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1 Mullen Academic Center *
   St. Angela Chapel
   Commuter Lounge
   The Little Theatre
2 Besse Library *
3 Dauby Science Center
4 O’Brien Athletic Center *
   Fitness Center
5 Fritzsche Center *
   Daley Dining Hall
   Mary Beaumont Dining Room
6 Wasmer Gallery
7 Pilla Student Center *
   The 1871 Grille
8 Grace Residence Hall *
9 Murphy Residence Hall *
10 Smith Residence Hall *
11 St. Mark Center
12 Athletic Pavilion
13 St. Ursula House
14 St. Angela Center
15 Ursuline Educational Center (UEC)

PARKING

A Mullen Visitor Parking
B North Lot (Maintenance Bldg.) *
C Faculty/Staff Parking
D O’Brien Faculty/Staff Parking
E O’Brien Visitor Parking
F Pilla Center Parking
G Wasmer Gallery Parking
H Residence Hall Parking
I Sports Field Parking
J St. Angela Center Parking
K Ursuline Educational Center Parking

* 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).
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,

Christine De Vinne, OSU, Ph.D.
President
Vision
A premier Catholic institution of higher learning that provides transformative experiences and inspires greatness in our graduates.

Mission
Ursuline College offers a 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 perspectives

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

PURPOSE
To help our students succeed in life.
PHILOSOPHY

Ursuline College helps students to achieve their educational and career goals by emphasizing the whole person and providing personalized attention within a liberal arts 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 of 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.

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 charisma 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 An-
nunciation Beaumont obtained a charter from the state in 1871 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 recently developed graduate programs to meet needs not otherwise addressed by institutions in the area. 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.

OUTCOMES OF AN URSULINE EDUCATION

To Take Responsibility for Society: accept the obligation to respond to unjust or oppressive social situations.

To Make Decisions Based on Values: make discriminations based upon the consideration of what the individual prizes as ethical, socially worthwhile, good, beautiful, and true.

To Respond to Beauty: integrate the cognitive and affective domains in a personal experience of the arts.

To Interact Socially: engage in behavior that permits effective relationships in both one-to-one and group situations.

To Communicate Effectively: exchange ideas, thoughts, opinions or feelings through a common system of language, symbols, signs or gestures appropriate for everyday living.

To Analyze and Synthesize: examine and distinguish constituent elements (analysis) and to combine parts or elements into a whole (synthesis).

To Solve Problems: find a solution to a question or situation that presents uncertainty or difficulty.

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;
To make decisions based on values;
To respond to beauty;
To interact socially;
To communicate effectively;
To analyze and synthesize; and
To 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’ll 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)
DIRECTORY OF THE ADMINISTRATION AND FACULTY
Contact information for the administrative staff and the faculty can be found on the Ursuline College website at: http://www.ursuline.edu/Campus_Resources/campus_directory.html

URSULINE COLLEGE ACADEMIC CALENDAR

Fifteen-Week Undergraduate Programs*

Note: Check calendar annually for revisions

**Fall Semester 2014**
August 25 (Monday) Classes Begin
September 1 (Monday) Labor Day: College Closed
October 13-18 (Mon-Sat) Mid-Term Break
(classes canceled)
November 17 (Monday) Founder’s Day
(classes held except 3-4 pm)
November 26-29 (Wed-Sat) Thanksgiving Holiday period
(classes canceled)
December 13 (Saturday) Last Day of Classes
December 15-20 (Mon-Sat) Final Examinations

**Spring Semester 2015**
January 12 (Monday) Classes Begin
January 19 (Monday) Martin Luther King, Jr. Holiday
College Closed
March 9-14 (Mon-Sat) Mid-Term Break
(classes canceled)
April 2-6 (Thurs-Mon) Easter Break
(classes canceled)
May 4 (Monday) Last Day of Classes
May 5-9 (Tues-Sat) Final Examinations
May 15 (Friday) Commencement Exercises

**Summer Semester 2015**
May 11 (Monday) Summer I Begins
May 25 (Monday)  Memorial Day: College Closed
June 13 (Saturday)  Summer I Ends
June 15 (Monday)  Summer II Begins
July 3 (Friday)  Independence Day Observed:
College Closed
July 18 (Saturday)  Summer II Ends

**Fall Semester 2015**
August 24 (Monday)  Classes Begin
September 7 (Monday)  Labor Day: College Closed
October 19-24 (Mon-Sat)  Mid-Term Break
(classes canceled)
November 17  Founder’s Day
(classes held except 3-4 pm)
November 25-28 (Wed-Sat)  Thanksgiving Holiday period
(classes canceled)
December 14 (Monday)  Last Day of Classes
December 15-19 (Tues-Sat)  Final Examinations

**Spring Semester 2016**
January 18 (Monday)  Martin Luther King, Jr. Holiday
College Closed
January 19 (Tuesday)  Classes Begin
March 7-12 (Mon-Sat)  Mid-Term Break
(classes canceled)
March 24-28 (Thurs-Mon)  Easter Break
(classes canceled)
May 9 (Monday)  Last Day of Classes
May 10-14 (Tues-Sat)  Final Examinations
May 20 (Friday)  Commencement Exercises

**Summer Semester 2016**
May 16 (Monday)  Summer I Begins
May 30 (Monday)  Memorial Day: College Closed
June 18 (Saturday)    Summer I Ends
June 20 (Monday)     Summer II Begins
July 4 (Monday)    Independence Day Observed:
College Closed
July 23 (Saturday) Summer II Ends

URSULINE COLLEGE ACCELERATED PROGRAM
Degrees and Certificates Offered and Academic Calendar:
See www.ursuline.edu/uca.

ACADEMIC POLICIES AND PROCEDURES
This section of the catalog describes the general policies governing the undergraduate academic programs of Ursuline College. Policies governing specific programs are included in the sections of the catalog in which these programs are described. Policies governing graduate programs are included in the Graduate Bulletin.

In case of discrepancy between the Undergraduate Catalog and other publications or academic information provided by any faculty or staff member other than the Vice President for Academic Affairs, the catalog takes precedence. However, since the Vice President for Academic Affairs is the official representative of the College in matters pertaining to the scholastic life of the student body, s/he may make regulations which add to, replace, or interpret the policies stated below. Students are responsible for fulfilling the requirements for graduation of the catalog in effect when they enrolled at Ursuline. However, the College reserves the right to terminate programs or to modify program content, requirements, and sequence of courses. When significant changes are made in an academic program, the College provides the course work required under the older curriculum or designs a curriculum contract specifying the requirements that will make a transition from the old curriculum to the new one. These contracts must be approved by the advisor, the department chair, the dean, and the Vice President for Academic Affairs. Students who have not attended Ursuline for a period of 24 consecutive calendar months are bound by the requirements of
the catalog in effect when they are readmitted. They must reapply for admission by completing a new application for admission.

**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. Credits earned through “Pass” grades will not be applied to this 43 credit requirement.

**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 STANDING**
Ursuline students are said to be in *Good Academic Standing* if they meet both of the following criteria: 1) hold a career grade point average of at least 2.0, and 2) are not currently on academic probation. Please see *Probation and Dismissal* for criteria for probation.

**ADVISING**
Each student attending Ursuline College is assigned an academic advisor, a faculty member who meets regularly with the student to assist in planning the academic program, choosing specific courses, fulfilling degree and certificate requirements and identifying alternative options to fulfill credit requirements. Each student is responsible for keeping a record of courses taken and requirements still needed. The student reviews this before each semester and makes out a tentative schedule. After meeting with the advisor, the student obtains the advisor’s approval in order to proceed to register for classes. A student who has questions
about academic advising or who wishes to change an advisor should contact the advisors in MU 306 in URSA.

**ADMISSION ASSESSMENT**

At the time of admission to the College, freshmen may be subject to placement testing in English depending on their ACT/SAT scores. Transfer students may be subject to placement testing in English if they have not yet completed at least three credits in English Composition with a C or higher. Transfer students may be subject to placement testing in mathematics if they have not taken any college mathematics credits with a grade of C or higher. To ensure academic success, students who score below the designated levels on any placement tests are required to register for developmental class(es). After successful completion of the developmental class(es), students may proceed to the next level of classes.

Due to the accelerated, writing-intensive nature of the Ursuline College Accelerated Program (UCAP), UCAP students must complete an on-site writing assessment as an admission criterion.

**ALTERNATIVE CREDIT OPTIONS**

Ursuline College allows students to pursue college credit outside the traditional classroom setting through alternative credit options. In keeping with Ursuline’s personal approach to education, the College recognizes the unique experiences of each individual by providing students the opportunity to receive credit for what has already been learned.

Alternative credit options include: the External Learning Assessment (ELA portfolio), ACE Workplace training credits, Ursuline College Test-outs, and CLEP testing. A student is eligible to earn a total of 43 alternative option credits and may use any or all of these options combined to do so; however, s/he may only earn a maximum of 20 credits through the ELA and Workplace training combined. Students must complete alternative credit options before their last semester of attendance.

**College Level Examination Program (CLEP)**

Ursuline College permits students to earn credit by taking subject exams through the College Board’s College Level Examination Program (CLEP) in subjects for which the student has not received Ursuline College credit. CLEP is a national, standardized testing program. Students take the exams at an authorized CLEP testing site and have their reports sent to Ursuline College. Preparation for these exams is entirely independent, although study
guides are available in the Besse Library and on the CLEP website. Students earning the minimum required exam score of 50 (roughly equivalent to 70%) are granted credits based upon the recommendations of the American Council on Education.

CLEP tests are accepted at Ursuline, but are not administered on campus. Students must register to test on The College Board website: [http://clep.collegeboard.org/exam](http://clep.collegeboard.org/exam) and pay a fee of $80 to The College Board. When registering to make a testing appointment, students must have Ursuline's CLEP College Code, 1848, in order to have the results sent to the College. Additionally, Ursuline College must be selected as the score recipient when the test is actually taken. A passing score is 50, which is equivalent to a 70%. If the student passes the exam, s/he must pay a fee of $10 to have the grade officially transferred to her/his record. Students who do not pass CLEP the first time may take it a second time, but must wait 6 months before doing so. The Library continues to purchase and circulate materials to prepare for the CLEP exam.

