the College. Have the advisor fill in the related information and sign on the data sheet, Handbook Sheet, and Application for Registration. By signing forms, the advisor:
  - Attests that a minimum of 5 students are genuinely interested in forming the organization.
  - Agrees to have the student organization abide by college policies.
  - Agrees to provide continuity for the organization through active participation from year to year.
  - Agrees to act as signatory for any College funds allocated to the organization, following College purchasing and expenditure policies.
11. Must submit all necessary forms to the Office of Student Activities.
  - Must submit student organization registration renewal documents each fall semester.
  - Must submit an updated Student Organization Roster at the beginning of each semester of the academic year.

## REGISTRATION BENEFITS

The following benefits are currently available to those student organizations officially registered with COSO:

- Eligibility for funding from the Office of Student Activities
- Use of designated College meeting areas
- Use of College Print Shop services
- Use of College Media Center's equipment and set-up
- Use of Maintenance and Security for event arrangements
- Participation in the Student Activity Resource Fair
- Eligibility for inclusion in student publications
- Expertise of a faculty/administrator Advisor
- Use of Office of Student Activities as a resource
- Eligibility for inclusion of organizational events in the Student Handbook/Planner
- Listing in the College Student Handbook/Planner
- Ability to host approved events and activities including, but not limited to, fundraisers and donation collection drives.
- Listing on the Student Organization page of the Ursuline College website.

## GENERAL POLICIES

- When planning programs, events, fundraisers, or collections, student organizations need to contact the Coordinator of Student Activities to make necessary arrangements for support and assistance. This should be done in as timely a manner as possible to avoid duplication of efforts among organizations.
- Organizations designed for a temporary purpose may be refused registration based upon their nature.
- Religious organizations requesting registration must be submitted to Ursuline College's Campus Ministry for review and opinion prior to review by COSO.
- Organizations that wish to apply for allocations must submit funding requests to the Office of Student Activities
- Registered student organizations will be reviewed at least every three years to ensure compliance of their activities with their constitution and the consistency of their constitution with the mission and goals of Ursuline College and its Catholic, Ursuline character. The purpose of the review is to make sure the original intent of the student organization has not been altered.
- Groups must submit a list of current officers every year to confirm that they are active, have student leadership, and are abiding by current policies and procedures.

COSO will be composed of the Director of Student Engagement & Orientation, Coordinator of Student Activities, Director of Campus Ministry, and Director of Residence Life. The functions of COSO are to study and to recommend policies about student organizational life; to determine criteria for the establishment of student organizations; to hear petitions for college registration of new student organizations; to evaluate the achievement of student organizations; and to act as the sanctioning body in the event that a student organization violates the rules and responsibilities listed in the Student Handbook/Planner.

·Registered student organizations must follow policies outlined in the Student Organization Resource Manual provided to each organization president and advisor and located on the Student Activities website.

·COSO reserves the right to revoke the organizational status of any student group found in violation of said rules. The process of appeal will be to the Associate Dean for Student Affairs. Finally, the Committee is expected to do such other things as may be required for the proper functioning of student organizations.

## STUDENT BULLETIN BOARD POSTING POLICY

- Postings by students (whether related to Student Organization sponsored postings, other activities, or personal postings) must be approved by O.S.E.O. or the Office of Student Activities.

- Postings may only be placed in designated areas. There are about 16 locations available for general postings—some of which are Student Bulletin Boards. Please avoid bulletin boards next to faculty offices. A Community Board is available in Pilla located near the Northwest entrance to learn about activities, opportunities, items or housing for sale or rent. Items on the Community Board must have a stamp approval by O.S.E.O. prior to posting. One flyer per event may be advertised. Advertisement must contain information that will be appropriate to the Ursuline College Community. Flyers or poster depicting explicit language, graphics, exploitation of men, women, children etc. will not be approved for posting.
- Postings may be displayed for a maximum of three weeks unless special circumstances warrant otherwise, and permission is granted by O.S.E.O.
- One posting per event on each bulletin board is permitted. Size must not exceed 8.5 inches by 11 inches. Exceptions may be granted by the Office of Student Activities upon request.
- Postings indicating classroom assignments/changes and media/computer placements are only permitted on the small strips immediately adjacent to classrooms. Other existing strips may be used for general postings.
- Posting is not permitted on woodwork, doors, windows, walls, or bulletin board frames.
- Posting of notices on any trees, buildings, utility poles, or campus sidewalks is not permitted. Sidewalk chalk is permitted on sidewalks only.
- Posters, promotional materials, or decorations may not be suspended from any light fixture.
- Promotional materials cannot be suspended across the corridors of buildings, on the outside of buildings, or between structures without special permission from the Facilities Department.
- Courtesy and respect for freedom of expression by others dictate that postings are not to be marked on, destroyed, or removed. Anyone discovered defacing postings will be subject to disciplinary action.
- Only pushpins are permitted for posting. Taped or stapled items will be removed.
- Postings must clearly indicate the sponsoring organization and include a contact person or office and phone number.
- All postings must be removed by the sponsoring organization within 3 days after the event. Any posting that does not have the required expiration date and approval will be removed.



- One banner per event is permitted to be hung from the railings in Pilla Atrium with the use of string, not any adhesive material. Please see a member of the Student Activities team for banner materials. Postings of a personal nature (selling something, personal business ad, etc.) are only permitted on the Community Board located in Pilla and must be approved and stamped by O.S.E.O.
- Signs advertising an event where alcohol will be present must not use alcohol as the focus of the flyer.
- Posting policies for the Residence Hall are the responsibility of the Office of Residence Life.
- Ursuline College Departments do not require approval from the Office of Student Activities but must follow all the other posting guidelines outlined above. Departments are responsible for their own posting and removal. Assistance can be provided by the Office of Student Activities at least 3 days' notice prior to posting.

### **Bulletin Boards**

#### **Pilla:**

##### **1st Floor**

- 8x4 The Community Board located in northwest entrance
- 4x4 across from the Community board
- On the kiosk near the Reception Desk (when available)

##### **2nd Floor**

- 4x4 outside the elevator
- 4x4 west entrance on the left wall in the hallway

#### **Dauby:**

##### **Lower Level**

- 6. 6x4 at the south end between the stairwell entrance and the storage room

##### **1st Floor**

- 4x4 at the north entrance, through the doorway by the glass case
- 6x4 across from Dauby 101 Lecture Hall

##### **2nd Floor**

- 6x4 near room 207

#### **Mullen:**

##### **1st Floor**

- 8x4 on wall across from vending machines
- 6x4 on the blue wall in the hallway by Little Theater
- 4x4 Across from the elevator

##### **2nd Floor**

- 6x4 across from the lounge area by 213 and 214

##### **3rd Floor**

- 4x4 between the elevator and the stairwell

- 6x4 across from the lounge area by 313 and 314
- Across from MU317

## SOLICITATION POLICY

Only organizations or vendors who have been invited by an Ursuline College department, office, or recognized student organization are permitted to solicit on campus. Organizational sponsorship should always be identified/advertised by a sign on or near the table.

## STUDENT INVOLVEMENT OPPORTUNITIES

The following student organizations are registered for the 2022-23 academic year. If you are interested in getting involved with a student organization and would like to get connected for more information, please contact Anna Brock, Coordinator of

Student Activities, at [anna.brock@ursuline.edu](mailto:anna.brock@ursuline.edu); or Cindy Deng, Director of Student Engagement & Orientation, at [cindy.deng@ursuline.edu](mailto:cindy.deng@ursuline.edu). Please note that many organizations will be actively recruiting in the fall, and some may elect officers in early spring. To keep abreast with the latest, be sure to keep an eye out for organizations posting meeting times or programs around campus throughout the academic year.

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### **College Committees**

Students serve on many committees established at the College. One such committee is the College Council. The College Council is a quadripartite board composed of an equal number of elected administrators, faculty, staff, and students and chaired by the Vice President for Student Affairs. College Council serves as a consultative group to the President and is available for review and consideration of proposals affecting the College community. Students also serve on the Academic Appeals Board and the Food Service Committee, among others.

### **UC Pride**

The purpose of UC Pride is to provide all Ursuline College students, whether they are gay, straight, bisexual, or transgendered with political, self, and community awareness of current GLBT issues.

### **Black Student Union**

The purpose of BSU is to promote the recognition and involvement of African American students on the campus of Ursuline College with the intention of creating a strong voice on campus and to make an impact on the decisions regarding students of the campus. Encourage academic achievement and personal development in leadership, time management, organization, and communication skills among the membership. Promote both academic and extracurricular programs to enhance and increase knowledge and appreciation of cultural diversity

### **Fashion Focus**

Membership is open to all students who have an interest in fashion and the fashion world. Members hosted a variety of speakers from industry and participate in several field experiences in retailing. Each year, the group creates special projects to participate in and thus, increase their experience in the world of fashion for their resumes.

### **INSCAPE**

Ursuline's fine arts annual is published every spring. Students, faculty, and staff are encouraged to contribute fiction, poetry, plays, autobiographical sketches, essays, reviews, photography, and artwork by Dec. 1 of every academic year. *INSCAPE* has earned a First Place with Special Merit Award from the American Scholastic Press Association (ASPA) for 14 of the last 15 years. Inscape has earned the Most Outstanding College Literary Arts Magazine Award four times as well.

### **Programming Board**

The purpose of the Programming Board is to promote unity among Ursuline College students and create an exciting campus environment by providing all-inclusive entertaining activities for students, by students.

### **Emerging Leaders Program**

The purpose of the Emerging Leaders Program is to prepare first- and second-year students with new leadership skills that they can exercise in their future co-curricular and academic experiences. Students participating in this program will walk away with (1) A broad understanding of leadership at Ursuline College; (2) Identify their own leadership styles; (3) The confidence in taking on leadership roles; (4) A sense of community amongst each other; (5) Finding effective ways to identify, utilize, and leverage resources available to them and their peers for success; and (6) Being better prepared in leadership roles on campus, on the job, and in their community.

### **Residence Hall Council**

All residents are members of Residence Hall Council. The purpose of Residence Hall Council is (1) to build community among the residents living in all College residence halls, (2) to build unity among the sub-communities that develop among students, (3) and to encourage residents to take responsibility for their college experience and personal success at Ursuline College.

### **Student Nurses of Ursuline College (SNUC)**

The purpose of SNUC is to aid in the development of the individual student and urge students of nursing as future health professionals to be aware of and contribute to improving the health care of all people. SNUC is a unified organization of nurses on the forefront of community change. The organization is comprised of intelligent, compassionate, and action-oriented students who are committed to promoting SNUC's mission. Each student will receive challenging learning experiences and enjoyable relationships founded upon our shared values.

### **Ursuline Endless Art Healing (U-Earth)**

Ursuline Endless Art Healing (U-Earth) is an organization designed to inform, educate, and attract people to the field of Art Therapy, help the community and give them an outlet through art expression. Membership is open to active Ursuline College students and Alumni.

### **Student Government Association (SGA)**

All students are members of SGA. The purpose of the Student Government Association is (1) to promote an atmosphere in which each student can most readily achieve her/his own highest level of spiritual, intellectual, and social performance; (2) to foster among students an intelligent understanding of their duties and obligations, rights and privileges as members of the student community; (3) to develop initiative and responsibility and independence; (4) to provide an opportunity for students to voice their opinions and suggestions in matters of general college life; and (5) to promote intercollegiate collaboration. SGA officers and At-Large Senators are elected each Spring. Freshman Class At-Large Senators are elected each Fall. Student Organization Senate and General Student Body meetings are held monthly.

### **Mental Health Club**

The purpose of this organization is to provide education for and to raise awareness on the topic of mental health, and to learn and develop self-care skills and utilize wellness resources to self-advocate for mental health supports through appropriate resources on and off campus. The club will encourage opportunities to participate in programming or events discussing monthly awareness topics on various subjects of mental health. Group members will also be educated on mental health resources to support others or advocate for themselves. The target audience is open to all students who are open to increase their education and understanding on the importance of mental health self-care practices and to advocate for themselves and others on the campus to support the campus community in topics of mental health, providing an outlet for student support, and to encourage pursuit of on and off campus resources for students who wish to address mental health needs professionally. The group is not focused on discussing or treating and unpacking mental health topics with one another.

## STUDENT SERVICES CENTER

The Student Service Center, One Stop, is located in room 203 of the Mullen Building. The Student Service Center represents the Registrar, Bursar and Financial Aid Offices. They handle the general functions of these three offices. This would include but not limited to registration, adding/dropping courses, transcript information, verification of enrollment, tuition payments, deferments, payment plans, tuition and fee questions, award packages, scholarships, loans, financial aid forms and questions, Student ID cards, book vouchers, locker rentals, parking permits, check cashing, Work Study, and refund checks, etc.

The Student Service Center can be reached by phone at 440-646-8309 or in person during the following hours:

Monday-Friday ..... 8:30 a.m.-5:00 p.m.  
Saturday-Sunday ..... CLOSED

### **Summer hours: (June 1 - July 31)**

Monday-Thursday ..... 8:30 a.m.-5:00 p.m.  
Friday ..... 8:30 a.m.-12:30 p.m.  
Saturday-Sunday ..... CLOSED

### **Account Payment**

All student tuition, course fees, and room/board charges must be paid, or arrangements made by the first day of the semester. Payments may be made by online, US Mail or in person at the Student Service Center. Credit card payments and electronic check transfer are available for online payments only. Cash, check, and money orders can be accepted in Office or via US mail. The college offers both a four and a five-month payment plan per semester. The cost to participate is \$25.00 per semester. The payment plan is only available for fall and spring semesters. Payment plan forms are available in the Student Service Center and downloadable from their webpage.

If you are enrolled in a tuition reimbursement/assistance program through your place of employment, you may defer your tuition (up to the amount to be reimbursed by your employer) until thirty days after the last day of class for the current semester. A copy of your employer's tuition reimbursement policy must be submitted along with the completed deferment form and a \$25.00 deferment fee. This information must be submitted each semester. Deferment forms are available in the Student Service Center.

Statements are emailed each month to all students with unpaid balances. **A one percent**

**service charge is assessed on any unpaid balance once the semester begins. Students are restricted from registering for the next semester or participating in Commencement Ceremonies until all financial obligations are met.**

College Work Study checks are mailed to student's main address on file, on the 15th of each month. If the student has a balance, College Work Study checks may be endorsed and applied to the student's outstanding balance.

### **Drop Box**

Students may drop off non-cash payments and financial aid and registration paperwork to a secured drop box available outside of the Student Service Center.

STUDENT SUCCESS OFFICE (SEE ACADEMIC SUPPORT)

## **WASMER GALLERY**

The Florence O'Donnell Wasmer Gallery, named after a distinguished alumna and in keeping with the Mission Statement of Ursuline College, seeks to present fine art to the local and surrounding community with an emphasis on expanding awareness of the full range of the fine arts. Incorporating work from the history of art, contemporary work, architecture, furniture, theatrical arts, performance, and installation art as well as the traditional drawing, painting and sculpture in its schedule, the Gallery encourages dialogue between artists, curators, students, and the general public through educational programs presented with the exhibitions.

## **WOMEN'S CENTER**

The Women's Center has a commitment to empower and engage women in two significant ways: (1) The center provides a forum for exploration of the role of women in the 21<sup>st</sup>-century society; (2) The center provides services, resources, and referrals that address the needs of students, faculty, and staff – particularly women – that arise when attempting to balance work, family and professional obligations, in order to achieve both personal and professional success. For more details, please see: <https://www.ursuline.edu/student-life/womens-center>.

## **RESIDENCE LIFE HANDBOOK**

**THE RESIDENCE LIFE HANDBOOK IS BEING REVISED. FOR UP-TO-DATE INFORMATION, CONTACT YOUR RESIDENCE LIFE DIRECTOR**

## **WELCOME TO RESIDENCE LIFE AT URSULINE COLLEGE!**

Being a part of a residence hall community gives you the opportunity to learn about living with those who are both different and like yourself. Learning to work with these differences and discovering these similarities are very important parts of your education at Ursuline.

## **MISSION STATEMENT**

To create a living learning community that promotes the holistic development of students. The residence halls provide an environment for students to interact with diverse populations, engage in leadership opportunities, and explore their identity. Students are responsible for respecting each other, managing conflict, taking ownership of communal space, and working together to create social and educational experiences for all.

## **VISION STATEMENT**

Consistent with student development philosophy and the outcomes of an Ursuline education, the vision of the Office of Residence Life is for every resident to gain real life relationship experience. This real-life relationship experience will encourage skill development in collaboration, conflict management, and problem solving for students who are living and working with a diverse population.

## **COMMUNITY LIVING STANDARDS**

- Residents have the right to study and sleep without interference, noise, or distractions.
- Residents have the right to personal privacy.
- Residents have the right to live in a clean environment.
- Residents have the right to have guests once roommates establish guest visitation guidelines within their shared room.
- Residents take responsibility for their guest's behavior.
- Residents have the right to express concerns to the Residential Life staff.
- Residents have the right to address grievances/concerns with each other.
- Residents must respect their roommate and their belongings.
- Residents have the right to their own unique interests and values.
- Residents have the right to be free from intimidation and physical or emotional harm.
- Residents have the right to expect reasonable cooperation from both their roommate and members of the community.

## **RESIDENCE LIFE STAFF**

Ursuline College employs a Director of Housing and Residence Life who is a full-time Student Affairs Administrator that oversees housing operations and residential student development. To further enrich the college experience, Ursuline College staffs its residence halls with trained undergraduate students; and two graduate live-in Hall Directors who, in addition to administering the halls and working to create a vibrant community, will assist with personal and academic issues. The staff knows the College community resources and is fully committed to helping each student benefit from the college experience.

## **RESIDENCE HALL POLICIES AND PROCEDURES**

### **ADDRESSING POLICY INFRACTIONS**

As a member of a living-learning community, our expectation is that all members of the community will use their voices to respectfully address each other regarding policy

violations. However, after addressing the situation, if the infraction persists, you can choose to enlist the help of a Resident Assistant. Students can contact the Resident Assistant (RA) on duty by calling (440) 221-2814 between 5:00 p.m. - 8:30 a.m. Please do not text an RA using her/his personal cell phone number. Inappropriate use of an RA's personal cell phone number for residence life related questions and concerns is not "respect for the individual." If you need to speak with someone between 8:30 a.m. - 5:00 p.m. you can contact the DRL at 440-646-8334 or you may contact the DRL via email. We ask students to contact the duty RA using the RA cell phone number only. Students are expected to be aware of all Residence Hall policies and procedures and should be familiar with the Ursuline College Student Code of Conduct. Ignorance of college policy is not an acceptable excuse for policy violations.

### **AIR CONDITIONERS**

Students are not permitted to install any type of air conditioners (window, portable, etc.) in their rooms or living areas due to the design of our residence halls and to the potential damages of electrical overload that may result from their usage. Students may use window, box, and pedestal fans to help circulate air. Ceiling fans are not permitted.

### **ALCOHOL USE**

Please refer to the Alcohol and Drug Policy found in the College Policies section of the handbook. It is most important for resident students to know:

- Ursuline College is a dry campus, meaning that no person, regardless of legal drinking age or not, shall consume, purchase, or be served any alcoholic beverages.
- No alcoholic beverage is permitted in any of the residence halls. The Family Educational Rights and Privacy Act (FERPA) permits institutions to directly contact parents or legal guardians of students under the age of 21 who are found responsible for violating Ursuline College policy around the use or possession of alcohol or controlled substances.
- Any empty bottles or alcohol-related paraphernalia found in residence hall rooms by a member of the residential life staff will be confiscated and taken to the office of the DRL.
- Alcohol, empty alcohol bottles, and/or alcohol-related paraphernalia that are in plain view, e.g., shot glasses, beer caps, empty alcohol containers, etc., will enable Residence Life Staff members to search appropriate areas of the residence hall room. Appropriate areas include the fridge(s), cabinet(s), drawer(s), closet(s), or any other location that may reasonably hold suspected illegal materials.
- The student if present, will be asked to open drawers, luggage, closets, etc. If the student chooses not to assist in this manner, authorized College representatives will carry out the search. Students will be given a receipt for all belongings removed. These belongings will be returned after disposition of the case by college judicial action or civil authorities, when it is lawful to do so.
- In all cases where the student is not present, rooms will be entered by at least two Residence Life staff persons.
- Any unconsumed alcohol found in a student's room/suite will be confiscated and the responsible students(s) will be asked to pour out the alcohol in the DRL's office. If the alcohol is found when the occupant(s) of the room are not present, such as during



break room inspection, the alcohol may be disposed of by the Residence Life Team without the responsible student(s) present.

- Any student deemed to be associated with a violation of the Alcohol Use policy will be asked to meet with the Director of Residence Life to discuss the potential alcohol infraction.

## **BABYSITTING**

Babysitting is not permitted within the residence halls.

## **BATHROOMS**

Bathrooms within residence halls are mostly communal. To respect students' privacy, only one individual per shower stall is permitted. Individuals are prohibited from entering bathrooms designated for members of the opposite sex (except for facilities, housekeeping, or residence hall staff for emergency, cleaning, and/or maintenance purposes). The number of students permitted in the community bathrooms at any one time is limited so that students can maintain a social distance of at least 6 feet apart from one another. Occupancy limits are posted and are expected to be adhered to. Personal items are not to be left within the bathroom areas. Residents are encouraged to use a tote or shower caddy to carry personal items to and from the bathroom to help avoid them from being placed directly on the countertop, such as one's toothbrush.

Community bathrooms including frequently touched surfaces will be cleaned and disinfected more than once a day if possible. Soap, paper towels, and trash baskets will be provided in the community bathrooms for resident use. Students are expected to maintain a level of cleanliness in the community bathrooms that aligns with CDC guidelines to help prevent the spread of COVID-19 and are asked to wash hands frequently for at least 20 seconds with soap and water, throw trash away in the appropriate receptacles, dispose of feminine hygiene products properly and to wipe down shower stalls and remove any hair/debris after each shower. Failure to remove your belongings may result in them being confiscated or thrown away. Bathroom sinks can be a source of infection and should be wiped down before and after use with available disinfectant or cleaning solution. Bathroom sinks should not be used to wash dishes, bowls, and silverware nor to dispose of food waste. Additionally, students are asked not to dye their hair in the shower or tub stalls, or the bathroom sinks.

## **BED BUG POLICY**

The Residence Life staff and Facilities Management is committed to an effective and efficient response to students who suspect they may have bed bugs. Ursuline College utilizes an investigation and, most often, heat treatment method for bed bugs. The investigation step of the process will dictate the removal method that is used. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

1. Do not panic. **Notify** the Director of Residence Life, or Resident Assistant **immediately**. Also notify Maintenance immediately through the work order system.
  - a. It is imperative to notify a member of the Residence Life Team, even on the weekend, during break or on a holiday.
2. Do not attempt to control the assumed bed bugs on your own. Do not use sprays

or pesticides.

- a. Facilities hire a licensed pest exterminator to inspect and confirm suspected cases of bed bug infestation. Residence Life and Facilities works with the licensed exterminator to develop an effective pest control plan.
3. Do not relocate yourself to another room or area within the residence halls or off-campus.
4. Facilities Management will contact the College's exterminator to perform a thorough inspection of the area in question.
  - a. Students may not, at any time, deny the College's exterminator or Facilities Management staff access to their living space.

### Exterminator Findings

- If the exterminator finds that there are no bedbugs present, then no further action will be taken. The student will be asked to continue monitoring the living space, and to notify a member of the Residence Life Team and to submit a work order **immediately** if there are further concerns.
- If the exterminator concludes that there is an issue related to bed bugs, Residence Life, and/or Maintenance will provide the affected student(s) with next-step instructions to prepare the area for treatment.
- The Department of Residence Life, and/or the College, will not cover the cost of anything a student wishes to dry clean or have laundered by an outside vendor.
- Ursuline College is not responsible for personal property that may be damaged due to bed bugs or the treatment of bed bugs.
- Only the College's exterminator can confirm or deny the presence of bed bugs.

Bed bugs can be a serious community issue. Students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within, or around, their living space. Failure to comply in a timely manner (within 24 hours) with directives issued by members of Residence Life, Maintenance, or the licensed exterminator, could result in action through the college judicial system and/or a fine being issued.

### **BICYCLES**

Non-motorized bicycles may be stored within the bike room on the first floor of Grace Hall. Bicycles may not be kept within stairwells or hallways since they obstruct emergency exit ways. Bicycles may also be stored within student rooms if they do not block emergency exits of the room.