**Test-Outs**

As a validation of prior learning, Ursuline College also offers students the option of taking challenging exams based on specific catalog courses. Students who took a similar course at a non-accredited institution, or who took a course that did not transfer, or students who have substantial knowledge in a particular subject may apply to take a test-out under the terms and procedures described below. Specific regulations regarding test-outs are as follows:

1. The department chair, or her/his designee, is responsible for recommending courses in which test-outs are appropriate, determining a student’s eligibility for test-outs, designing tests and assigning grades for all tests given for that department.
2. In order to test out of a course, a student must have previous knowledge in that field or have taken an appropriate course for which credit has not been given.
3. All currently enrolled, degree-seeking students are eligible to test out of authorized catalog courses for which test-outs are available.
4. External Learning Assessment credit should be given, rather than test-out credit, for learning that is based on an individual student’s experience rather than knowledge of a particular course’s content.
5. Most test-outs are multiple-choice.

6. Students are not permitted to take a test-out in their final semester.
7. A study guide is often available through the department in which the course is offered. Many study guides can be found on the Ursuline College website under *Alternative Credit Options*. The guides state the areas of emphasis, requirements, and helpful information.
8. **Students register for test-outs at the same time and in the same manner that they register for classes:**
   a. At registration time the test-out is listed with other courses on the registration form. A test-out is listed by course number followed by T88 in the section column, e.g., PS 230 T88.
   b. After the initial registration, should a test-out be added to the schedule, the student completes a course change form and adds the test-out course number followed by T88.

9. **All test-out grades are officially shown and reported to the student and to the Registrar on a Pass/No Credit basis. Pass is awarded if the student earns a “C” (76%) or better.**

10. **No report will be made if the student does not complete the test-out or does not achieve a grade of at least C. These will automatically be dropped from the student’s record prior to the end of the semester. A processing fee is charged, however.**

11. **Students taking test-outs will be assessed $35.00 per credit hour on the tuition bill. Payment is made in the same manner as for courses taken. Should a student not take the test or not complete it successfully, the payment, less $15, will appear as a credit on her/his tuition account (providing payment was made previously).**

12. **Test-outs can only be attempted once; they may not be repeated.**

Test-outs are administered through the Academic Support Center of URSA, 312 Mullen, ext. 2049.

**External Learning Assessment**

Any student who is currently enrolled at Ursuline College is eligible to apply for credit through External Learning Assessment (ELA). External Learning may be defined as learning which has occurred outside of the traditional classroom setting, for which the student has not received previous college credit. Credits earned though the ELA are applied toward elective credit hours and cannot replace major or Ursuline Studies Program requirements. However, if the department chair determines that a student’s work experiences duplicate a course requirement, s/he may allow the student to complete an ELA to earn the credit for that course. When this is the case, the department chair must complete a course substitution form and may require an additional course.

In order to be considered for credit, the learning that occurred must be equivalent to college-level instruction, measurable, and verifiable. A student must first meet with her/his advisor to determine how ELA credit would fit into the degree program. Next s/he must meet with the coordinator for Alternative Credit Options, who explains the ELA Program in detail. A faculty evaluator with an expertise in the area about which the student is writing is identified, and the student meets with him/her for permission to proceed. A $25 non-refundable registration fee is required of all students pursuing this option. Students are not
guaranteed a certain number of credits before the evaluation process. Students are assessed a $50 per-credit-hour fee, based upon the number of credit hours granted for the project. Students must submit the ELA for evaluation within one calendar year of the date they completed the registration process. Credits earned through ELA must be posted to the student’s permanent record before s/he registers for his/her final semester of classes.

NOTE: Students may earn a combined total of 20 credits through ELA and Workplace Training Credit.

**Workplace Training Credit**
In order for a student to receive credit for a formal training experience, it must first be evaluated by the American Council on Education/College Credit Recommendation Service (ACE/CCRS). A student must be registered through the ACE Registry of Credit Recommendations (ROCR) and must provide the College with an official ROCR transcript in order to receive credit. Credit earned through this method may be used for elective credits only and cannot be used to replace major or Ursuline Studies Program requirements. The credits are reviewed and accepted the same way transfer credits are from any accredited college or university if the student supplies the ROCR transcript at matriculation. If the student submits the ROCR transcript after matriculation, the student is assessed a $10 fee per course to post the credits to the transcript. All ACE/CCRS credits must be posted to students’ permanent record before they register for their final semester of classes.

NOTE: Students may earn a combined total of 20 credits through Workplace Training Credit and External Learning Assessment.

**SERVICE LEARNING CREDIT**
The Service Learning Credit program at Ursuline College promotes awareness of community needs and builds in its students a commitment to serving people in their communities. The Service Learning Program is an experiential education opportunity that provides the link between the classroom and civic engagement. It allows students to gain academic credit for volunteer service done in conjunction with their academic courses.

**Benefits**
While helping the student to develop a spirit of service, the service learning program also allows students to recognize and develop an appreciation for their contribution to society, identify and reflect on the complexity of the real world, and supplement their learning.
Academic Policy
- Students are allowed to earn one free service learning credit per year, up to a maximum of four credits that count toward the 128-hour graduation requirement.
- Credits must be in three different areas of study.
- Service learning credits must be tied to an existing course and can be added to the course with permission from the faculty instructor of the course.
- Projects done at the Service Learning site make up part of the grade for the one Service Learning credit, not the grade for the course. Students must work a minimum of 30 clock hours for a single academic credit.
- The service learning credit is given a grade of Pass (P) or No Credit (NC).
- Students must complete an Application for Service Learning Credit.

Tuition for Credits
There is no tuition charge for the Service Learning credit.

Service Learning Manual and Application
The Service Learning Manual and Application can be found on the Campus Ministry Web Page of the Ursuline College Web Site at http://www.ursuline.edu/Student_Life/Campus_Ministry/service_learning_application.pdf.

ATHLETE MISSED CLASS POLICY

1. All student-athletes are expected to attend all classes.
2. All student-athletes are expected to provide their instructors with a list of game dates on which they need to leave class early or not attend class that day. Games and tournaments are the only excuses for student-athletes to miss class. Student athletes are not excused for practices.
3. Students are responsible for obtaining information and for completing any assignments given.
4. If assignments were due the day they missed class, the assignments should be turned in prior to their leaving for the contest.
5. A faculty member with questions about the policy should seek clarification with the School Dean, the Faculty Athletic Representative, or the Athletic Director.
ATTENDANCE
A student who enrolls at Ursuline College assumes the responsibility of attending classes and fulfilling all course requirements. Due to unforeseen circumstances, occasionally professors are late to their classes. At the earliest indication of potential lateness, professors will make every effort to contact someone in their department and/or security to inform students of their situation. However, unless instructed otherwise by an appropriate representative of the professor, students are expected to wait a minimum of twenty minutes. If students are informed that a professor is en route, they are expected to wait until the professor arrives.

Faculty members may require attendance in any course; students who do not fulfill this requirement will be penalized. Students in programs that require participation in a work setting as part of the curriculum, such as nursing, education, social work, studio courses, or laboratories, are required to participate in the work setting to which they have been assigned by their faculty.

Nursing students are required to attend clinical/community laboratories. Education students are required to participate in field/clinical work.

Students who anticipate being absent from their classes for a short period of time should notify their professors. In the event of prolonged absence (two weeks or more) due to illness, both the Vice President for Academic Affairs and Vice President for Student Affairs should be notified. Upon their return to class, students are responsible to contact the instructor and to make up all course work.

Ursuline College Accelerated Program (UCAP) students must adhere to the Ursuline College Accelerated Program Attendance Policy. See Ursuline College Accelerated Program (UCAP) section in the back of catalog for detailed attendance policy.

AUDITING COURSES
Students may audit a course by registering for audit status at the time of registration. Audited courses will be identified by an AU on the transcript, and will not be counted toward the requirements for the degree. Students may receive credit for a course that was designated as audited if they change from audit to credit status before 50% of the course has been completed. This must be done through the Registrar’s office. Tuition for an audited course is the same as for a course taken for credit.
CATALOG COURSES TAKEN INDEPENDENTLY

Under special circumstances and for compelling reasons, students may take a regular catalog course independently. A Catalog Course Taken Independently form must be submitted to the Registrar with appropriate signatures, including the school dean and the faculty member teaching the course.

CERTIFICATE OF COMPLETION

Students who have already earned a Bachelor’s degree may matriculate at Ursuline for the purpose of obtaining a Certificate of Completion in an undergraduate major. To obtain a Certificate of Completion, they must successfully complete all of the coursework required for the program as described in this catalog. Half of the coursework must be completed at Ursuline. The transcripts of these students will have entered on them: “Certificate of Completion.”

No certificate can be granted without the authorization and signature of the Vice President of Academic Affairs.

CERTIFICATE OF PROFICIENCY

Ursuline students may earn a Certificate of Proficiency. These are groups of courses offered in some disciplines that embody the core foundational theory of the field. These programs have fewer courses than a major in the same discipline. See specific programs for course requirements to earn a Certificate of Proficiency.

CLASS RANK

Students who have earned fewer than 32 hours have freshman standing. Students who have earned 32 or more credits but fewer than 64 credits have earned sophomore standing. Students who have earned 64 credits or more but fewer than 96 have earned junior standing. Students with 96 or more credits have earned senior standing.

CLASSIFICATION OF STUDENTS

A full-time student (not including students in the Ursuline College Accelerated Program—UCAP) is defined as someone who carries a minimum of 12 semester credits. A course load of 19 or more hours requires approval from the Office of Academic Affairs.
A *part-time student* is one who carries fewer than 12 semester hours.

*Non-Degree-Seeking students* are those who register for credit but are not candidates for degrees.

*Provisional students* are those who have not submitted all requirements for admission to the Office of Admission, including outstanding transcripts, letters of recommendation, and essays. Students may maintain Provisional status for no more than one semester.

*Transient students* are students from other colleges who are enrolled temporarily at Ursuline College.