### **BREAK CLOSINGS**

#### ***Leaving during breaks***

The residence halls close for Thanksgiving, spring, Easter, and summer breaks. Students are required to leave the halls by noon of the first day of the designated college break period. Any student failing to leave by this designated time will be fined \$50.00. Students may obtain permission from the DR, at least 48 hours prior to closing, to stay past the scheduled hall closing time. Only timely requests may be honored without incurring the \$50.00 penalty. To obtain permission to stay later, or to request to stay for some or all the

break period, students must submit a break request form by the established deadline, but not later than 48 hours prior to hall closing. Students making requests less than 48 hours before break closing may be denied their request and/or issued a fine.

### ***Leaving during finals***

It is recommended that students move out of the residence halls twenty-four hours after their last exam prior to Winter Break. Unless the resident will not be attending Ursuline College in spring semester, the resident does not need to remove all items from their room. Residents should plan to take home all personal items and items of value. The college is not liable for loss or damage to personal property due to such things as insufficient or excessive heat, fire, water, the elements, or actions of third persons.

Residence Life reserves the right to ask individuals to leave the halls prior to hall closing if past judicial infractions, current pending judicial infractions, current pending legalities, or disruptive behavior is negatively impacting the community and prohibiting other community members from their academic studies.

### **Required Pre-Break/Break Closing Procedures**

All residence hall occupants are required to complete all the following Break Closing Procedures before leaving campus:

1. Unplug all appliances. Personal refrigerators need to be unplugged for winter and spring breaks. Kitchen refrigerators in Smith should remain plugged in for all College Breaks.
2. Empty all trash.
3. Close windows completely.
4. Raise blinds, except any room on the first floor of the building.
5. Lock your room door behind you.

Failure to complete any of the five procedures listed above will result in a warning for the first violation and a fine of \$10.00/resident for any subsequent violation.

### **Room Inspections**

- Ursuline College Residence Hall staff members conduct a visual safety and security inspection inside all rooms and suites commencing at approximately 12pm on the day the halls have officially closed for break. The inspection will consider whether all five of the procedures listed above have been accomplished and will look for conditions that may pose a health or safety hazard. Rooms will be entered by at least two Residence Life staff persons.
- To protect residents and staff from the spread of COVID-19 Residence Life staff will minimize entering residents' rooms or suites unless invited or it is necessary for the health and safety of the resident or residential community. **To fulfill their administrative responsibility to enforce College regulations, members of the Residence Life Staff may enter student rooms at any time.** Residence Life staff will conduct "See your Face, See your Space" visual health and safety inspections throughout the semester, or when deemed necessary or appropriate. Every effort will be made to provide 48-hour advance notice to residents of health and safety inspections except when doing so may not be feasible or when urgency takes precedence to maintain community safety standards.

- During the visual inspection, the Residence Life staff are instructed not to open drawers or closets or search through personal belongings and will observe only those things which are in plain sight in the room.
- No alcoholic beverages are permitted in the student residence hall rooms. Prohibited use or possession of alcohol will result in its confiscation and disposal. Specifically, any unconsumed alcohol found in a student's room will be confiscated.
- Any illegal or prohibited items found during the visual inspection will be confiscated in accordance with college policy and the residents of the room may be subject to judicial action. In addition, both roommates will be fined \$25.00 for any illegal items found during room inspections. Illegal items can include, but is not limited to candles, lava lamps, alcohol, alcohol paraphernalia, any appliance with an open heating element, or College property. The student(s) who occupy the residence hall room/suite may be asked to meet with the DRL to discuss the violation.
- Suspicion of illegal materials based on items that are in plain view, e.g., shot glasses, beer caps, empty alcohol containers, etc., will enable Residence Life Staff members to search appropriate areas of the residence hall room. Appropriate areas include the fridge(s), cabinet(s), drawer(s), closet(s), or any other location that may reasonably hold suspected illegal materials.
- Students will be given a receipt for all belongings removed. These belongings may be returned after disposition of the case by college judicial action or civil authorities, when it is lawful to do so.
- If the student(s), is present during break room inspection, the student will be asked to open drawers, bags, closets, etc. If the student chooses not to assist in this manner, authorized College representatives will carry out the search. Students will be given a receipt for any belongings removed. These belongings will be returned after disposition of the matter by college judicial action or civil authorities, when it is lawful to do so.
- Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized (or at the end of the summer term if confiscated during the summer) will be disposed of without notification.

### ***Staying on campus during breaks***

Ursuline College maintains various housing for breaks. Prior to each break, residents will be notified of the available housing and the proper procedure to obtain break housing. Break housing may be available for summer and holidays such as Easter and Thanksgiving. Break housing may not be available over the Christmas/Winter Break. General student conduct and judicial records will be taken into consideration when determining if a student will be permitted to stay on campus over a break. Students who request break accommodations or exceptions less than 48 hours in advance of the break closing may be denied their request.

### ***Student Athletes approved to stay during break***

Resident Student Athletes may stay in the residence halls during break periods as requested per the team coach. Break fees are not assessed to student athletes required to be in the halls during break for team obligations. If a resident student athlete wishes to stay in the halls during a break, except for Winter Break, outside of their athletic obligation, the student may be billed the break fee. Contact the Director of Residence Life for additional information.

- As a student athlete, it is a privilege, not a guarantee, to stay in the residence halls during any break period. Resident student athletes granted this privilege are expected to adhere to all college and residence life policies during the break period. Break housing privileges may be limited or revoked based on judicial records, policy infractions and incomplete sanctions, and/or at the discretion of the Director of Residence Life.

### ***Students who live Outside of Ohio or Outside of the Country***

Contact the DRL to discuss any potential challenges regarding finding appropriate housing over breaks. Students who live out of state may be accommodated. Athletes who request to stay during break, outside of days required by their coach, must submit a request to the DRL. Approval will be granted on a case-by-case basis. Judicial records and incomplete sanctions, or other issues of concern, could impact approval/denial of break housing requests. Residents may be denied break housing if federal, state, or local health orders suggest that maintaining residential/group living poses significant risk to the community.

Students must contact the DRL and indicate the exact dates in which they will remain on campus and must receive a response from the DRL that their break housing request has been approved. Failure to request break housing within the designated timeframe could prevent students from having access to the halls during that time and/or could incur additional break-related fees. The cost for break housing is \$10/night. **Please note that there is no Food Service available over breaks.** Students may use the kitchen areas in their respective halls to prepare meals. During breaks, there may be limited Residence Life staff available.

Residents may leave their car in the parking lot over most breaks with the permission of the DRL. However, all cars must be removed from the College parking areas over Winter Break. Any cars left in the lot will be ticketed and towed at the owner's expense. In addition, the student may be fined.

### ***End of year closing***

- Students who fail to formally check-out with a member of the Residence Life Team and have their room inspected will be fined \$50.00. Additional fees can be assessed. This includes, but is not limited to any keys not returned, excessive damage, trash left in rooms and/or the need for additional housekeeping services.
- Residence Life is not responsible for personal items left in residence halls and is not responsible for packaging, forwarding, financing, or mailing in any way personal items left by residents. Items left in residence hall rooms will be discarded without notification at the end of the summer term.
- Mail will not be forwarded home during summer break. Before you leave school for summer vacation, or if permanently moving out, you must fill out a change of address form with the United States Postal Service. **The Post Office cannot forward mail from the college's address because it is a business.**

## **BUILDING SECURITY**

All residence hall doors are locked in the safety and security of our community. Therefore, propping exit doors or fire exits is not permitted. Residents must not allow others to enter the residence halls. **Residents who prop doors are subject to disciplinary action.** If you are expecting food delivery service, be sure you have provided a viable contact number and that you are within an area to receive the call and greet the delivery person. Residents are strongly encouraged to wait for their food delivery service or ride service within the lobby area. For food delivery, the student should meet the delivery person outside of the residence hall and not invite the delivery person inside.

For the safety of your residence hall and its residents, the following safety guidelines are to be followed:

- Un-prop any door that you find propped.
- Report any unescorted nonresident to any member of the residence life staff.
- As you leave the residence hall, make sure the door is closed and locked.
- Report any door that does not lock to any member of the residence life staff.

## **CANDLES/INCENSE/POTPOURRI BURNERS**

The use of candles, incense, potpourri burners, or other such devices with an open or exposed heating element are a fire hazard; therefore, possession and use are prohibited in the residence halls. Candles may be confiscated even if the student claims it is solely for decorative or aromatic purposes and the wick has not been burnt.

Any illegal items found in students' rooms during room inspections will result in both roommates being fined \$25.00. Illegal items include, but are not limited to candles, lava lamps, alcohol, alcohol paraphernalia, any appliance with an open heating element, or College property. Students could also be asked to meet with the DRL to discuss the violation.

## **CHECK-IN REQUIREMENTS, CHECK-OUT REQUIREMENTS AND ROOM CONDITION FORM**

**Check-In:** Each resident must complete the electronic Room Condition Form within 24 hours of occupying a room. This form is the basis for assessment of any damage or loss attributable to the residents at the termination of the occupancy period. It is to your benefit to detail anything that is less than perfect within your room (e.g., nail holes, scratches, tape marks). **Failure to complete the form will result in the student assuming responsibility for all damage in the room.**

**Check-Out:** The occupancy period ends for all students 24 hours after their last exam. Under special circumstances, and only by permission of the Director of Residence Life, graduating seniors may stay within the residence halls until 24 hours after graduation. Upon check out, the residents must remove all refuse and discarded material and leave the room as clean as at the time of check in. Ursuline College is not responsible for items left in rooms/suites. The College is not responsible for storing items left behind and items left will be discarded.

Just prior to leaving, the resident must complete and sign the Room Condition Form, which

will once again be countersigned by a Residence Life Staff member. **You will be held responsible for all damage (including plastic hooks, nails, contact paper left behind) that were not listed on the beginning Room Condition Form, but found in the room at closing. Charges for additional required cleaning, removal of personal property or for any loss or damage caused by the residents will be placed on the student's bill. Appeals for these charges should be directed in writing to the Director of Residence Life.**

### **CLEAN UP OF CERTAIN BODY FLUIDS**

It is required for residents to clean up their own body fluids (vomit and urine). Emphasis should be placed on thorough cleaning and the use of a disinfectant (i.e., Lysol). The infectious nature of specific body fluids is questionable. The clean up by the person causing the release supposes that they are already impacted by the released fluid. Residence Life staff have body fluid clean-up kits that may be used. Call (440)221-2814 or email [UCResidentAssistant@ursuline.edu](mailto:UCResidentAssistant@ursuline.edu).

If the person releasing the body fluid is incapable of cleaning up, then the following procedures are recommended:

- Housekeeping staff can be made available to assist with clean-up. Call the Director of Residence Life at (440) 646-8334 or the Executive Secretary for the Vice President of Student Affairs at (440) 646-8320. From 7:00 a.m. to 3:00 p.m. and request that the housekeeping staff be contacted and is needed in the residence hall for a body fluid clean-up. Specify the nature of the fluid and the location needing cleaned.
- Security can also be contacted at (440) 449-4204 or (440) 221-9025.

Residents will be charged for clean-up done by Housekeeping or Security.

**Please note:** At this time, human blood spills should only be addressed by specially trained personnel.

### **CLEANING SUPPLIES**

Vacuums, brooms, and dustpans are available for use by the residents in all three halls. Shower cleaner and disinfectant spray is available in all community bathrooms in Murphy and Grace halls. Residents in Smith Hall are responsible for the cleaning and upkeep of their suite. Housekeeping will not enter an occupied suite for regular cleaning and trash removal. Toilet paper for Smith Hall residents can be found in the laundry room and trash rooms on each floor of Smith Hall. All residents are expected to remove their own trash and take to designated trash rooms on each floor. For assistance with cleaning supplies the resident can submit a request through the college work order system. Login to *MyUrsuline* and select "Work Order" from the quick links on the left side of the page.

### **COMMERCIAL ACTIVITIES**

Only organizations or vendors who have been invited by an Ursuline College department, office, or recognized student organization, or who have rented College facilities, are permitted to solicit on campus. Vendors are not permitted to sell their products in the residence halls without permission of the Director of Residence Life. A student should notify hall staff immediately if approached by an unauthorized vendor.

## COMPUTER LABS

Computers are available for student use in all three residence halls. These computers can be accessed 24 hours a day. Computer stations have been arranged to promote social distance of at least 6' between individuals while in the computer labs. Students may not rearrange or move the computer work stations and seating. Disinfectant spray will be made available in the residence hall computer labs and students are expected to take the necessary precautions to disinfect the computer workspace prior to, and after using the computer lab. If there is no paper for the printer, or no disinfectant spray available between the hours of 5pm – 11pm, notify the Resident Assistant on duty by calling the RA cell phone: (440) 221-2814. If the printer is out of ink/toner, please submit a request to the Help Desk by emailing [servicedesk@ursuline.edu](mailto:servicedesk@ursuline.edu) and notify the RA on duty. Out of respect for the RA's, please do not ask for these supplies between the hours of 11:00pm and 9:00 am.

### Contact the Service Desk

- Login to *MyUrsuline* and select IT Service Desk from the quick links on the left side of the page
- Email [servicedesk@ursuline.edu](mailto:servicedesk@ursuline.edu)
- Call (440)684-6013
- Visit the Service Desk in Besse Library Monday – Friday, 8:30am – 4pm.

## COMPUTER: WIRELESS CONNECTION IN THE RESIDENCE HALLS

Wireless access points are in some residence hall rooms and suites. Students can connect to WIFI using “UCGuest.”

It is not recommended that students plug in a wireless access point/router. For computer, internet and technology assistance, students can contact the Help Desk. A request can be made to the Helpdesk by sending an email to [servicedesk@ursuline.edu](mailto:servicedesk@ursuline.edu).

## COOKING APPLIANCES

Cooking in the residence halls is limited to the kitchen areas in Grace, Murphy, and Smith Hall. For health and safety reasons, cooking in individual residence hall rooms is prohibited. Students are not permitted to bring their own microwave. There are microwaves in each community kitchen in all three residence halls and all Smith suites are provided with a microwave oven. Microwave ovens may only be used in the designated kitchen areas. **All unauthorized cooking appliances will be confiscated.** Arrangements will be made to return the appliances when the student is making a trip home. Do not leave the microwave unattended and when cooking in the kitchen, please remember to clean up after yourself.

Students may use the refrigerator within the kitchen areas under the following conditions: all food within the refrigerator must be clearly marked with the name of the student, room number and date in which the food was purchased. Any food not properly labeled may be thrown away. The refrigerator will be cleaned regularly each semester and all food left for



long periods of time, or that which is past expiration date, will be discarded.

### **COOPERATIVE BEHAVIOR – INCLUDING COVID-19 EXPECTATIONS**

Students, guests of students, and other members of the College community must comply with all College policies and procedures and the directions of College officials acting in the performance of their duties. Students must comply with expectations outlined by the Director of Housing and Residence Life at Ursuline College. Failure to do so may result in judicial action within the College Judicial System. Students will be held accountable for the action of their guests. Guests who refuse to comply with hall policies could lose visitation privileges in the residence halls.

### **CORRIDORS AND STAIRWELLS**

Corridors and stairwells are emergency exits and must be kept free of clutter and obstructions. Shoes, athletic bags, books, bicycles, and other furnishings are never permitted to be stored in corridors or stairwells. Items left in these areas will be confiscated by hall staff. Large items may be subject to a maintenance removal charge. Recovery of confiscated items may occur by scheduling a meeting with the DRL.

### **DECORATIONS AND MODIFICATIONS**

Students may not make any permanent structural changes in their rooms. Paper or other flammable materials are not permitted in the room and should not cover ceiling tiles. This includes wallpapering, contact paper and paneling. Due to the damage that is done to walls and woodwork, tacks, nails, screws, and adhesives (including, but not limited to DUCT tape, two-sided tape, and scotch tape) are not to be used on residence structures, around door frames, on walls or ceilings. Signs and decals should not be affixed to college property. Rooms may be decorated using 3m-type adhesives and hooks, twine, and fishing line. Poster putty can be used, but residents will be held accountable for any damage to paint, or woodwork caused by these items. Please check with a member of the residence life staff if you have any questions.

### **ELECTRICAL APPLIANCES**

The electrical wiring of the college residences is designed to allow for the safe use of ordinary electrical appliances (hair dryers, televisions, etc.) in the student rooms. Overuse of any electrical system can create problems.

Please review the following guidelines:

- The College requests students use UL approved appliances with a maximum draw of 15 amps (approximately 1700 watts) per appliance. In addition, we request that roommates communicate with each other regarding electrical items for the room. The Department of Residence Life encourages students to have only one mini refrigerator in each room.
- Due to the surge factor of air conditioners, we cannot permit air conditioners for any reason.
- For the safety of all residents, electrical cooking appliances, space heaters, and irons are not permitted in student rooms. If you have an appliance, you are unsure about, please have it approved by the DRL before bringing it to campus.

- The College requires the use of surge protectors which have built-in circuit breakers (as opposed to extension cords) for electrical convenience; this allows the student to plug several items in at once.
- Extension cords and multi-outlet extenders are not permitted.
- Refrigerators should be plugged directly into the wall outlets.
- Halogen lamps and Lava lamps are not permitted.
- Please check appliances for frayed or damaged cords before bringing them to the College.  
**Students can be held accountable for fires caused by their negligence.**

The College is not liable for any losses that occur to student rooms. (See the Insurance of Personal Property and the Liability for Loss sections of this handbook.) In addition, any unauthorized appliance will be confiscated until it can be removed from campus, and the student may be subject to fines and/or judicial actions.

### **ENTRY AND /OR SEARCH OF STUDENT ROOMS**

Occasionally, it is necessary for college staff members to enter student rooms to fulfill maintenance and repair requests or to hold inspections to insure the observance of basic safety and health standards. **While fulfilling their administrative responsibility to enforce College regulations, members of the Residence Life Staff, Security, and Maintenance personnel may enter student rooms at any time.** However, College officials will observe the following procedures whenever it is necessary to enter a student room:

#### **Maintenance and Housekeeping Personnel**

Maintenance and Housekeeping will enter a student's room for requested reasons if the student has previously given Maintenance/Housekeeping permission to enter. Students grant permission to enter their room or suite when they inform their Resident Assistant, DRL or Maintenance/Housekeeping of a maintenance request and by completing a work order.

#### **Residence Life Staff and Security**

Members of the Residence Life Staff and/or security may enter student rooms at any time to fulfill their administrative duty to enforce college regulations, rules, and policies and to ensure safety. In case of emergency, fighting, screaming, etc., staff members and/or Security may use a master key to enter the room. As a matter of courtesy, staff members shall knock on the door twice, announce who they are and ask to enter the room. If there is no response or a delay in opening the door, the staff member and/or Security may use the master key to enter the room. Communication will be provided to the occupant(s) if entry is necessary while no one is in the room. When possible, 24-hour notice prior to entry may be given.

### **EXTERNAL DOOR PROPPING**

Propping of exterior doors in the residence halls is prohibited. Students found propping exterior doors are jeopardizing the safety of other students in their residential community and will be found in violation of the code of conduct and held to judicial sanctions.

## **FINALS WEEK CONDUCT**

Those Students who violate College Policies during finals week may face immediate disciplinary action, up to and including an immediate temporary removal from the residence hall. In the case of an immediate temporary removal, an expedited hearing will be held before the DRL and/or the Associate Dean of Students within forty-eight (48) hours of the temporary removal. Prior to the hearing, the Contract will remain in full force and effect. After the hearing, the DRL and/or the Associate Dean of Students may determine whether the Student's Contract will be terminated. If the Contract is terminated, the student may file an appeal to the Associate Dean of Students or the Vice President of Academic Affairs, in accordance with the procedures outlined in the College Policies.

Examples of disruptive behavior that may cause immediate temporary removal include, but are not limited to physical abuse, fighting, malicious destruction of property, uncontrolled horseplay, water fights, sports in the hallways, pranks, other rough play, etc. In addition, any activity or conduct that could endanger a student's own health and safety and/or that of other Students and guests will be subject to severe disciplinary action that could include immediate temporary removal from the residence hall.

## **FIRE SAFETY EQUIPMENT AND PROCEDURES**

Residence Hall fires are extremely dangerous, and it is essential that the fire safety equipment be in good condition. Therefore, it is a serious offense to tamper with fire safety equipment such as fire extinguishers, pull stations, fire alarms, and smoke detectors. It is also a very serious offense to set fire to anything in the residence halls. A fine could be issued to anyone who tampers with fire safety equipment. Any person involved in the misuse of fire equipment may be subject to prosecution and/or College disciplinary action which could include removal from the residence halls.

- Fire drills will be conducted at least monthly in accordance with state and federal law. Residents and their guests must evacuate the building each time a fire alarm sounds. Failure to evacuate the building will result in judicial action and include a \$75.00 fine.
- Residents are not permitted to leave belongings in the hallway or stairwells because this creates an obstacle to allowing easy access to and exit from the building. Open flames (including candles, incense, and potpourri burners) are not permitted anywhere in the residence halls.
- The fire alarm system in Grace Hall is very sensitive. It is advised that students open a window and their room door when using blow dryers, flat irons or any other styling devices that generate heat. Please do not leave these items unattended or they will be confiscated. Any student who is responsible for triggering the fire alarm more than 2 times could be fined by the Pepper Pike Fire Department and/or Ursuline College and be subject to disciplinary action.

Ursuline College maintains a daily fire log on the college website (under Facilities and Security/Security Resources) in accordance with the HEA Title IV, Part G, Section 485 (i).

Facilities and Security makes an annual report to the campus community on these fires.

## **FOOD SERVICE**

All resident students must have a meal plan. Meals are served in the Pilla Dining Center unless otherwise noted. Residents will be required to present their student ID for all meals.

### **Board Plan Meal Service Hours:**

#### **Monday - Friday**

Breakfast:	7:30 a.m.	-	10:00 a.m.	(Full Breakfast)
	10:00 a.m.	-	11:00 a.m.	(Continental)
Lunch:	11:00 a.m.	-	1:30 p.m.	(Full Lunch)
	1:30 p.m.	-	4:30 p.m.	(Light Lunch)
Dinner:	4:30 p.m.	-	6:00 p.m.	(Full Dinner)
	(*Dinner is only available until 7:00pm on Fridays)			
	6:00-p.m.	-	8:00p.m.	(Light Dinner)

\*The Pilla Food Court will be closed for deep sanitation of all high touch areas from 3:30pm – 4:30pm. We encourage you to visit Besse Bites in the Besse Library, for all your snack needs during this time.

#### **Saturday-Sunday**

Brunch only:	11:00 a.m.	-	1:00pm
Dinner:	5:00 p.m.	-	6:30 p.m.

\*On designated holidays when resident students are not required to leave the halls, but the college is closed, i.e., Labor Day, dining services will follow the weekend schedule. Brunch between 11:00am-1:00pm and dinner from 5:00-6:30pm.

## **Bites**

Besse Bites, located on the first floor of the Besse Library, is an exclusively grab n' go location featuring freshly prepared Chef Fresh sandwiches, salads, parfaits, snacks, plus other campus favorites including Pepsi® products, Naked Juices®, Pure Leaf® Teas, Truly Good® snacks and so much more.

### **Hours of Operation**

Monday – Thursday	7:30am – 11:00pm
Friday	7:30am – 7:00pm
Saturday	10:00am – 7:00pm
Sunday	1:00pm – 11:00pm

## **GUESTS (A.K.A “VISITORS”): SEE ALSO VISITATION AND OVERNIGHT GUEST POLICY**

**Minor Guests are not permitted in the residence halls due to COVID-19.**

**Bad Weather Accommodations for Ursuline College Commuters cannot be made due to COVID-19**

**Admissions Overnight Guests cannot be welcomed at this time due to COVID-19**

## **HARASSMENT**

The College’s Harassment and Discrimination Policy is located at [www.ursuline.edu/harassmentdiscrimination](http://www.ursuline.edu/harassmentdiscrimination) .

## **INSURANCE OF PERSONAL PROPERTY**

The college is not liable for loss or damage to personal property due to such things as insufficient or excessive heat, fire, water, the elements, or actions of third persons. Residents should carry their own insurance protection against loss or damage. In some cases, the homeowner or tenant insurance carried by one’s parents may provide coverage. Residents are strongly encouraged to check this prior to moving on campus.