*Conditional students* are those who are limited to 12-13 credit hours during their first two semesters at Ursuline College. If they earn a 3.0 GPA during their first semester at Ursuline, they may enroll in no more than 16 credits during the second semester.

*Lifelong Learners* are non-matriculating students who are Ursuline College alumnae or who are over 60 years of age. Lifelong learners may take one course per semester at a reduced tuition on a space-available basis.

**CONCURRENT ENROLLMENT**

Matriculated students who are in good academic standing may take courses at other institutions during the regular semester or in the summer. However, these courses will not be accepted for credit unless the student has completed a Transient Student Form that includes a signature of approval from the School Dean or Vice President for Academic Affairs. The Transient Student Form must be completed prior to enrolling in the off-campus course. In order for the course(s) to be accepted for credit at Ursuline College, students must earn a grade of “C” or better. (This does not include C-.) Ursuline students who have received approval to enroll in courses at other accredited colleges and universities are responsible for having an official transcript of their course work sent to the Office of the Registrar upon the completion of their academic work. In the semester prior to expected graduation, students may not take transient courses.
CORE CURRICULUM REQUIREMENTS
All first-degree-seeking students enrolled at Ursuline College must complete the entire core curriculum as described in the College Catalog. Any student who has a break in enrollment for four or more semesters must re-apply and complete the core curriculum as described in the current College Catalog.

COURSE CANCELLATION
The college reserves the right to limit the enrollment in any course and to cancel any course for which there is insufficient enrollment.

COURSE DELIVERY SYSTEMS
Ursuline College provides a variety of options, including the traditional semester format, the Ursuline College Accelerated Program (UCAP) format, online courses, and hybrid courses. Not all options are available in all majors. Please refer to specific degree programs to determine delivery options.

Traditional Semester Format: Courses meeting the requirements of a degree program are offered in the conventional semester format including fall, spring, and summer. Courses are offered during the day and evening in 15-week semesters and the occasional 7-week format.

Online Courses: Ursuline College offers online and hybrid (partially online; partially face-to-face) courses in a variety of departments each semester. Check the semester schedule to see online offerings for that term.

Ursuline College Accelerated Program
Courses leading toward bachelor of arts degrees, minors and/or certificates in Accounting, Business Management, Health Care Administration, Health Care Informatics, Humanities, Human Resources, Legal Studies, Management Information Systems (MIS), Marketing, Nursing: RN to BSN, Psychology, Public Relations & Corporate Communications, and Social Media Communications are offered in 5-, 8- and 10-week terms. Students may choose from a variety of in-class evening or weekend classes that meet once per week, or online or hybrid courses. There are nine consecutive 5-week sessions offered each year. Students have step-in and step-out flexibility with this option. Please note that there are specific admission requirements for the UCAP program and accelerated courses can only
be taken with a dean’s permission. See Ursuline College Accelerated Program (UCAP) section in the back of catalog for more information.

**COURSE FAILURES IN THE ACADEMIC MAJOR**

Students who fail a course in their major may repeat this course only once; if they fail the course a second time, they will not be permitted to continue in that major. Students may also not continue in a major if they have received failing grades in two of the courses in the major.

**COURSE MODIFICATION AND SUBSTITUTION POLICY**

Ursuline College recognizes the need to make reasonable accommodations for students with documented disabilities to assure that they have the opportunity to succeed in their academic programs. On occasion, individual faculty may be able to modify assignments in specific courses, or department heads and program directors may modify requirements in academic majors. Modifications may involve changing requirements within an individual course or substituting one course for another.

The general principle that governs Ursuline College’s actions in this area is that students will be given the opportunity to demonstrate mastery of the content or skill required in an academic course without damaging the integrity or fundamentally altering the essential requirements or nature of the course or program. Faculty will consider carefully whether alternate assignments might allow the student to demonstrate competence; faculty will also distinguish between preferred and essential elements of pedagogy used to measure competency. When a certain pedagogical method is deemed essential for measuring competence, a request for an accommodation that will fundamentally alter such method of measurement will be denied.

A similar principle will govern reasonable accommodation requests for substitution of courses. Requirements will be waived only when it is impossible to substitute a course for the one normally required of all students. Substitute courses must be closely aligned to the academic requirements of the course in question, such as substituting a logic, science, or computer course in the place of math. The faculty will determine whether a course or courses included in a program are essential to the program, and whether other course(s) may be substituted without damaging the integrity or fundamentally altering the essential requirements or nature of the program. Reasonable effort will be made to find substitutions. When a course contains materials on which future coursework rests, and when that material is essential to the academic program being pursued or to any directly related li-
Censing requirement, a request for an accommodation that will fundamentally alter such materials will be denied. Course requirements will be waived only when it is impossible to substitute a course for the one normally required of all students and the waiver of the course does not fundamentally alter the essential requirements or nature of the student’s program of study or academic major.

For more information on how to request a reasonable accommodation for assignment/course modification or substitution, please see the section above on “Special Services For Students” and the subsection on “Accommodations for Students with Disabilities.”

CROSS-REGISTRATION
Full-time students at Ursuline who are in good academic standing (GPA of 2.0 or higher) may cross-register for one course per semester at any of the other cooperating area institutions. Students pay Ursuline College tuition. Admission is granted on a space-available basis during the academic year only. Under this program, transfer credit is granted for courses taken at Baldwin-Wallace University, Case Western Reserve University, Cleveland Institute of Art, Cleveland Institute of Music, Cleveland State University, Cuyahoga Community College, Hiram College, John Carroll University, Kent State University, Lake Erie College, Lakeland Community College, Lorain County Community College, Notre Dame College, Oberlin College, and the University of Akron. Cross registration forms are available in the Registrar’s Office.

DEVELOPMENTAL COURSES
Ursuline College has developed courses to assist students to enhance their opportunities for success, if prior testing, grades, or placement tests have indicated the need.

Students with demonstrated needs (see Admission Decisions, Support Courses), are required to take the following courses (please see Undergraduate Academic Programs for course content descriptions). Students will be notified of the need for this requirement before they register for classes.

- EDL 099A, Pre-Professional Skills: Math (1 credit) is a prerequisite to formal admission to the Education program. It is a Pass/No Credit course, and the credit will not count toward graduation credit requirements. It will, however, count toward a student’s full time credit load.
• **EDL 099B, Pre-Professional Skills: Reading** (1 credit) is a prerequisite to formal admission to the Education program. It is a Pass/No Credit course, and the credit will not count toward graduation credit requirements. It will, however, count toward a student’s full time credit load.

• **EDL 099C, Pre-Professional Skills: Writing** (1 credit) is a prerequisite to formal admission to the Education program. It is a Pass/No Credit course, and the credit will not count toward graduation credit requirements. It will, however, count toward a student’s full time credit load.

• **EN 103, College Reading and Writing** (4 credits) is a co-requisite to US 101 Introductory Seminar for students who are required to take it and is a graded course, whose credits will count toward graduation.

• **MAT 100, Basic Algebra** (3 credits) is a prerequisite to MAT 125 Quantitative Reasoning, or MAT 212 Introduction to Statistics, or MAT 131 College Algebra for students who are required to take it. MAT 100 is a graded course and credits will count toward graduation.

• **SC 099, Introduction to Physical Science** (2 credits), is prerequisite to Stage I Science. It is a Pass/No Credit course, and credits will **not** be counted toward graduation, but will count toward a student’s full time semester credit load.

• **SC 100L, Introduction to Physical Science Laboratory** (1 credit) is a co-requisite for students taking SC 099. It is a Pass/No Credit course, and the credit will count toward graduation credit requirements. It will also count toward a student’s full time credit load.

Grades in EDL 099A, EDL 099B, EDL 099C, SC 099, and SC 100L will not be included in calculating students’ permanent overall grade point averages. However, they will be used to determine probation and dismissal. Students will receive 4 quality points per credit for a grade of PA, 3 quality points per credit for a grade of PB, and 2 quality points per credit for a grade of PC. Any grade lower than a C will receive no quality points, and thus, may result in a student’s probation or dismissal.
DISMISSAL FROM THE COLLEGE

The College reserves the right to dismiss any student for failure to meet the Academic Standards of the College (Academic Dismissal) and/or for any violation of Institutional Rules of Conduct (Disciplinary Dismissal). For further information regarding dismissal, please consult the Vice President for Academic Affairs or Vice President for Student Affairs.

Except as otherwise required by law, the College also reserves the right to dismiss a student with a disability or medical condition if the student poses a direct threat to her/himself or others, or if the student cannot perform the essential requirements of the program, even with reasonable accommodations.

Please consult the Vice President for Student Affairs, other sections of this Catalog, and Student Handbook for additional information on the grounds for dismissal and the process by which dismissal decisions are made.

DISSECTION POLICY

At Ursuline College dissection is not required in any class or laboratory. Alternative assignments are given to students who object to dissection.

FINAL EXAMINATIONS

Final examinations are scheduled by the Registrar. Unexcused absence from a final examination constitutes a failure in the course.

An excused absence, authorized by the faculty member for a serious reason such as severe illness, is recorded as an Incomplete. Faculty members establish deadlines for making up the exam; in no case will the deadline extend beyond mid-semester of the next 14-week semester.

GRADING SYSTEM

Grades are valued in quality points on a 4.0 scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>91-94%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>88-90%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>85-87%</td>
<td>3.0</td>
</tr>
</tbody>
</table>
B- 82-84% 2.7
C+ 79-81% 2.3
C 76-78% 2.0
C- 72-75% 1.7
D+ 69-71% 1.3
D 66-68% 1.0
D- 61-65% 0.7
F Failing (below 61%) 0.0

I Incomplete
P Passing, not counted in grade point average. “P” represents a grade of C or above.
PA, PB, PC Passing, not counting in grade point average, but performed at A, B, or C grade level.
NC No credit.
W Withdrawal with permission before the Last Date to Withdraw (published by Registrar, occurring when approximately 75% of the course is complete)
NR Not Reported
R Repeated Course
AD Audit.

GRADE REPORTS
Midterm warnings are given to all students who at midterm are receiving a grade of “C-,” “D+,” “D,” “D-,” or “F” for work completed up to that time. Final semester grades can be accessed online through the College website’s student portal, MyUrsuline.

GRADUATION REQUIREMENTS
1. A minimum of 128 hours for Bachelor of Arts, Bachelor of Fine Arts degrees, and Bachelor of Science in Nursing degree.

2. A GPA of 2.0 in the major and a cumulative GPA of 2.0 in all work completed at Ursuline. Students expecting to be certified in Education must attain a 2.5 cumulative GPA in all Education courses. Social Work majors must achieve 2.5 in Social Work courses. For a degree in MIS, students must have a GPA of 2.75 in the major and a cumulative GPA of 2.5 in all work completed at Ursuline College.

3. A minimum of 43 credit hours must be completed at Ursuline, as well as half of the credit requirements for the student’s major.
4. No more than a total of 64 semester hours from a junior or community college may be used to fulfill the Bachelor’s degree requirement at Ursuline. Once the maximum number of hours transferred from a junior or community college has been accepted by Ursuline College, no substitutions or additional junior college or community college credits will be accepted to fulfill the Bachelor degree requirements. Exceptions to this policy must be approved by the School Dean.

5. External Learning Experience, test-outs, and CLEP examinations cannot be counted as part of the 43-hour minimum residency requirement.

6. Completion and submission of all CLEP Test scores and Work-Related Learning by the semester prior to the last semester before graduation. Generally, this means an October deadline for students graduating in May. Students must register for all test-outs by the semester prior to the one in which they plan to graduate.

7. Successful completion of all requirements for an academic major as described in the catalog under which the student matriculated.

8. Successful completion of the Ursuline Studies core curriculum and required participation in standardized assessment of student learning.

9. Certification by the academic advisor and the Registrar’s Office.

10. Satisfaction of financial obligations to the College, including tuition, graduation processing fee, and library fees/fines. Students may not participate in the commencement ceremonies if their financial obligations have not been met.

11. Completion of a graduation application (form available online) signed by the student and the student’s advisor and submitted to the Office of the Registrar by the designated date (June 15th for January conferral and December 1st for May and August conferral).

Graduating students who plan May or August conferral may not take courses off campus during spring or summer semesters before completion. January graduates may not take courses off campus during the fall semester.

**CONFERRAL OF DEGREE**

Ursuline College confers degrees three times each year: January, May and August. All coursework must be completed by the deadline for each conferral date in order to receive a
diploma. Students who fail to meet coursework deadlines must reapply for the next graduation date following coursework completion.

Ursuline’s formal commencement ceremony takes place in May. Students who have completed their coursework in the prior January or in May, or who have specific plans in place for August completion, may participate in the May commencement.

INCOMPLETES
At the discretion of the faculty member, students may be given grades of Incomplete in one of only two specific situations. A grade of Incomplete may be given to students who have an excused absence from the final exam. An Incomplete may also be given to students who, after the final date to withdraw from a course, experience a serious problem, such as severe illness, and for that reason are unable to complete the final work of the course. In that situation, students may be given an incomplete only if all of the following conditions exist:

- The student failed to complete some portion of the required course work due to an emergency.
- The student successfully completed previous assignments with a passing grade.
- The student can complete the missing work without further class attendance.

Faculty establish deadlines for completing missing work; that deadline will generally not extend beyond midterm of the next 14-week semester. Applications for Extension of an Incomplete must be completed by the faculty member teaching the course, and must provide clear rationale and the date by which coursework must be complete. Students who fail to complete the missing work and have not received approval for an extension will receive the grade of “F.” Students who have applied to graduate but receive a grade of Incomplete may not participate in commencement ceremonies unless they have agreed to complete their coursework during the month of August and their degree will be conferred in August. If the student and faculty member agree that the work will not be completed in August, they may agree to a later date. The diploma will be issued at the next date of degree conferral.

Ursuline College Accelerated Program (UCAP) students must adhere to the Ursuline College Accelerated Program Incomplete Policy. See Ursuline College Accelerated Program (UCAP) section in the back of catalog for detailed incomplete policy.
INDEPENDENT STUDY

Independent Study courses are directed study and research on selected topics that are not offered as catalog courses. Approval of the department chair is required. Students must have sophomore standing in order to register for an independent study.

PASS/NO CREDIT

To encourage students to explore new areas and broaden their interests, sophomores, juniors, and seniors have the option of taking six courses during their studies under the Pass/No Credit System. They must be elective courses outside both the Ursuline Studies and the student’s major and, in the case of nursing students, outside the required natural and behavioral sciences courses. Students may take one course per semester on this option.

Students who wish to make use of this option must acquire the approval of their academic advisors.

The grade P (Pass) is recorded for work meriting letter grades of A, A-, B+, B, B-, C+, or C. The P credit is counted as hours toward the degree but will not be used in determining the cumulative grade point average. The grade NC (No Credit) is recorded for C-, D+, D, D-, or F work.

A student enrolls for the Pass/No Credit option at the time of registration. A student who registers for a course either for a letter grade or for the Pass/No Credit option may change the option (either way) at any time before 50% of the course has been completed. A student who takes a course on the Pass/No Credit option has the same assignments and responsibilities as those who are taking the course for a letter grade.

Students who take EN 100A and/or EN 100B may also take six additional courses for Pass/No Credit.

PRESIDENT’S LIST/DEAN’S LIST

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, including EDL 099, EN 100A, EN 100B, MAT 099, SC 099, and SC 100L will not be included in the 12 full time credits required for President’s and Dean’s list.
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 EDL 099, EN 100A, EN 100B, MAT 099, SC 099, and SC 100L, will not be included in the 12 full time credits required for President’s and Dean’s list.

**PROBATION AND DISMISSAL**

Probationary status is a serious warning to students that their academic records at Ursuline are unsatisfactory. Probation is incurred because of an inadequate semester record. In order to remain in good academic standing, students must maintain a grade point average of at least 2.0 throughout their entire program. Full-time students placed on probation must achieve a 2.0 average in their probationary semester to be restored to acceptable academic status; part-time students placed on probation must achieve a 2.0 average in the twelve credit hours taken following their placement on probation.

Students are placed on academic probation according to the following guidelines:

- Full-time students who fail to achieve a 2.0 quality point average at the end of any semester are placed on probation. In determining probation, the number of hours a student attempts will be used to determine full-time status.
- Part-time students who fail to achieve a 2.0 grade point average at the end of a semester are evaluated to determine if their recent performance (prior 12 credit hours at Ursuline) is below 2.0: quality points and attempted credit hours from the current semester are added to the previous semester to calculate grade point average. If the average of those 2 semesters is below 2.0, they are placed on probation.
- Part-time students who fail to achieve a 2.0 GPA, but whose previous semester is satisfactory, will receive a warning letter.
- Grades in remedial coursework (EDL 099, EN 100A, EN 100B, MAT 099, MAT 114, SC 099, and SC 100L) will not be used to calculate a student’s permanent grade point average. However, those courses will be used to determine probation and dismissal in the given semester. Students will receive 4 quality points per credit for a grade of PA, 3 quality points per credit for a grade of PB, and 2 quality points per credit for a grade of PC. Any grade lower than a C will receive no quality points, and thus may result in a student’s probation or dismissal.

A student subject to academic action will be placed in one of the following categories:

- First probation: The student has not been subject to any prior probationary action.
- Second probation: The student has been on probation once before, but not in the semester immediately prior to the one for which probation is now warranted.
Final probation: The student has previously been on probation twice (non-consecutively), or the student has been on probation once before in the previous semester.

Special probation: The student has been identified as subject to dismissal, but because of special circumstance she/he is allowed to continue at the College; the conditions for special probation will be established by the Academic Standing and Appeals Board.

A student who achieves a quality point average of 2.0 or better in a probationary semester will be removed from probation. Students who achieve a GPA of 2.0 in a probationary semester but whose cumulative average remains below or marginally above 2.0 will be sent a warning letter.

Students on probation are required to meet with an advisor in URSA twice a month for supervision of their academic progress. They are also advised to minimize their participation in extracurricular activities during the period of probation. Students on probation may take no more than 12 credit hours (13 if they are taking a lab science) without permission of the Vice President for Academic Affairs.

Dismissal

Students will be dismissed from the College if they meet the following criteria:

- Full-time students who fail to achieve a 1.00 grade point average during any semester are subject to dismissal.
  - Remedial coursework (EDL 099, EN 100A, EN 100B, MAT 099, MAT 114, SC 099, and SC 100L) will be included in determining a student’s semester grade point average. Grades of PA, PB, PC, and NC are given. Quality points for an A, B, and C will be used in the calculation; no quality points will be awarded for a grade of NC.
  - Part-time students who fail to achieve a 1.00 GPA, but whose previous semester is satisfactory, will receive a warning letter.

- Part-time students who fail to achieve a 1.0 GPA, but whose previous semester is satisfactory, will receive a warning letter.

- No full-time students will be retained on probation for more than two consecutive semesters or for more than three non-consecutive semesters. No part-time student will be retained on probation for more than the equivalent of two consecutive semesters, or for more than the equivalent of three non-consecutive semesters. For purposes of determining academic dismissal, completion of 12 credit hours will be considered equivalent to completing a semester.
♦ A student who is dismissed from Ursuline College for academic reasons may apply for readmission after a lapse of one academic year, or at the end of one semester by special petition. Applications for readmission are submitted to the Academic Standing and Appeals Board.

**READMISSION**

Matriculated students who do not register for at least one semester, and want to return to Ursuline will be directed as indicated below:

1. Students who have attended other colleges or universities must reapply through the Office of Admission and provide transcripts from those colleges attended. This applies to students who have been enrolled elsewhere for any length of time.

2. Students who have not registered at Ursuline for 1-4 semesters, who were not academically dismissed, and who have not attended another college during that time, may contact an advisor and register for classes.

3. Students who have not been registered at Ursuline for more than 4 semesters (regardless of whether or not they have attended another college during that time) will assume the policies and curriculum in the catalog in place at the time in which they return. All of these students must reapply for admission through the Office of Admission and must re-submit transcripts from all other schools attended.