## **JOINT RESPONSIBILITY**

Individuals who are present in their own or any other residence hall room or area where College policies are being violated are subject to the same disciplinary action as the host of that room.

## **KEYS/STUDENT ID CARD**

### ***Room Keys***

Each resident will be issued a room key. Under no circumstances is this key to be duplicated or lent out. If a resident loses a room key or fails to return her/his key at checkout, a fine of \$100.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.

### ***Mailbox Keys***

Each resident in Grace and Murphy Hall will be assigned a mailbox and issued a mailbox key. This key should not be duplicated. If a resident loses a mailbox key or fails to return her/his key at check out, a fine of \$25.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.

- The Mailboxes in Smith are opened using a combination lock; no key is needed. Mailbox instructions and combinations will be distributed to Smith residents.

### ***ID Card***

Each resident will be issued a student ID card. The student ID card is used for access to certain doors on campus, for the college meal plan, at the library and to print using campus printers.

Residents who live in Smith Hall only have access to Smith and Grace Halls. Grace and Murphy Hall residents have access to both Grace and Murphy Hall. Under no circumstances should a resident student lend or give her/his student ID to anyone else. Students must replace lost or damaged ID cards by going to the Student Service Center located in Mullen, room 203, during regular operating hours. There is a fee for a replacement ID.

- Students must replace lost or damaged ID cards by going to the Student Services Center, located in Mullen, room 203. Student Services is typically open Monday – Friday, 8:30am – 5pm. There is a nominal fee to receive a replacement ID. (\$10)
- If it is the weekend or holiday and a resident student loses or damages her/his ID, or if the ID malfunctions, contact the RA on Duty (440-221-2814 or [UCResidentAssistant@ursuline.edu](mailto:UCResidentAssistant@ursuline.edu)) to receive a temporary access card. Students are expected to get a replacement ID and return the temporary access card within 48 – 72 hours. A \$20 fee will be assessed for non-returned temporary access cards.

**Please note that a fine applies for each key that is lost. Therefore, it is in your best interest to watch over your keys carefully.**

## **LAKE ELISSA**

Students are not permitted to take boats out on the lake, nor are students permitted to be in the lake for any reason (unless they are in an Ursuline class with a professor using the boat/lake for research). We are concerned about the safety and health of every student. Any student found swimming or boating in the lake will be subject to judicial action.

## **LAUNDRY**

Ursuline College partners with CSC ServiceWorks for laundry service on campus. Each residence hall has a laundry facility with washers and dryers. There is no fee to use the laundry machines in the residence halls. For problems with the laundry machines, scan the QR code located on the specific machine that is out of order or not operating properly. If a student is unable to scan the QR code, you can visit [www.cscswacademic.com](http://www.cscswacademic.com) to schedule service or contact the RA on duty or the DRL and a service request will be submitted to the laundry company. Do not use the Ursuline College work order system for laundry machine-related issues.

## **LIABILITY FOR LOSS OF PERSONAL PROPERTY**

Ursuline College assumes no responsibility for the theft, destruction or loss of money, valuables or other personal property belonging to or in the custody of the student for any cause whatsoever, whether such losses occur in student rooms, storage rooms, and public areas or elsewhere in the hall. The student is advised to keep her/his room locked and to carry personal insurance. Immediately report all losses to the DRL and Security so that a record can be kept on file.

## **LOCK-OUT SERVICE**

Residential students are responsible for carrying their keys and access card at all times.

- If a student needs access to a residence hall room during a break the staff is not required to provide access. If a staff member is available to provide this service, there will be a \$5.00 charge.
- A Resident Assistant is not required to provide lockout assistance if it will make them late for work or class.
- Please do not contact Resident Assistants on their personal cell phones to request lock-out assistance.
- Any student requiring lockout assistance occurring between the hours of Midnight and 9:00 a.m. will be charged \$5.00

If you are locked out of your room, please utilize the contact information below:

Monday-Friday from 9:00 a.m.-500 p.m. You will be charged \$1.00 (\$5.00 between the hours of midnight-9:00 a.m.)

1. First try contacting a resident assistant
2. If no one is available, contact the DRL at 440-646-8334
3. If the DRL is not available, contact security at 440-449-4204

Monday-Friday from 5:00 p.m.-9:00 a.m. You will be charged \$1.00 (\$5.00 between the hours of midnight-9:00 a.m.)

Please contact the RA cell phone at 440-221-2814

Friday from 5:00 p.m.- Monday at 9:00 a.m. You will be charged \$1.00 (\$5.00 between the hours of midnight-9:00 a.m.) Please contact the RA cell phone at 440-221-2814

**Students who have not paid:** Any student who does not pay for a lock-out service will be billed \$5.00 at the end of the semester.

## **LOFTS**

Ursuline College does not provide loft structures nor does the college allow students to bring or construct their own lofts in their residence hall rooms.

## **LOSS OF STUDENT ID/MEAL CARD**

A student's ID is coded with the correct meal plan information and used to swipe for meals and aux points. No meals can be served without a student ID. Exceptions may be made at the start of the semester or in the case of a lost ID when Student Services is not open for the student to receive a replacement immediately.

If you lose a meal card, you should go directly to the Student Service Center in Mullen, room 203 and report the card lost. You will receive a new ID at the cost of \$10; the new card will be activated immediately. Students arriving at the dining facility without a student ID/meal card will be directed to Student Service Center to get a new card. If the Student Service Center is not open, Food Service may take the student's name and serve the student.

If a resident student is quarantined in their room, arrangements for To-Go meals can be made. The student should contact a member of the Residence Life Team and a meal order link will be provided to the student. Meal service delivery will be as follows: breakfast will be delivered between 9:00am – 10:00am, lunch will be delivered between 11:30am – 12:30pm, and dinner will be delivered between 5:00pm – 6:00pm. Whenever possible, the student should complete the online meal request form the night before for all meals the following day.

## **LOUNGES**

Furniture in community lounges in the residence halls has been removed and rearranged for purposes of social distancing. Students should not rearrange, remove, add, or otherwise change the community lounge structure. Students must maintain at least 6 feet of distance between themselves and others in the lounge and must wear a mask. Students should adhere to occupancy limits posted in lounges. Occasionally, small meetings may be hosted by a resident in the lounges if social distancing can be maintained and the meeting attendance does not exceed posted occupancy limits. Attendees may only be Ursuline College resident students. No commuter students or guests are permitted at this time. Reservations to use the lounges should be made in advance through Residence Life by emailing [UC\\_ResidentAssistant@ursuline.edu](mailto:UC_ResidentAssistant@ursuline.edu). Recognized student organizations can reserve Starlight or Formal lounges in Grace Hall only for meetings. These meetings or events must be in accordance with social distancing, group gathering, and mask guidelines and policies. The organization should plan for cleaning before and after the event, make hand sanitizer available, and use disinfectant spray and/or wipes before, during and after the event to help promote the health, safety, and well-being of those in attendance. It is the responsibility of the residents to clean the lounges after use, including making use of disinfectant spray available for wiping down seating and tables. Personal belongings should not be left in the lounge areas for more than 24 hours. Failure to remove personal belongings may result in them being confiscated or discarded.

## **MAIL SERVICES**

Every effort is made for United States Postal Service mail and campus mail to be delivered Monday through Friday to the residence halls from the College mailroom. If you receive a package that is too large to be placed in your residence hall mailbox, the Mullen mailroom attendant will send an email notification to that student's Ursuline email account. All packages will be delivered to and picked up from the Mullen mailroom.

Your address at Ursuline College should be as follows:

Your Name  
Room Number or Suite Number-Residence Hall  
2550 Lander Road  
Pepper Pike, Ohio 44124

**Ursuline College is not responsible for forwarding mail. Mail will not be forwarded to another address by the Department of Residence Life. Residents are responsible for making the necessary forwarding or changes for a new address before leaving for**



**summer break, or if permanently moving out.** Should extenuating circumstances warrant a need for the Department of Residence Life to forward mail or ship belongings, the student will be responsible for all applicable charges.

## **MAINTENANCE AND HOUSEKEEPING**

Any damage to or malfunctioning of the residence hall equipment or room facilities should be reported to the maintenance office by submitting a work order through the work order system available on the Ursuline College Intranet. If any emergency repair is needed, immediately notify a member of the Residence Life Staff. Any additional housekeeping that is required beyond contracted services could result in a fee being passed along to the individual or floor responsible for the excessive clean up.

## **MISSING PERSON RESPONSE PROTOCOL**

Please refer to College Policies section of the handbook.

We strongly suggest that students residing in the Residence Halls inform their RA /room-mate/friend when they plan to be away for an evening or weekend. It is vitally important for your own safety and security that someone knows where you are going and when you expect to be back. Likewise, we request that if you notice that a student is missing from the hall, you report it to your RA immediately. You are an important part of our community and in these days and times we need to be cautious and vigilant.

## **MUSICAL INSTRUMENTS**

The formal lounge of Grace Hall contains a piano. Residents may use this and may also use other musical instruments in this lounge provided they do not disturb other residents.

## **NOISE AND QUIET HOURS**

With so many people living in proximity, and out of respect for students' differing time schedules and sleep/study needs, the volume of stereos, TV's, electronic equipment, voices, and other activity must be kept to a minimum in consideration of others. Sound equipment is not permitted to be played out the window. If a community member can hear noise two doors down from your room, it is too loud. It is strongly suggested that if more than three students are in a student room and are told by a community member that they are too loud that the group of students be willing to move to a first-floor lounge.

**Quiet hours are established to provide periods of uninterrupted study and sleep. They are in effect daily from 11:00 pm to 11:00 am. Courtesy hours are always in effect; if someone requests the level of noise be lowered, it is expected that the request will be honored. The request should be made and received in a respectful manner.**

After three noise warnings have been issued:

1. A \$10.00 fine will be issued for each subsequent violation.
2. Student could lose lounge privileges on any floor where student rooms are located.
3. If a student's electronic equipment is consistently disturbing the community, the student may be asked to not utilize the equipment in the hall.

Finals Week: 23 Hour Quiet Hours start the Saturday before finals week at midnight and end

the day the halls close. Any student violating this policy will be charged \$10.00. No warnings are given. "A 'relief hour' will be established by the Residence Life staff and this time will be posted. It is expected students will still treat this 'relief hour' as a courtesy hour and respect those around them continuing to study and prepare for final exams."

### **NONDISCRIMINATION POLICY**

The College's statement of non-discrimination is located at: [www.ursuline.edu/harassmentdiscrimination](http://www.ursuline.edu/harassmentdiscrimination).

The College's Title IX policy on non-discrimination is located in its Interim Policy on Sexual Misconduct at: [www.ursuline.edu/sexualmisconductpolicy](http://www.ursuline.edu/sexualmisconductpolicy).

### **PETS/FISH**

Student rooms are poor environments for a pet. Because of public health regulations, pets (other than fish) are not permitted in the residence halls under any circumstances including a brief visit. A fine of \$25.00 per day, per pet, is assessed to any resident who possess a pet. Residents may also be fined if an exterminator is needed to remove fleas.

**FISH:** The only pets permitted in the residence halls are non-carnivorous fish in a properly maintained fishbowl (2.5 gallons or less, no motor, no filter). Fishbowls are limited to one per room (with the agreement of the roommate) in Murphy and Grace Halls. In Smith Hall residents are permitted to have fishbowls up to the number of occupants in the suite. The only animals allowed in the bowl are fish (no frogs, turtles, snakes, lizards, crickets, grasshoppers, etc.). Fish must be removed from residence halls during all breaks (if neither of the occupants has registered to stay for break).

### **PUBLIC AREA DAMAGES**

Ursuline College believes the students of each hall make up different communities. To a great extent, each community has responsibility for what transpires in that community. As such, all damage charges for common living areas not able to be assessed to those individuals responsible are divided among the residents of the area where the damage occurred. Students will be notified of these common area damages and will be billed accordingly.

### **PUBLIC AREA FURNITURE**

Furniture and accessories may not be moved and may not be moved from the public areas to student rooms in residence halls. A \$25.00 fine or judicial action may occur if lounge furniture is moved or found in student rooms.

### **PUBLIC AREA TELEVISION USE**

Guidelines for television use:

- All residents are welcome to use any lounge in any residence hall.
- At the beginning of each academic year the residents of each building will determine the policy for reserving the televisions located in the lounges.
- At the beginning of each academic year the residents of each building will determine an acceptable volume level for the televisions.
- Please do not tamper with or remove cords.

- Please do not remove any DVD players from public lounges without asking a member of the residence life staff for permission.
- Please leave remotes in the lounges and do not remove the batteries. If remotes and/or batteries are consistently removed from the lounges they will not be replaced.

## **REASONABLE HOUSING ACCOMMODATIONS DUE TO DISABILITY**

Ursuline College strives to maintain an environment that is warm, nurturing, and inclusive of all people, including people with disabilities. Therefore, the College endeavors to provide reasonable and appropriate accommodation to qualified students with disabilities and does not discriminate against students based on disability. Students who need to request a reasonable accommodation, based on disability, including an accommodation in housing, should contact the College's disability specialist or the Director of Compliance/Disability Coordinator, who can advise them on the process for requesting an accommodation. Students who wish to file a complaint of disability discrimination should contact the Director of Compliance, in accordance with the Harassment and Discrimination Policy, located at [www.ursuline.edu/harassmentdiscrimination](http://www.ursuline.edu/harassmentdiscrimination).

The College to evaluate how we can best meet your needs; we require specific information from both you and your healthcare provider. Please contact the Academic Support and Disabilities Services Department to obtain a Request for Housing Accommodations Form and Authorization to Receive Health Care Information. The authorization form gives the approved administrator permission to speak with your health care provider if there are questions relating to his/her recommendation for accommodation(s). Your health care provider must complete the Request for Housing Accommodations Form, sign it, and return the completed packet to the disability specialist or the Director of Compliance/Disability Coordinator. To receive special housing consideration for medical conditions, which do not qualify for reasonable accommodation, this form must be completed, but accommodations are not guaranteed. Those granted accommodations will be required to re-submit a Request for Housing Accommodations Form each year.

## **RESIDENCE HALL COUNCIL**

All residents are members of the Residence Hall Council (RHC). RHC is the residence hall programming and policy board which serves to assist the Residence Life staff in building community among the residents. The RHC president will be elected by the residents each year.

## **RESIDENCE LIFE STAFF**

### ***Associate Dean of Students (ADS)***

One of the roles of Associate Dean of Students is to maintain a positive living-learning environment within the residence hall. This is accomplished through developing and fostering programs, establishing, and enforcing College policies and procedures, and overseeing aspects of residence hall life.

### ***Director of Housing + Residence Life (DRL)***

The Associate Director is a full-time professional staff member who lives in Grace Hall and whose office is located on the first floor of Grace Hall. The DRL supervises the resident assistant staff; supports students' academic/personal needs; conducts judicial meetings; serves as liaison with housekeeping/maintenance; and coordinates hall openings/closings.

### ***Resident Assistant (RA)***

The function of the Resident Assistant is to act as a peer counselor and to ensure the overall safety of the residents. Each RA is responsible for either a full or half floor within a residence hall. Her primary responsibility is to build community among her residents by planning programs, building relationships, and enforcing policy. These individuals also have a specific "duty night" in which they oversee the halls. RAs are selected through an interview process each spring. If you are interested in being an RA, please speak with an RA or with the Director of Residence Life for further information.

## **RESIDENCY REQUIREMENTS**

The following is the list of requirements one must meet to be eligible to live within the residence halls:

1. Registered for the current semester as a full-time student. To be considered a full-time student one must carry at least 12 undergraduate credit hours or 9 graduate credit hours.
2. Undergraduate students must be 17-23 years of age at the time of entry to be eligible to live in undergraduate housing.
3. Any undergraduate, full-time student over age 23 may only live in Smith Hall.
4. Graduate and second-degree students can live in Smith Hall if space permits. There is not an age limit for graduate and second-degree students.
5. No disciplinary sanction which specifically prohibits living in the residence halls.
6. Good financial standing with the College.
7. \$100 initial deposit to reserve a space, payable to the Ursuline College.
8. Residence Hall Contract and Emergency card must be signed prior to moving in the residence hall. Students will be held to the terms of the contract for the entire academic year and will be expected to abide by these terms.
9. Meningitis and hepatitis disclosure form signed prior to moving into the residence halls.

Exceptions to the above requirements may be made by the Director of Residence Life.

Ursuline College does not provide married and/or family housing or housing for underage children. Murphy and Grace Halls are designated for undergraduate housing. Smith Hall is for upper class students and graduate students.

## **RESPONSIBILITY FOR DAMAGE OR LOSS**

The student agrees to be liable for damage or other loss incurred to the building, room, furniture, fixtures, and equipment. Damage within a room is the responsibility of the students assigned to that room. It is for this reason that residents should thoroughly complete the

Room Condition Form when checking in. Damages that occur to public areas (e.g., restrooms, lounges, kitchen, etc.) that are not attributable to a specific individual or group shall be equally shared by the residents of the living area where these damages occur. The student agrees to pay such damages to Ursuline College.

## **ROOM CHANGES**

During the first two weeks of classes, room changes may be made in cases involving medical reasons (with a doctor's excuse) or to relieve overflow housing areas. An example of a medical reason would be a student requiring crutches being moved to Grace to have access to the elevator. Such requests that violate Ursuline College's nondiscrimination policy (See Nondiscrimination Policy section of this handbook) will not be honored. **Students are not permitted to change rooms without the permission of the DRL (this will result in a \$50.00 fine).** A student may be required to change rooms if approved by the DRL. Reasons for such changes may include an alleged infraction of college policy or the incompatibility or unavailability of roommates. Note that since a balance of floor populations and RAs needs to be maintained, some change requests may not be honored.

### ***Procedures for Dealing with Roommate or Floor Conflict***

There may be times when you may need to confront your roommate or another resident on your floor regarding certain behaviors (for example, noise). To promote a responsible community environment, students must follow the procedures listed below when faced with a conflict or problem:

- 1. You must address the problem with the student(s) responsible for the behavior.** For example, a resident down the hall is playing her stereo loudly. You should politely ask her to lower her stereo before contacting your RA. If it is a roommate conflict, then you should discuss concerns with your roommate prior to calling your RA.
- 2. Contact your RA or the RA on duty.** Let the RA know that there is a problem. The RA will ask if you have confronted the student(s) yourself. If you have not, the RA will assist you in identifying how to address your concerns with the student. If you have addressed the student and the behavior persists, then the RA will become involved. The RA may decide to speak with the student(s), give a verbal warning, or generate an incident report on the situation. For roommate conflicts, the RA will meet with both residents to discuss the problem and offer peer mediation as an option.
- 3. In a roommate conflict situation, if both parties agree to Peer Mediation, the RA will notify the DRL who will coordinate the Peer Mediation meeting.** The purpose of Peer Mediation is for the students involved to share their concerns with a non-biased party (peer mediators) in a safe environment. The goal of the meeting is to identify solutions to improve the living situation or determine if the problem merits the separation of the roommates. If it is decided that it would be best for the roommates to separate (depending on availability of open space), other roommate options will be presented at the meeting. The residents involved will decide who will reside in the room and who will move. The residents are then responsible for setting up a time with the floor RA to check out of their current room and check into their new living area.

## ROOM CONSOLIDATION POLICY

**If you are paying for a double room and there is a vacancy in your room at the end of fall semester:**

1. The DRL will provide you a list of students who are also living in a double alone. It is up to the involved students to find a roommate, and to determine who will move and who will remain in her current room. OR
2. You will have the option of buying out your room as a single (**if space allows**). OR
3. You will be placed with a new or transfer student, or a current student needing a space for spring semester may be placed with you.
4. If you do not buy out your room as a single, and you are not assigned a new roommate at the beginning of spring semester, we reserve the right to place a roommate at any time during spring semester. ***You will also be required to find a roommate for the following semester, or you will be charged the rate for a single room.***
5. **If you were never assigned a roommate fall semester** and live in a double room you will be required to identify a roommate for spring semester or buy out your room as a single if space allows, or you will be charged the cost of a single room.

## ROOM DAMAGES

Residents will be held responsible for all damages to the room and initiated from the room (such as items dropped or thrown out windows). Charges for residence hall damages or losses will be based on full repair or replacement cost to the College. If you have any questions concerning residence hall damages or charges, please talk to the DRL.

## ROOM CARE

Residents are responsible for room cleaning, regular waste removal and maintaining satisfactory sanitation and life safety standards determined by the Office of Residence Life in conjunction with the College.

## ROOM CONDITION

The following policies apply to all Ursuline College residence hall rooms:

- No alterations may be made to electrical fixtures or wiring.
- Built-in furniture may not be removed or altered.
- Any drapes (or other hanging fabric) or carpet that is installed in a residence hall room must be certified as fire retardant.
- Carpet must not be glued or taped to the floor. Area rugs are recommended rather than wall-to-wall carpeting.
- Any materials installed on walls or ceilings must be nonflammable.
- Tacks, screws, and nails should not be used on the walls or ceilings.
- All tapes and adhesives must be fully removable from the wall/ceilings. Duct tape should not be used.
- Stickers and decals must be fully removable from walls, ceilings, and windows.
- Screens must always be kept in the windows.
- Students are responsible for all College furniture that is in their room on opening day.

- Students will be fined for any furniture removed or exchanged from their room.

Any College furniture must stay in student's designated rooms. Students will be billed for any furniture that cannot be accounted for at the end of the year. All furniture, decorations (borders, posters, stickers, tape adhesive, etc.) and other materials that were not accounted for on the Room Condition Form must be removed. Residents will be billed for their removal.

**Students will be billed to cover the costs of repair for damages to the room, College furniture, and/or College furnishings.**

**All residents of a room are responsible for damages within their room.**

## **ROOM LOTTERY**

To secure a room for the following academic year, current residents must attend Room Lottery held each Spring Semester. At this time, every resident must sign-up for her/his current room, sign up for another room in either residence hall, or withdraw from the residence hall. Room sign-up times will be posted by the Residence Life Staff and will usually occur near the end of the Spring Semester.

There are specific procedures for room sign-ups which have been designed to make the process as fair as possible. Therefore, please note the following conditions of room sign-ups:

- All new students who wish to live within the residence halls must pay a \$100 deposit (cash or check) to be placed in a room. Returning students who wish to hold a room need to attend room lottery and complete the Residence Life Survey.
- Students who wish to hold their current rooms need to contact the DRL by the designated date and attend room lottery to complete the required paperwork.
- Students must be present at room sign-ups to reserve a new room.
- Individuals currently living within a room have "rights" or can "squat" that room and can remain in their room provided they complete the necessary paperwork.
- Order of room selection will be based on seniority. Seniority is determined by the number of semesters one has resided within the residence hall. Priority of room selection for students sharing the same semester seniority will be determined by a raffle.
- Students interested in living in Smith Hall must be a junior, senior, or graduate student. A minimum of three students is needed to secure space in a suite. Space is granted based on the number of semesters one has resided within the residence halls. Space will also be granted to a sophomore sibling who is the same sex and related by marriage and will be staying in the halls the entire academic year.
- Certain large rooms (Grace #208, #227, #245, #308, #327) are mandatory double occupancy rooms. Therefore, no one can have those rooms as a "single" even if that person is currently living within that room.

## **SAFETY AND SECURITY**

Personal safety and security at Ursuline College are the responsibility of both the community and the individual. Residence Life, with the assistance of College Security,

maintains facilities and sponsors programs that reflect this concern and educate residents about safety. To promote a secure and safe atmosphere, each residence hall is locked 24 hours a day.

Residents should consider the following suggestions to help ensure personal safety:

- Lock your room whenever you leave it, even for a few minutes.
- All outside doors must always be closed and locked.
- Students are not to admit strangers or lend keys or access cards to individuals who are not residents. Strangers in the building should be reported immediately to any member of the residence life staff or security.
- The discharging, carrying, or possession of firearms, including air guns or any other weapon, with which injury, death or destruction may be inflicted, is prohibited.
- No objects of any sort may be hung or thrown from the windows of residence halls.
- Do not make any unauthorized changes in door lock cylinders.
- Do not duplicate or lend your room key or access card. If you lose your room key, the lock cylinder will have to be replaced and a new key issued, at a cost to you. Unauthorized duplication or creation of residence hall keys will result in disciplinary action.
- Do not leave any personal property of value (i.e., Wallet, purse, watch, iPod, laptop, cellular phone) unattended and visible.
- Do not walk alone on campus at night. Whenever possible, use a well-lit path.
- Guests of residential students must always be escorted in the residence halls.
- Report suspicious behavior or individuals to the Security Office immediately (440-449-4204).