4. Students who are academically dismissed from Ursuline and want to return, must first contact the Office of the Vice President for Academic Affairs. These students will be advised to write a letter of appeal for reinstatement; the Academic Standing and Appeals Board will then evaluate these students, including the transcripts of any work done during the time they were away. Students who have been dismissed and reinstated by the Academic Standing and Appeals Board will not reapply through the Office of Admission.

**REGISTRATION**

Registration is held prior to the beginning of each term. After meeting with an Academic Advisor and planning an appropriate schedule, the student may register for classes as stated in the Schedule of Classes each semester.

**REPEAT COURSES**

A student who receives a grade of “C” or lower in a course or courses taken in any prior semester at Ursuline may elect to repeat the same course(s). The letter “R” will replace the original grade on the transcript. The new grade, hours earned, and quality points earned in
the repeated course are then recorded and used in the computation of the GPA. The original course and the repeated course appear on the transcript, but only the repeated course is used to calculate the GPA. A course may be repeated only once, and no more than a total of four courses may be repeated. All repeated courses must be taken at Ursuline College. Some departments also limit the number of times a student may attempt the same course.

**RESTRICTIONS ON DEGREES**

Ursuline students may pursue more than one major simultaneously while they are enrolled at Ursuline. If those majors lead to different undergraduate degrees, including Bachelor of Arts, Bachelor of Fine Arts, and Bachelor of Science in Nursing, the student may receive more than one degree. However, if both majors lead to a Bachelor of Arts degree, only one degree is awarded.

**SECOND DEGREE**

Ursuline College permits students who already have a baccalaureate degree to complete a second degree without earning an additional 128 credit hours. The following policies govern second degrees:

Ordinarily a student who has obtained a Bachelor of Arts degree from any institution, including Ursuline, does not pursue a second Bachelor of Arts degree.

A student who 1) holds a Bachelor’s degree other than a Bachelor of Arts degree (e.g. BS, BME, BSN, etc.), 2) received the degree from a college other than Ursuline, and 3) wants to pursue a BA, BSN, or BFA degree from Ursuline, must complete the following requirements:

1. All course work in the academic major, at least half of which must be taken at Ursuline
2. US 401, Culminating Seminar
3. A 300 or 400-level Philosophy course that fulfills the Ursuline Studies Stage III Satellite requirement in Philosophy OR a 300 or 400-level Religious Studies course that fulfills a Stage III Religious Studies requirement. *
4. The 43 credit residency requirement and all other criteria found in the Graduation Requirements section of this catalog.
Students who have been awarded one Ursuline Bachelor’s degree and return to seek a different Bachelor’s degree are required to complete only requirements 1 and 4 above.

Students who have a Bachelor of Arts degree from another college or university and wish to pursue a BSN or BFA degree from Ursuline, must complete the following requirements at Ursuline College:

1. All courses in the current program of studies, half of which must be completed at Ursuline

2. Ursuline Studies 401 (Students pursuing a BSN must also complete PH 260 Bioethics.)

*NOTE: Students may transfer in credit for upper division courses taken previously in Religious Studies and Philosophy if they were taken at an institution with a mission similar to Ursuline. If courses are needed, however, they must be taken at Ursuline.

**SEMESTER HOURS**

Traditionally, a semester hour of credit is the successful pursuit of a course requiring one hour (fifty minutes) of class time per week for a semester. A minimum of one double period in a science laboratory or applied arts studio is recorded as one credit hour.

In programs in which classroom time varies from the traditional format, such as UCAP and Web-based courses, credit hours will be granted based on completion of course goals equivalent to those existing for classroom-based formats.

**STUDENT LOAD**

The normal full-time student load is 12-18 hours of credit per semester. No full-time degree candidate may carry less than 12 hours per semester. Certain scholarship recipients must carry 14-16 hours per semester. An upper-class student of superior ability may carry more than 18 hours with the permission of the Vice President for Academic Affairs.

**TRANSCRIPTS**

Students must submit all Ursuline College official or unofficial transcript request in writing. Forms may be downloaded from the Registrar’s page of the Ursuline College website. Students or alums may mail, fax, email, or bring the completed Transcript Request Form
into the Student Service Center to be processed. Transcripts are only released if the student has met all financial obligations to the College. There is a $3 charge for each official transcript requested.

TRANSFER OF CREDITS

All credits in transfer will be accepted by Ursuline if earned in a college or university that has been accredited by one of the following recognized regional accrediting commissions: New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, Higher Learning Commission of North Central Association, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, or the American Council on Education guidelines for foreign transcripts. Ursuline has entered into formal articulation agreements with the University of Toledo, Cleveland State University, Cuyahoga Community College and Lakeland Community College.

No more than a total of 64 semester hours of junior college or community college credit may be transferred to Ursuline College. Any grade lower than a “C” will not transfer. The College will accept up to 20 credits of vocational/technical courses from other institutions; generally, these may be used as elective credit only. Students wishing to have such courses count in their major must apply in writing to the Department Chair. Courses taken prior to students’ matriculation at Ursuline may not be used to satisfy Ursuline Studies anchor course requirements, but they may be used to satisfy satellite course requirements. However, once students matriculate, they may not take courses at other institutions with the intention of substituting them for satellite courses.

TRANSIENT COURSEWORK

Students wishing to take a course at another college or university after matriculating at Ursuline College must fill out a Transient Student Form and obtain the approval and signature of their advisor and the dean. Only students who are in good standing are eligible to take transient courses. No courses from the core curriculum may be taken at other colleges after matriculating at Ursuline. Students must achieve at least a C in a course for it to be accepted in transfer.
UCAP (URSULINE COLLEGE ACCELERATED PROGRAM)

Students who are admitted to UCAP choose from evening or weekend accelerated classes that meet once each week and are offered in 5, 8, or 10-week terms. Nine consecutive 5-week sessions are offered each year. Specific admission requirements for UCAP are listed in the section entitled, “Ursuline College Accelerated Program” that appears later in this catalog.

When space permits, non-UCAP students may be accommodated, but only in the event of extenuating circumstances and at the full tuition expense. Students must petition the Dean of their School with a written request and clear rationale for enrollment in a UCAP course. The Dean will review the request, confer with the student’s advisor, and make the final decision regarding UCAP course enrollment. In all cases, students who have been formally admitted to UCAP are given priority enrollment in UCAP courses. Traditional students may register only after the first two weeks of the official registration for the fall or spring semesters or at the start of the summer session.

WITHDRAWAL FROM THE COLLEGE

Students withdrawing from the College during the course of a semester must complete a Course Change form, which can be obtained from the Student Service Center. Failure to comply with this policy will result in the grade of “F” being given for all courses in which the student remains enrolled. All students who withdraw, either during a semester or at its conclusion, must meet with an advisor in URSA for a withdrawal interview.

Students who withdraw from Ursuline College must reapply within two years of the withdrawal date in order to maintain the status held at the time of withdrawal.

Additional restrictions may be placed on students withdrawing from the nursing program.

Ursuline College Accelerated Program (UCAP) students must adhere to the Ursuline College Accelerated Program Withdrawal Policy. See Ursuline College Accelerated Program (UCAP) section in the back of catalog for detailed withdrawal policy.
WITHDRAWAL FROM A COURSE

During the first week of the semester students may drop courses with the approval of their advisors. Students who officially withdraw from a course within the first week of the semester will not be given a grade of “W” for the course. Withdrawal after that time will be designated as a “W” on the permanent record.

Students are considered enrolled in a course until they have completed all of the prescribed withdrawal procedures.
It is the student’s responsibility to withdraw officially from a course. Students who wish to withdraw from a course must:

1. Obtain a Course Change form from the Student Service Center.
2. Complete the course change form and obtain the required advisor’s signature.
3. Return the completed Course Change form to the Service Center. A $15.00 fee will be charged to your account. The withdrawal date will be the date the course change form is received by the Student Service Center.

Students who withdraw from a course without following all of the proper procedures will not be considered officially withdrawn and will receive the grade of “F” for the course.

In nursing courses, a withdrawal is considered an “attempt.” A student may “attempt” the same nursing course twice. “Attempt” means: take a course for credit, repeat the course, and/or register for the course and withdraw from it.

ACADEMIC INTEGRITY AND APPEALS

Academic Integrity

A. Preface

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 plagi-\[
\text{arize and will be diligent to avoid violation.}
\]
I will strive to take responsibility for society;
To make decisions based on values;
To respond to beauty;
To interact socially;
To communicate effectively;
To analyze and synthesize; and
To be a problem solver.
These are the outcomes of an Ursuline College education, which I readily and willingly undertake today.

B. **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.

Although not an exhaustive list, some common examples of violations of academic integrity are listed in Section C below.

C. **Definitions and Examples of Violations**

1. **Test-taking violations** occur when students do not do their own work on exams or quizzes. Examples include:
   a. Copying from someone else’s test or letting someone copy from your test.
   b. Bringing notes secretly into an exam (writing on your hand or desk).
   c. Supplying, providing, or informing students of test content.
   d. Using electronic devices, such as text-messaging on cell phones to illicitly bring information into an examination.
2. **Plagiarism** involves taking and presenting as one’s 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:
   a. Downloading of papers or portions of papers from internet sources.
   b. Submitting portions of other students’ papers.
   c. Directly quoting or utilizing sources or intellectual property without proper citation.
   d. Purchasing papers for submission.
3. **Fabrication** occurs when students make up or manipulate information to complete an academic assignment. Examples include:
   a. Creating citations from non-existent sources.
   b. Listing sources in the bibliography that were not actually used.
   c. Taking another student’s test or writing another student’s paper.
   d. Making up or manipulating data to support research.
4. **Multiple Submissions** occur when students submit the same work to more than one course without the prior approval of all instructors involved.
5. **Other Violations of Academic Integrity**
   a. Forging documents, records or signatures.
   b. Falsifying grades.
   c. Destroying, hiding, or improperly removing library materials, and thereby denying others access to them.
   d. Misrepresentation of academic information to college officials.

D. **Sanctions**

   The determination of whether or not a violation of the academic integrity policy has occurred rests with the instructor, who will submit an Academic Offense form once she/he has determined a violation has occurred.

At her/his discretion, the instructor may assess one of the following penalties:
1. Required re-test, re-draft or additional paper or project. Credit will be determined by the instructor.
2. A score of 0% on the test, paper or project that is the subject of the violation.
3. Failure in the course.

**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, on any student who has been found in violation of the academic integrity policy on more than one occasion.**

E. **Procedures for Addressing Violations of the Policy**

See flow chart.
Approved by Faculty Assembly May 9th 2005.
Infraction

Faculty completes Academic Student Offense Form.

Form is submitted to the Dean of the school that houses the course in which the allegation occurred.

Dean checks with Office of VPAA to see whether there have been previous violations of the policy.

Student does not contest allegation.

Student contests allegation.

Dean sends letter to student acknowledging student’s refusal to meet, explaining the seriousness of the offense, and what constitutes violations of academic integrity policy.

Copy of the letter is submitted to Office of VPAA for storage and potential further response from the college.

Academic Student Offense & Dean – Student Meeting Forms are submitted to Office of VPAA for storage and potential further response from the college.

Committee accepts or rejects.
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 Course grades
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 Dismissals
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
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 as a result 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.

COURSES FAILED IN THE MAJOR
Students who fail a course in the major may repeat the course only once; if they fail the course a second time, they will not be permitted to continue in the major. Students may not continue in a major if they receive two failing grades in the same course in the major or if they receive a failing grade in two different courses in the major.
COLLEGE POLICIES

ACCEPTABLE USE OF INFORMATION SYSTEMS AT URSULINE COLLEGE

General Principles
Access to computer systems and networks owned or operated by Ursuline College imposes 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 userid and system from unauthorized use. You are responsible for all activities on your userid 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, disk space, printer paper, manuals, or other resources.

In making acceptable use of resources you must NOT:
- Use another person’s system, userid 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, or 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 userid.
- 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
userid 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. A minimum of five persons is needed for a group to reserve the vans for an outing. 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 listed on the permission to drive vehicle form.

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 and in good condition. 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 and alcohol in the van are prohibited.

Drinking of alcoholic beverages in the van is 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 Col-
ALCOHOL POLICY AND DRUG POLICY

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 persons under age 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 Enrollment Management and Student Affairs or the President.
6. The College will provide alcohol awareness education programming and counseling opportunities for those who seek and/or would benefit from such counseling.

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**

Ursuline College distributes via the US Postal Service a back to school letter to all students that includes “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 also 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 part of Residence Life training and new student orientation. The offices of Residence Life, Wellness, Athletics, and Orientation coordinate 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 Wellness Office provides 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.

**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 Activities. They may be held on Friday from 4 p.m. - 1 a.m. or Saturdays from noon to 1 a.m. in either the Daley Dining Hall 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 re-
ceived 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 request-
ed). 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 Corpora-
tion and the payment of a charge of $100 per event. The permit will be requested by the Director of Student Activities. The College also requires that security be present at all-campus parties. Security will be arranged through the Director of Student Activities in conjunction with the Director of Security. All cost 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 persons 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 spon-
soring 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 commit-
ment to regularly monitor student’s admissions and employee hiring, promotion, and pay in order to identi-
fy 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.

ANONYMOUS COMPLAINTS
Anonymous complaints are difficult to investigate due to the limited information that is typically provided and the inability to follow up with the complainant regarding any specifics of the allegation. Also, when dealing with anonymous complaints, the College is unable to judge the complainant’s overall credibility and demeanor, which are important aspects of any investigation. Nonetheless, the College will do its best to look into all complaints of harassment and discrimination. Accordingly, if an individual wishes to bring forward a complaint anonymously, she/he should make the complaint to the Vice Presidents of Student Affairs. In such cases, it is important that the complainant provide a significant level of detail and specific information regarding any discrimination or harassment allegations. The anonymous complainant may be asked to contact the Office for Student Affairs at a later date to provide any necessary follow-up information. Please remember that the College will not tolerate retaliation of any kind against an individual who makes a complaint of harassment and/or discrimination, regardless of the outcome of any type of investigation.

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

Complaints of bullying should be reported or directed to the attention of the Associate Dean for Student Affairs at (440) 221-8320. Any individual who is found to have participated in bullying, after an appropriate investigation, will be subject to disciplinary action as defined under the applicable Ursuline policies.

**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 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.

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.

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 halls.

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.

Per 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

Ursuline College is committed to maintaining an atmosphere in which diversity is appreciated and each member of the College community is respected. The College administers its admission policies, programs, services, and activities in a nondiscriminatory manner. No person will be denied educational services, access to programs, or participation in activities because of race, color, national origin, religion, age, sex/gender, disability, genetic information, marital or veteran status, or any other basis prohibited by federal, state, or local laws.
Title IX of the Education Amendments of 1972 prohibits sex/gender discrimination in all activities and programs of institutions receiving federal financial assistance. Title IX also prohibits retaliation against individuals who file a complaint of sex-based harassment/discrimination or assist in the filing, investigation, or resolution of such complaints. To ensure compliance with Title IX and other federal and state civil rights laws, Ursuline College has developed policies and procedures that prohibit all forms of sex-based harassment, discrimination, and retaliation.

Ursuline College has designated the following College officials to coordinate and oversee its Title IX compliance efforts, to address concerns regarding Title IX, and to investigate and resolve any complaints alleging actions prohibited by Title IX. Prohibited actions include all forms of sexual harassment/discrimination, including sexual assault, domestic and dating violence, and stalking, as well as retaliation.

**Title IX Coordinator**
Deanne Hurley  
VP of Student Affairs & Enrollment Management  
2550 Lander Road, Bldg. Mullen 218  
Pepper Pike, OH 44124  
(440) 646-8108  
dhurley@ursuline.edu

**Deputy Title IX Coordinator**
Kelli Knaus  
Director of Human Resources  
2550 Lander Road, Bldg. Mullen 235  
Pepper Pike, OH 44124  
(440) 646-8316  
kknaus@ursuline.edu

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against otherwise qualified disabled/handicapped individuals. Under both the ADA and Section 504, students with documented disabilities may be entitled to reasonable accommodations to ensure nondiscrimination in programs, services, and activities. Ursuline College has designated The Vice President of Enrollment Management and Student Affairs (x8108) to coordinate and oversee its compliance efforts with Section 504 and the ADA.

If you believe you have been harassed or discriminated against in violation of law or this policy, it is essential that you report the matter immediately to The Vice President of Enrollment Management and Student Affairs, Mullen 218 (x8108). The Vice President will investigate all complaints filed. If the complaint involves The Office of the Vice President of Enrollment Management and Student Affairs, or you feel uncomfortable reporting your complaint to that office, you should report the matter to the Director of Human Resources. Please contact The Office of the Vice President of Enrollment Management and Student Affairs for additional information on the College’s Harassment and Discrimination Policy. **The policy is outlined in detail in the Harassment and Discrimination Section of this Handbook.**

**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.
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 in writing – either in person or via UC email account. 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 205). 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: Name, address and telephone number of the student’s parents/guardians 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 except for certain student information that the college may be required to provide under law.

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annual Notification of Rights (Please refer to Alcohol Policy with regard to FERPA)

The Family Educational Rights and Privacy Act (“FERPA) affords students the following rights concerning their education records:

1. The right to inspect and review education records within 45 days of the day the College receives a request for access.

Students should submit written requests that identify the records they wish to inspect to the registrar. The registrar will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will ad-
vise the student of the Ursuline College official to whom the request should be addressed.

2. **The right to request amendment of the student’s education records that the student believes are inaccurate or misleading.**

Students may ask Ursuline College to amend a record by writing the College official responsible for the record. Students should clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify students of the decision and advise them of their right to a hearing concerning the request for amendment. Additional information about hearing procedures will be provided to students upon notification of their hearing rights.

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, unless FERPA authorizes disclosures without consent.**

Please note: Among other exceptions, FERPA permits disclosure without consent to College officials with legitimate educational interests. Ursuline College officials are persons employed in an administrative, faculty, or support staff position (including security personnel and health staff); persons or companies with whom the College contracted; e.g., an attorney, auditor, or collection agent; persons serving on the Board of Trustees; or students serving on an official committee, such as the academic appeals or judicial boards, or assisting other college officials in doing their duties. College officials have legitimate educational interests if they need to review the education records to fulfill their professional duties.

In addition, upon request, Ursuline College discloses education records without consent to officials at other colleges or universities in which a student seeks to enroll.

4. **Prior consent to disclosure of information from student educational records 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.**

We normally consider parents as “appropriate parties to notify in such emergencies”. For example, if a student living in the residence halls were transported to the hospital in a life-threatening situation, every reasonable effort would be made by the Student Affairs staff to notify parents as soon as possible.

5. **In virtually all cases, the College uses the student Social Security Number (SSN) as the student ID number. Federal regulations requiring our reporting the SSN for every student receiving any kind of federal financial aid or loan necessitate its continuing use for the time being.**

6. **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, can be done by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-4605.**

**FIREARMS**

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance 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 ordnance 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 POLICY

Ursuline College strives to provide an environment which promotes the worth and dignity of each individual. Federal and state laws prohibit harassment and discrimination on the basis of race, color, national origin, religion, age, sex/gender, disability, genetic information, and marital and veteran status. Ursuline College supports the principle of diversity and believes it is the responsibility of every student, faculty, staff member to conduct themselves professionally at all times and to cooperate in maintaining a work and academic environment free from harassment and discrimination.

Accordingly, Ursuline College will not tolerate unlawful harassment or discrimination and will make every effort to maintain a work and academic environment free from unlawful harassment and discrimination.

It is the intention of the college to take all necessary actions to prevent and correct harassment, including sexual harassment, and, where appropriate, discipline those members found in violation of this policy, up to and including immediate dismissal for cause.

Under the policy, unlawful harassment or discrimination includes any form of verbal, non-verbal, or physical harassment that (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect ofunreasonably interfering with or disrupting an individual’s work performance or participation in an educational program or course; or (3) otherwise adversely affects an individual’s opportunities or participation in the work or learning environment.