Ursuline College is a small and caring community where we encourage everyone to watch out for each other. Students' safety and security are a top priority and, while we recognize that many of you are legally an adult that does not mean we stop being concerned about your safety and well-being!

To that end, we strongly suggest that students residing in the residence halls inform their RA /roommate/friend when they plan to be away for an evening or weekend. It is vitally important for your own safety and security that someone knows where you are going and when you expect to be back. Likewise, we request that if you notice that a student is missing from the hall, you report it to your RA immediately. You are an important part of our community and in these days and times we need to be cautious and vigilant. Remember, St. Angela counsels us to "Build community wherever you go."

## **SMOKING**

Students and guests are not permitted to smoke in residence hall rooms or outside residence hall buildings. The designated smoking area near the residence halls is the grassy area in the middle of the resident parking lot. Any individual found smoking in an unauthorized area will be subject to judicial action and/or a fine. This smoking ban includes e- cigarettes.



## **SOCIAL NETWORKING/ONLINE COMMUNITIES & WEBSITES**

For many, particularly students, the internet is a powerful means for developing and strengthening peer connections and expressing individual identities through online communities (Facebook, Instagram, Snapchat, and the like). While the College does not officially monitor these types of sites, there may be instances where a college official unintentionally encounters information, or information found on social media is brought to the attention of college officials, that reflects inappropriate conduct by a member of the Ursuline College community. Inappropriate conduct so discovered will be addressed per protocol outlined in the Student Handbook and Residence Life Handbook, including, but not limited to, the Student Code of Conduct and the Residence Hall Judicial System.

## **SOLICITATION AND SELLING**

Vendors are not permitted to sell their products within the residence halls without permission from the DRL. A student should notify a member of the Residence Life Team if approached by an unauthorized vendor.

## **TELEPHONE SERVICE**

### *Student Room Phones*

Local telephone service is available for resident rooms without charge. Residents are required to supply their own phone. Students are encouraged to seek alternative means, such as a long-distance calling card, Skype, etc. in order to make long distance calls from the landline in their resident hall room. Ursuline College does not specifically endorse any product, service or package and encourages students to make a knowledgeable decision based on individual needs and means. Please contact the Director of Residence Life for further information.

## **TELEVISION**

Basic Cable TV access is available in each residence hall room and in the living room only in each suite in Smith Hall. Students should provide their own cable TV cord. Suggested length is at least 25'. All lounge areas in all three residence halls also have basic cable access.

## **TERMINATION OF HOUSING CONTRACT BY THE COLLEGE**

**Termination by the College:** The College reserves the right to terminate this Contract and take possession of any room, at any time, for violation of any provision of the Contract or College Policies. Upon termination of this Contract, the Student must immediately vacate the residence hall in accordance with the terms specified by the College. Students will continue to be responsible for all Contract fees, including all applicable charges that are due under the Contract, for the remainder of the academic semester.

Prior to terminating a Contract and pursuant to Ohio Revised Code Section 5321.031 and the Residence Hall Judicial System Disciplinary Process, the College will provide the student with written notice (letter or e-mail) of the purported violation(s). An administrative hearing will then be held by the Director of Residence Life and/or the Vice President of Student Affairs within forty-eight (48) hours of the written notice. At this hearing, the student will be given an opportunity to challenge or otherwise explain the conduct in question.

If the hearing determines that the Student's Contract will be terminated, the student must immediately vacate the residence hall in accordance with the terms specified by the College. An appeal may be taken of this decision to either the Vice President of Student Affairs or the Vice President of Academic Affairs. The appeal must be made in writing within 14 consecutive calendar days of the written notification.

These procedures will be used in all cases except where the student's presence in the residence hall poses an immediate threat to persons or property, as determined by appropriate College personnel. In this case, the student may be temporarily removed from the residence hall, pending an expedited hearing on the matter. This action is temporary in nature and the Student's Contract will remain in full force and effect, pending the outcome of the hearing.

Reasonable written notice will be provided within forty-eight (48) hours before a hearing is held on any matter. All Contract terminations initiated by the College will be subject to approval by the Vice President of Student Affairs and/or the Vice President of Academic Affairs.

This Contract is automatically canceled if the student's enrollment is officially terminated through withdraw or dismissal from Ursuline College. No refund will be made to any Student who is dismissed from the College for any reason, or who is removed from the Residence Hall for violation(s) of College Policy.

**Termination by the Student:** Student may be released from the Contract under the following circumstances:

- A. Completion of degree requirements at mid-year.
- B. Withdrawal from the College.
- C. Due to extenuating circumstances as granted by the Director of Residence Life and/or The Associate Dean of Students. A request for Housing Release form must be completed and returned to the Director of Residence Life.

## **VACCINATIONS - MENINGITIS AND HEPATITIS**

The Department of Residence Life at Ursuline College does not require that students receive vaccinations to live in the residence halls; however, as of July 1, 2005, the State of Ohio began requiring all students living in college residence halls to disclose the status of their meningitis and hepatitis vaccines. Residents will, therefore, be required to sign a vaccination disclosure form before being permitted to move into college residence hall facilities. This form is available online at [www.ursuline.edu/Student\\_Life/Residence\\_Life/immunization.cfm](http://www.ursuline.edu/Student_Life/Residence_Life/immunization.cfm) or a hard copy may be obtained from the Director of Residence Life.

## **VACUUM**

Residence Life has one vacuum which resident students may check out. Please contact the Resident Assistant on duty between the hours of 5pm – 10pm to sign out the vacuum. The R.A. on duty will ask that you leave your I.D. while you have the vacuum, and it is expected that you will return the vacuum within a timely fashion (within 15-20 minutes). You can contact the R.A. on duty by calling the R.A. Office, (440) 684-6082, calling the R.A. cell phone, (440) 221-2814, or stopping by the office located on the first floor of Grace Hall.

## **VENDING MACHINES**

Soft drink and snack vending machines are located on the first floor of Grace Hall. There is a snack vending machine only on the first floors of Murphy and Smith Halls. Please report any problems with the soft drinks or snack machines to a member of the Residence Life Team. For refunds, please go to the Student Service Center located in Mullen, room 203.

## **VISITATION AND OVERNIGHT GUEST POLICY – SUSPENDED DUE TO COVID-19**

According to COVID-19 guidance for shared and congregate housing issued by the Centers for Disease Control (CDC), residents should limit the presence of non-essential visitors. Residents may not host an overnight guest in their residence hall room or suite. A guest, or visitor is defined herein as any individual (who is not an assigned resident of one of the three residence halls: Grace, Murphy, or Smith. Anyone violating this Policy is subject to disciplinary action, including temporary or permanent removal from the residence halls. Please note that this Policy also applies to all family members of a residential student.

The suspension of the Visitation and Overnight Guest Policy extends to Admissions and Athletic overnight recruit events. No individual that is not an Ursuline College resident may stay overnight in the residence halls.

## **WASTE DISPOSAL**

Residents are responsible for the disposal of room waste into appropriate waste containers located in trash rooms on each floor in the residence halls. Residents are encouraged to use gloves when removing garbage bags and handling and disposing of trash. Wash hands according to CDC guidelines immediately after disposing of trash. Waste containers are not to be stored in the hallways and corridors. Please empty all trash containers before long weekends or breaks.

## **WATER BEDS**

Because of the added stress the bed's weight creates, and the potential for water damage, the use of waterbeds in the residence halls is prohibited.

## **WEAPONS AND FIREARMS**

For everyone's safety, the possession, sale, and/or use of any type of gun, firearm, fireworks and other explosives and weapons is not permitted in the residence halls. This includes hunting equipment, martial arts weapons, switchblades, etc.

## **WINDOW DECORATING**

Student organizations may request permission to paint the lounge windows to advertise events. The student organization is responsible for cleaning the windows after their event in a timely manner. Failure to clean the windows will result in a fine for the members of the organization. Contact the Director of Residence Life for more information.

## RESIDENCE HALL JUDICIAL SYSTEM

Ursuline College expects its students to act in a mature, responsible, and respectful manner. The College reserves the right to take appropriate steps to preserve the health, safety, and well-being of the College community by establishing and enforcing standards of conduct through administrative action.

Resident students accused of violation of college policy are subject to the Ursuline College Residence Hall Judicial System. Students accused of violating Federal or State or Local Laws may also be referred for criminal prosecution and could lose their on-campus housing privileges.

## DISCIPLINARY PROCESS

Any member of the Residence Hall community may notify the Office of Residence Life of violations of the Student Code of Conduct outlined in the Ursuline College Student Handbook or the Residence Hall Handbook portion of the Student Handbook. The matter will normally be evaluated by the DRL, who will act as the Judicial Hearing Officer, to determine if judicial action at the residence hall level is appropriate. The confidentiality rights of students will be respected. On a case-by-case basis, information may be shared with appropriate College officials.

### Administrative Hearing

If a student violates college and/or residence hall policy the following will occur:

1. The student will be notified by the DRL via letter and/or email that they have been cited for violating College standards of conduct and will be asked to schedule an appointment within 48 hours or as requested. A student's failure to schedule an appointment will result in a \$25.00 fine and the student being held responsible for that policy violation (unless circumstances warrant an administrative hearing with the Hearing Officer or involve charges of sexual harassment or sexual assault).
2. The DRL will conduct a preliminary interview with the student during which charges will be discussed.
3. The student will be asked if she/he takes responsibility for the violation(s) of college policy with which he/she is charged. If the student admits responsibility, an appropriate sanction will be issued by the DRL. *Students who do not complete the sanction by the agreed upon date will be issued a \$25.00 fine.*
4. If there is not enough time to complete a sanction (e.g., final exam week) the student can be fined for the violation.
5. A student having subsequent violations will be required to complete a more time intensive sanction and could encounter possible suspension or expulsion from the halls based on the severity of the policy infraction.
6. The student(s) will be informed of the right to appeal this decision. Such an appeal must be made in writing within five days of receipt of the written decision and must specify the grounds for the appeal. All appeals should be directed to the Associate Dean of Students.
7. If the student does not admit responsibility, the case will be forwarded and heard by a Peer Judicial Board, **except in circumstances that warrant an administrative**

**hearing or in cases involving sexual harassment or sexual assault.** (Please refer to policy in the Ursuline College Student Handbook).

8. When there is not enough time to convene the Peer Judicial Board (e.g., final exam week), a request for a hearing will be handled as an administrative hearing by the Director of Residence Life or Associate Dean of Students.

## **HEARING OFFICER**

The Director of Residence Life serves as Hearing Officer and administrator of the Residence Hall judicial system. The Hearing Officer will conduct administrative hearings in cases outlined in this policy.

### **Other Functions of the Hearing Officer**

1. Working with Peer Judicial Board to draft a schedule of penalties, or ranges of penalties, for common rule infractions. These shall provide a basis for the setting of penalties by both the Hearing Officer and Judicial Panel.
2. Reviewing and deciding on requests for administrative hearings.
3. Formulating proposals for any revision of the Residence Hall judicial system.
4. Training of Peer Review Board before hearings.

## **PEER JUDICIAL BOARD**

The Board is comprised of a maximum of nine residence hall students and is charged with conducting student hearings, as necessary. A minimum of five student Board members will constitute a panel for any given hearing. The Board elects its own Chair. Failure to comply with the direction or sanctions of the Peer Judicial Board or other College officials may result in more severe disciplinary action including but not limited to suspension. The Peer Judicial Board utilizes the College and Housing Policies outlined in the Ursuline College Student Handbook and The Residence Life Handbook.

In cases heard by the Peer Judicial Board, the following procedures apply:

1. The accused student will be notified in writing of the date, time, and location of the hearing. The hearing will be scheduled within a seven-day period after notification (unless there is a scheduled college break that would not allow the board to meet within the seven-day period).
2. For each judicial hearing, a judicial panel will be established to include the following members:
  - a. Nine students (5 of which will constitute a panel for any given hearing) to be selected via a lottery system for each judicial case. Service on the Peer Judicial Board is expected when selected for duty. Resident Assistants and any students involved in the judicial case will be removed from the lottery process on a case-by-case basis.
  - b. The DRL is an ex-officio nonvoting member of panel.