Verbal, Non-Verbal, or Physical Harassment

For purposes of this policy, verbal, non-verbal and physical harassment includes, but is not limited to, the following types of conduct directed at an individual’s gender, race, religion, disability, age, marital status, veteran status, or ethnic or national origin:

1. **Verbal Harassment**: graphic, suggestive, offensive, or derogatory comments, jokes, slurs, threats of physical harm or other statements regarding a person’s gender, race, religion, disability, age, marital status, veteran status, or ethnic or national origin.

2. **Non-Verbal Harassment**: gestures, leers, or other suggestive behaviors, or the display or distribution of written materials, offensive signs, photographs, pictures, or other graphic materials having such effects.

3. **Physical Harassment**: touching, hitting, pushing or other suggestive or aggressive physical con-
tact, or threats of the same. Therefore, Ursuline College will not tolerate behavior which amounts to sexual harassment. Sexual harassment demeanes both the victim and the harasser and undermines the philosophy and mission of the College. Sexual harassment may take many forms including, but not limited to, unwelcome sexual attention or advances, requests for sexual favors, and other sexually suggestive remarks or conduct:
1. When such remarks or conduct are intended or have the effect of creating an intimidating or offensive environment; or
2. When acquiescence to such conduct or remarks is, either explicitly or implicitly, made a term or condition of employment or favorable evaluation.

Students who believe they have been treated in a way that violates the College’s Harassment and Discrimination policy may file a complaint with The Vice President of Enrollment Management and Student Affairs (Title IX & Disability Coordinator) who will initiate an investigation. The office of the Vice President of Enrollment Management and Student Affairs is in Mullen 218. Complaints against the Vice President of Enrollment Management and Student Affairs or members of the Students Affairs Staff (including the Associate Dean of Student Affairs) are to be filed with the Director of Human Resources, Mullen 235 (x8316).

The designated College officials responsible for implementing and overseeing this policy, including investigating complaints, are the Vice President of Enrollment Management and Student Affairs and the Director of Human Resources, or their designee, depending upon the situation. If the alleged offender is one of the two above-named officials, then the President of Ursuline College will decide the appropriate person(s) to investigate the complaint.

Procedures for a Student Bringing a Civil Rights or Sexual Harassment Claim Against Another Member of the Ursuline College Community

Student allegations of discrimination or sexual harassment involving a member of the Ursuline College community should be made to the Vice President of Enrollment Management and Student Affairs. If a Student informs another member of the College community (faculty, administration, staff, or another student), that person must immediately notify the Vice President of Enrollment Management and Student Affairs.

The Vice President of Enrollment Management and Student Affairs is authorized to attempt to mediate or otherwise informally resolve the complaint. The Vice President of Enrollment Management and Student Affairs may also decide that the seriousness of an alleged offense makes it necessary to pursue formal investigation on behalf of the College, even though the student may prefer to pursue informal procedures.

Initial Investigation: The Vice President of Enrollment Management and Student Affairs will meet with the student claiming harassment. To assist in the investigation, the student will be asked to put his or her complaint in writing and submit it to the Associate Dean for Student Affairs. Once an alleged offender is identified, the Vice President of Enrollment Management and Student Affairs and the respective designated College official will conduct an initial investigation by interviewing the student claiming harassment, any witnesses, and the alleged offender. Such a process will be objective and impartial. The Vice President of Enrollment Management and Student Affairs will notify the alleged offender’s supervisor of the complaint.

Informal Process: After the initial investigation above, the Vice President of Enrollment Management
and Student Affairs may elect an informal resolution involving one or more of the following:

- Advising the student claiming harassment about how to communicate the unwelcome nature of the behavior to the alleged offender.
- Advising the alleged offender that their behavior is inappropriate and must stop.
- Arranging and facilitating, if both parties agree, a meeting between the student claiming harassment and the alleged offender.

Information about all informal complaints and resolutions, including any disciplinary action, will be kept on file in the office of the Vice President of Enrollment Management and Student Affairs. The supervisor of the alleged offender, as well as the student, will be notified of the disposition of the complaint. A student not satisfied with the outcome during the informal process may request the Vice President of Enrollment Management and Student Affairs or the Director of Human Resources to formally investigate the claim.

**Formal Process:** The College offers a formal process should the situation warrant it or should the informal process not produce a resolution satisfactory to the student claiming harassment. Such a process will be objective and impartial. The student claiming harassment has the right to file a formal written complaint with the Vice President of Enrollment Management and Student Affairs or the Director of Human Resources. However, a written complaint is not necessary to proceed with investigation.

If the informal process has not been initiated, the Vice President of Enrollment Management and Student Affairs shall initiate the formal process by informing the alleged offender of the allegation and of the identity of the student claiming harassment. A copy of any written statement received shall be given to the alleged offender and to their supervisor. If the student claiming harassment is unwilling to file a formal written statement, the Vice President of Enrollment Management and Student Affairs will provide the alleged offender with a written summary of the allegations. The alleged offender shall be given the opportunity to respond to the allegations in writing.

The Vice President of Enrollment Management and Student Affairs and the respective designated College official responsible for implementing and overseeing this policy will meet with the parties and any witnesses to investigate the allegations. The student claiming harassment and the alleged offender may bring a non-participating support person to the meeting. While individuals who are being accused are free to seek legal counsel, attorneys are not permitted to attend the meeting.

At the conclusion of the formal process, the Vice President of Enrollment Management and Student Affairs shall prepare a written report and proposed resolution and/or sanctions to the President.

Absent circumstances requiring more time, the Vice President of Enrollment Management and Student Affairs shall complete the investigation within 30 business days of the date the complaint is received. Information about all formal complaints and resolutions, including any disciplinary action, will be kept on file in the office of the Vice President of Enrollment Management and Student Affairs and in the personnel files of the alleged offender. The supervisor of the alleged offender will be notified of the disposition of the complaint, as well as the student claiming harassment.

The President of Ursuline College will issue a final determination regarding the complaint, which will include the imposition of whatever corrective and/or remedial action is deemed necessary.

**Confidentiality**

All complaints of harassment are considered confidential and only those persons necessary for the
investigation and resolution of the complaints will be given information about them. The College will respect the confidentiality of the student claiming harassment and the alleged offender without hindering the investigation or resolution of the matter.

**Retaliation**

Ursuline College does not tolerate retaliatory conduct and strictly prohibits retaliation aimed at a person because that person has complained of harassment/discrimination, testified, provided information, assisted or participated in any manner in a harassment or discrimination investigation, proceeding, or hearing under Ursuline College policies or the law. Therefore, any intimidation, threats, coercion, or other retaliatory conduct against an individual 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, exclusion, or dismissal from the College. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of harassment and/or discrimination should report such concerns to the Vice President of Enrollment Management and Student Affairs or to the Director of Human Resources, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

**Frivolous Complaints**

This harassment policy shall not be used to bring frivolous or malicious complaints against students, faculty, or other employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the frivolous complaint.

**Student as a Respondent in Harassment Claims**

When a student is a respondent in a Harassment Claim, the above process will be followed with the appropriate designated College official conducting the investigation.

**HARM TO SELF OR OTHERS** - (See Threats)

**LAKE POLICY**

Students are not permitted to take boats out on the lake, named Lake Elissa, 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.

**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 Col-
lege 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 persons report can be made.

Vice President for Enrollment and 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 persons 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.

**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 or not to cancel clinical experiences for stu-
dent. 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 make a decision 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 purposes of discussing the emergency situation, 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.

**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 Human Resources Department.

**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 440-646-8368.
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. Amounts do not carry over. This is one of the “green” initiatives the college has implemented.

RECYCLING

Ursuline College provides a comprehensive recycling and waste collection program. The goal of the program is to capture the recyclable material around campus. Environmental stewardship and expense reduction are the major objectives of the program. In order for this program to be successful, your participation is needed.

There are over 200 recycling containers placed throughout the campus. The containers are placed in common areas, copy areas, classrooms, kitchen areas, residence halls, etc.

• Deposit your plastic/glass/metal recyclables in the designated containers. Look for the green containers. Please do not place these items in office, classroom, or common area waste containers. We need you to place these recyclables in the proper containers around campus.

• Deposit your paper recyclables in the designated containers. Look for the blue containers; the containers will identify what is considered recyclable. Residence Halls have a paper recycling program with desk-side recycling containers available for each resident room.

• Deposit all waste in campus waste containers. Waste will be collected by the housekeeping staff from all office, classroom, and common areas.

Cardboard will be collected by housekeeping and broken down for recycling. Continue to place cardboard boxes with your waste for pick-up.

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; URSAlert, TV and Radio - Most Cleveland radio stations and all local TV stations.
SEXUAL ASSAULT POLICY

If an Ursuline College student, faculty, staff, or guest is a victim of sexual assault while on the campus of Ursuline College:

1. Please seek medical attention immediately. Also, report the assault to the Pepper Pike Police immediately. It is important to know not to wash before seeking medical attention because important evidence may be lost. If the assault occurred on the Ursuline College campus or if the alleged perpetrator of the assault is an Ursuline College student, the victim should notify the Security Department, the Vice President of Enrollment and Student Affairs or the Associate Dean for Student Affairs and Director of Residence Life so that immediate assistance may be given.

2. All information regarding sexual assaults will be investigated and shared with the appropriate law enforcement officials.

3. Short term counseling will be made available to a student who is a victim of a sexual assault either on or off campus in accordance with the policies of the Office of Counseling and Career Services. The counselor will also assist the student in finding a long-term counseling relationship if needed; however, the cost of such counseling will be borne by the student.

4. If the victim is a resident student and wishes to make a change in her residence status because of an assault, the College will accommodate her wishes to the best of its ability.

5. No disciplinary action will be taken against a victim for any other violations of the Student Code of Conduct which may have occurred at the time of the assault.

6. When a student is the victim of a sexual assault while away from the Ursuline College campus, they should report to the local authorities and seek immediate medical assistance. The student should notify the Vice President of Enrollment and Student Affairs or the Associate Dean and Director of Residence Life so that assistance may be given. These incidents will not be included in the crime statistics for the College campus.