## **PEER JUDICIAL BOARD HEARING**

The procedure for the hearing of a case will be as follows:

1. The accused student will be notified in writing of the date, time, and location of the hearing.

2. Hearings are closed and confidential.
3. A confidential tape recording is made of the hearing.
4. An accused student may review any information that may be introduced 48 hours prior to the hearing. Any information that is submitted in less than 48 hours will be reviewed by a judicial officer to determine validity. If information is approved, the accused student will be given the evidence to review prior to the start of the hearing.
5. Each student appearing at the hearing may have a member of the Ursuline College community of choice present. The role of this person is to advise the student. The adviser may neither address the board nor participate in proceedings.
6. The accused student may bring witnesses who have personally observed and can provide relevant information pertaining to the case. The witnesses will be called one at a time to share their information but cannot ask questions of Peer Review Board panel members.
7. The accused student or a person involved with the documentation of the Judicial Referral may request that an individual member of the Panel be excused because of a personal relationship or for other valid reasons. The Director of Residence Life will make this determination.
8. Names and charges are read aloud by the hearing officer.
9. The accused enters a plea of responsible or not responsible.
10. The hearing officer presents the case against the accused student and presents any witnesses for the case.
11. The accused student may hear and question all witnesses. Questions must be directed to the Panel.
12. The student who has been accused offers a statement in defense and presents any witnesses for their case.
13. Panel members may put out questions to the accused, to the person who wrote the Judicial Referral, and to any witnesses for information and clarification.
14. Final statements are taken from the accused and people involved with the documentation of the Judicial Referral.
15. The Panel withdraws for a closed discussion and vote; they may return to the hearing to raise further questions as needed. The accused will be given the opportunity for rebuttal. If necessary, the Panel may adjourn the hearing for continuation at a later date.
16. The hearing officer announces the Panel's ruling. The accused will also receive a written notification of the Panel's ruling. Disciplinary sanctions will be disclosed to any person or persons who have been victimized by a student or students found responsible for an offense and to the appropriate College personnel, in accordance with applicable Federal, State or Local laws.
17. The hearing officer will inform the student of the right to appeal a decision.
18. An appeal must be made in writing within 5 days of receipt of the written decision and must specify the grounds for appeal. An appeal must be directed to the Associate Dean of Students for confirmation, amendment, or further action.

If the penalties are not completed appropriately, the Hearing Officer may contact the

student for an explanation and/or further action may be taken.

## JUDICIAL SANCTIONS

Ursuline College believes that discipline provides an opportunity for the student to learn. Sanctions are generally set in the interest of protecting the community and with an educational emphasis so the student can learn more about how their behavior impacted themselves and/or the community. Whenever feasible, sanctions will be given for a particular offense as established by previous decisions in similar cases. A student with prior judicial sanctions may incur a more severe sanction. Sanctions may include fines, restitution, educational assignments, counseling, service projects or other instruction deemed to be in the best developmental interest of the student. Some of the more formal sanctions imposed as a result of the hearing may include, but are not limited to, the following:

1. **Warning (oral or written).** The student will be cautioned that any subsequent misconduct during a specified period of time will result in further disciplinary action. Written warnings are kept on file in the Office of Residence Life.
2. **Probation.** The student will be notified in writing that any subsequent misconduct during a specified period will result in suspension or expulsion.
3. **Restitution.** The student will be required to compensate the College or other persons for damages incurred as a result of misconduct. Compensation may be required in the form of payment or services.
4. **Project.** The student may be required to complete a work, educational, or service project as a result of administrative action.
5. **Restricted Access.** Restrictions from entering certain designated areas for a specified period of time.
6. **Room Transfer.** Transfer of a resident student(s) to another room, floor, or building.
7. **Loss of Privilege.** The removal of a privilege, use of a service or participation in a program, event, or activity for a specific period of time. The loss of privilege may prohibit a student from participating in residence hall activities. This means that information or results from a disciplinary hearing may be shared with a coach, the Athletic Director, or an advisor to determine if loss of privilege is an appropriate sanction. This sanction may be imposed separately or in addition to any other sanction(s). This may also include loss of guest privileges in the residence halls.
8. **No Contact Orders.** These are designed so that students involved in a campus conduct process do not have any communication with each other to help minimize further altercations between those involved. Students who have no contact orders are not to contact each other using ANY means. This includes, but is not limited to comments, words, or gestures in person, through postal mail, email, social networking sites, or by having others (friends, acquaintances, family members etc.) act on his/her behalf. *Information borrowed from Wright State Judicial Handbook with permission.*
9. **Suspension.** The student will be dismissed temporarily from Ursuline College for a specified period of time. Suspension may be limited to temporary dismissal from residence halls when indicated.
10. **Expulsion.** The student will be dismissed permanently from Ursuline College. Expulsion may be limited to dismissal from the residence halls when warranted.
11. **Immediate Suspension.** The Associate Dean of Students, the DRL, or a designee

may invoke an immediate suspension whenever there is information provided that the student's presence on campus, at an off-campus educational site or at a college-sponsored activity presents harm to herself/himself or others, or a disruption of college activities.

The Peer Judicial Board may also recommend suspension or expulsion as a sanction to the Director of Residence Life, who has authority to impose these sanctions. A student who receives one of these sanctions from the Director of Residence Life may appeal the decision to the Associate Dean of Students, in accordance with procedures outlined in the Ursuline College Student Handbook.

### **RESIDENCE HALL FEES & FINES**

Residence Hall fees and/or fines can be paid in cash or by check, payable to Ursuline College and submitted to the Director of Residence Life or Associate Dean of Students. The student also has the option of having the fee/fine placed on the student's bill.

### **ACCESS**

1. *Room Keys*: If a resident loses a room key or fails to return her/his key at checkout, a fine of \$100.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.
2. *Mailbox Keys*: If a resident loses a room key or fails to return her/his key at check out, a fine of \$25.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.
3. *Access Card*: If a resident loses this card a fine of \$20.00 will be assessed.
4. *Lock-Out Service*: Students will be charged \$1.00 (\$5.00 will be charged for any lock-out between midnight-9:00 a.m.). An unpaid lock-out fee will result in a \$5.00 fine at the end of each semester.

### **BREAK**

1. *Break Housing*: The cost for break housing is \$10/night. Contact the Director of Residence Life for additional information.
2. *Failing to leave on time during break closings*: This will result in a fine of \$50.00
3. *Break closing procedures*: Failure to complete any of the procedures required for break closing will result in a fine of \$10.00 for a second violation and any subsequent violations.
4. *End of year closing*: Students who fail to formally check-out with a resident assistant to turn in their keys, mailbox key, access card and have their room inspected will be fined \$50.00

### **CARTS**

1. There will be a \$10.00 fine for any Carts left in a student room
2. There will be a \$10.00 fine for carts left in the parking lot and not returned to the inside of the residence hall.



### ILLEGAL ITEMS

Any illegal items (*example: candle, microwave, space heater*) found in a room will result in a fine of \$25.00. Fine is subject to change based on the number of illegal items found in the room

### ILLEGAL PARKING

Students who park in the Faculty/Staff spaces in the Grace Hall parking lot will be fined \$25.00 and could be towed.

### IMPROPER ROOM MOVE

Any resident who changes rooms without the permission of the Director of Residence Life will be charged a fine of \$50.00.

### JUDICIAL

1. *Finals Week: 23 Hour Quiet Hours* start the Saturday before finals week at midnight and end the day the halls close. Any student violating this policy will be charged a \$10.00 fine. No warnings are given. A “relief hour” will be established each day during this period of time.
2. *Failure to attend judicial meeting:* Students who fail to respond to the request of the Director of Residence Life or to the Acting Assistant Vice President for Student Affairs to schedule a meeting to discuss a judicial infraction will be charged \$25.00
3. *Failure to complete a judicial sanction:* The student will be fined \$25.00.
4. *Failure to leave residence hall during a fire alarm:* Student will be fined \$75.00.
5. *Tampering with fire safety equipment:* Student will be fined \$75.00.
6. *Multiple noise warnings:* After a student has received three noise warnings a \$10.00 fine will be issued for every subsequent noise violation.

### **URSULINE COLLEGE CHARGES FOR RESIDENCE DAMAGE**

To avoid being charged for damages made to a room prior to arrival, complete the Room Condition Form thoroughly. Any damages not reported on the Room Condition Form will be billed to the resident(s) of the room. Any damages done to public areas that are unable to be assessed to the responsible individual(s) will be charged to all residents of the area. Students are also responsible for the damages caused by their guests.

This is only a list of charges for **common damages** and repairs. Charges listed are subject to change without notice. Students are responsible for all damages regardless of whether it is listed in this section or not (e.g., damaged lounge furniture).

- |   |            |
|---|------------|
| 1. Abandoned refrigerator                 | 100.00     |
| 2. Broken desk light fixture              | 50.00      |
| 3. Broken entry door glass (side windows) | 50.00 & up |

4. Broken hall telephone	55.00
5. Broken or missing ceiling light fixture	35.00
6. Broken or missing emergency lights	125.00
7. Broken or missing exit lights	100.00
8. Broken room window	100.00 & up
9. Carpet tape remaining on floor	25.00
10. Carving in any wood	5.00 & up
11. Computer Mouse	20.00 & up
12. Damage to floor tile	25.00/tile
13. Damaged lounge window screen	75.00 & up
14. Decals/hooks left in room	10.00 & up/ea
15. Failure to remove paint from window	50.00 each
16. Hall telephone wiring repair	90.00
17. Handrail repair (stairwells)	25.00
18. Hole in carpet	5.00 & up
19. Holes in ceiling tiles	10.00/hole
20. Lost room key	100.00
21. Lost mailbox key	25.00
22. Lounge furniture moved into room	25.00/each
23. Missing bed or parts	100.00 & up
24. Missing bulletin board (room)	25.00
25. Missing or damaged mattress	100.00
26. Missing room screen	40.00 & up
27. Nail holes in wall or wood	5.00 & up
28. Network cable	20.00 & up
29. New door (hollow core)	100.00
30. New door (solid core)	160.00
31. Missing telephone cord	10.00
32. Missing or broken telephone receiver	20.00
33. Reattach electrical fixtures	25.00
34. Reattach paper holder	15.00
35. Removal of any large items left behind	50.00 & up/ea
36. Repaint one wall	35.00
37. Repaint room	130.00
38. Repair blinds (lounge windows)	80.00 & up
39. Repair blinds (room)	40.00 & up
40. Repair broken room chair	30.00 & up
41. Repair door lock	30.00

42. Repair window parts (frame, etc.)	25.00
43. Replace blinds (room)	80.00 & up
44. Replace broken or missing ceiling light fixture	35.00
45. Replace corridor bulletin board	100.00
46. Replace door lock	150.00
47. Replace missing fire extinguisher	75.00
48. Replace room chair (old style)	95.00 & up
49. Replace room thermostat	80.00 & up
50. Required skilled labor	15.00/hour
51. Ruined finish on room or corridor door	35.00/side
52. Smoke detector: missing or tampered with	225.00
53. Tack or pin holes in wall or wood	1.00 & up
54. Tampering with fire extinguisher	75.00
55. Tape or adhesive damage	5.00 & up
56. Torn room screen	25.00 & up
57. Writing on walls, door, desk, etc.	10.00/mark

#### Department Phone Numbers

*Ursuline College's area code is 440*

Academic Affairs	646-8107
Academic Support Service	449-2049
Admission Office	646-8362
Alumnae Relations	646-8370
Associate Dean, Student Affairs	646-8320
Athletic Department	646-8308
Bookstore	449-5368
Breen School of Nursing	646-8166
Business Office	646-8312
Campus Ministry	646-8327
College Reception Switchboard	449-4200
Counseling and Career Center	646-8322
Development Office	684-6022
Diversity Office	684-6085
Enrollment Management Office	646-8108
Graduate Office - Admissions	646-8146
Learning Disability Specialist (TTY line)	449-2034
Library (Ralph M. Besse)	449-4202
Media Center	646-8182
Psychologist	646-8323

Registrar's Office	646-8131
Residence Life Office	646-8334
Safety / Security	449-4204
School of Arts & Sciences	646-8111
School of Graduate Studies & Professional Studies	646-8120
Student Affairs	646-8320
Student Services	646-8309
Title IX/Compliance and Disability Coordinator*	484-7027
UCAP	684-6130
Ursuline Studies	646-8110
Writing Lab / Math Tutor	646-8110
Women's Center	646-8336