If, in addition, the accused is an Ursuline College student:

1. The victim may file a disciplinary complaint. In this event, the case will be heard jointly by the Vice President of Enrollment and Student Affairs and the Vice President for Academic Affairs. The two executive administrators will hear evidence and render a judgment. Both the victim and accused may be present for the entire proceedings; however, legal counsel or other advisers will not be permitted to attend the hearing. The judgment of the Vice President of Enrollment and Student Affairs and Vice President for Academic Affairs, which may include suspension or expulsion from Ursuline College if the student charged is determined to be responsible, will be made known to both parties. The decision of the executive administrators may be appealed to the President of Ursuline College whose decision is final. This process will be followed regardless of whether or not legal proceedings are pending.

2. If the accused is an employee of Ursuline College, procedures outlined in the respective employee handbooks will be followed. Students may obtain copies of these procedures from the Vice President of Enrollment Management and Student Affairs. Again, this process will be followed regardless of whether or not legal proceedings are pending.

Ursuline College provides education programs on prevention of sexual offenses through educational presentations during orientation. The Counseling Office, Residence Life, and Wellness Office provide programs utilizing non-campus resources such as Pepper Pike Police Department, Mayfield
Heights Police Department, SANE (Sexual Assault Nurse Examiner) nurse from Hillcrest Hospital, and the Rape Crisis Center.

SKATEBOARDING AND ROLLERBLADING

Students may skateboard or rollerblade on campus, but must sign a waiver to be able to do so. Students interested in skateboarding or rollerblading may complete a waiver in the Office of the Associate Dean for Student Affairs (MU206) and the Director of Residence Life (Mullen 130) or the Associate Dean for Student Affairs (Mullen 206). All residents will be asked to sign a waiver upon moving into the residence halls.

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 the 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

Students, employees, and College officials have the right to work, live (on-campus), and learn in an environment untainted by harassment, including stalking. Such conduct, which has the purpose or effect of unreasonably interfering with the learning or working atmosphere or which creates an intimidating, hostile, discriminatory, or offensive living (on-campus), learning or working environment, or which disrupts the educational process or impedes the legitimate pedagogical concerns of the College, is strictly prohibited. For this reason, Ursuline will pursue the perpetrators of such acts to the fullest extent possible. Ursuline is also committed to supporting students, employees, or College officials who have experienced harassment, including stalking, through the appropriate provision of safety and support services.

In addition, Title IX protects against student-on-student harassment, including stalking, in a College’s educational programs and activities. This applies to all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school facility, at class, or during a training program sponsored by the school at another location. See 20 U.S.C. §§ 1681 et seq.

Definition - For the purposes of this policy, the term “stalking” encompasses a broad array of behaviors that Ursuline students, employees, or College officials may experience. This term is broadly construed in accordance with Ohio law. The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others or (B) suffer substantial emotional distress. Stalking is considered a form of harassment.

Stalking includes, but is not limited to: surveillance activities (e.g., monitoring an individual’s phone calls, reading her or his mail/email, following her or him outside their place of residence), vandalism (e.g., breaking into a person’s place of residence, stealing her or his belongings), and harassment (e.g., calling her or him repeatedly at their place of residence or work). More specifically, stalking may include:

- Repeated, non-consensual communication, including face-to-face, phone calls, voice messages, text messages, electronic mail, any form of online sources, written letters, unwanted gifts;
- Threatening or obscene gestures;
- Harassing another person, either in person or through a third party;
- Pursuing or following another person; repeatedly showing up or waiting outside a person’s home, classroom, place of employment, or car;
- Using surveillance or other types of observation, either in person or through the use of electronic devices or software, to track or obtain private information;
- Threats that create fear for one’s life or safety, or fear for the safety of one’s family, friends, roommates, or others;
- Surveillance or other types of repeated observation;
- Trespassing or breaking into a person’s car or residence;
- Vandalism and/or destruction of a person’s personal property;
- Non-consensual touching.

See e.g., Ohio Revised Code § 2903.211 (menacing by stalking); Ohio Revised Code § 2917.21 (telecommunications harassment).
Grievance Procedures - The following grievance procedures outline Ursuline’s practice and policy for addressing complaints regarding stalking behavior (or any similar conduct which raises safety concerns). These procedures are consistent with the requirements of Title IX and with other applicable Ursuline policies governing harassment, discrimination, and threats or harm to self and others.

Reporting a Complaint

All complaints or concerns regarding stalking behavior should be reported immediately to the Vice President of Enrollment Management and Student Affairs/Title IX Coordinator at (440) 221-8320, Campus Security at (440) 449-4204, or to any College administrator. If Campus Security or a College administrator receives a report or complaint under this policy, he or she should immediately notify the Vice President of Enrollment Management and Student Affairs. The Vice President of Enrollment Management and Student Affairs/Title IX Coordinator is available to inform students, employees, or College officials of the reporting procedures and to offer appropriate referrals.

Ursuline also strongly encourages that students report all incidents of stalking to law enforcement authorities. For police assistance call the non-emergency number of the Pepper Pike Police Department at 216-831-8500. In an emergency, call 911.

Ursuline offers various services/resources to students, employees, or College officials even if they choose not to file a report with the local authorities. These services/resources include:

- Campus Ministries: 440-646-8327
- Campus Security: 440-449-4204
- Counseling Services: 440-646-8323
- Resident Assistant Cell Phone (5:00 p.m.-8:00 a.m.): 440-221-2814
- Residence Life Department: 440-646-8334
- Associate Dean for Student Affairs: 440-646-8336
- Vice President for Enrollment Management and Student Affairs: 440-646-8320

In some circumstances, a student, employee, or College official may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Students, employees, or College officials may also seek restriction of access to the College by non-students or non-employees in certain circumstances.

In certain instances, Ursuline may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the student, employee or College official and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, in all cases, crisis intervention and safety concerns will take precedence.

Initial Investigation

An initial investigation will be made into all allegations or complaints in an effort to eliminate further harm, prevent similar conduct and to address the effects of the current allegations. This investigation will conclude within sixty (60) days following receipt of the initial complaint, unless more time is required.

Prior to beginning the investigation, information and consent will be obtained from the complainant. An initial meeting will be held between the Vice President of Enrollment Management and Student Affairs, a designated College representative, and the affected party raising the initial allegations. If an alle-
gation is raised against or by an employee or College official, the College representatives will be the Director of Human Resources and the Vice President of Academic Affairs. The student, employee or College official will be asked to put the allegations in writing to assist with the investigation process. A form will be provided to assist with this task.

If an affected party requests confidentiality, or asks that the complaint not be pursued, Ursuline will take all reasonable steps to investigate and respond in a manner that is consistent with that request. 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.

Once the initial meeting has concluded, the alleged offender will be contacted and informed of the allegations and of the identity of the student, employee, or College official claiming harassment, when appropriate. The alleged offender will receive a copy of the written statement and a written summary of the allegations. The alleged offender and the complainant will be given equal time to respond to the allegations and to provide any evidence or witnesses on their behalf.

Depending on the nature of the allegations, an informal mediation style meeting may be used in an attempt to resolve the situation. Any mediation will be voluntary and will only be entered into with the express consent of the parties.

All investigations are conducted under a preponderance of the evidence standard, meaning, the College looks at whether it is more likely than not that the stalking has occurred. Documentation from all meetings, including resolutions and disciplinary action, will be maintained by the Vice President of Enrollment Management and Student Affairs.

**Written Notice and Appeal**

Once the investigation has been completed, Ursuline will issue a written response detailing the results of its investigation and any disciplinary action taken, as appropriate and in compliance with FERPA. Upon receipt of that notice, 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.

**Threats or Harm to Self or Others**

This policy is to be read in accordance with Ursuline’s Policy on Threats or Harm to Self or Others. Any conduct which is found to violate either policy will have the effect of preventing a student from living in the College’s residential facilities or participating in College academic programs, athletics, and/or extra-curricular activities, until cleared to do so by the Vice President of Enrollment Management and Student Affairs/Title IX Coordinator, pursuant to the clearance procedure described in the Threats or Harm to Self or Others Policy. In addition, a student who engages in disruptive or threatening behavior, as described under either policy, may be subject to disciplinary action in accordance with the Student Code of Conduct.

**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. Policies regarding Harassment and Discrimination, Bullying, Intimidation, Cyber bullying, and Stalking are discussed in detail in this Student Handbook and Planner (See Table of Contents for specific pages). These policies include defining the issues, processes for reporting and investigating, and possible actions to be taken.
**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: 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 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).

**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.

**THREATS OR HARM TO SELF OR OTHERS**

1. **General Information.**

   Ursuline College is concerned about the well-being of all students. Any behavior, including non-privileged verbal statements, that tends to demonstrate an intent or desire of a student to inflict harm upon himself, herself, or another is considered a serious matter. Such behavior demonstrates that the student’s well-being may be in jeopardy and interferes with the educational efforts of other students and with Ursuline College’s mission to educate all students. (Note: See also Student Code of Conduct).

2. **Policy Statement.**

   (a) **Threat or harm to self.** Any student who (a) states an intent or desire to harm himself or herself, or (b) attempts to harm himself or herself, or (c) harms himself or herself, shall not live in college residential facilities or participate in college academic programs, athletics, and/or extra-curricular activities until cleared to do so by the Associate Dean for Student Affairs in accordance with the clearance procedure set forth below. This prohibition is not disciplinary in nature, and the fact that such a prohibition has been imposed will not be entered in the student’s educational records. However, if the student engages in disruptive or threatening behavior (which may include, but is not limited to, the behavior that caused processing under this policy) or fails to comply with the terms of the clearance procedure, the student may be subject to disciplinary action in accordance with the Student Code of Conduct.

   (b) **Threat or harm to others.** Any student who (a) states an intent or desire to harm another, or (b) attempts to harm another, or (c) harms another, shall be subject to disciplinary action in accordance with the Student Code of Conduct, and may be subject to the clearance procedures set forth below in the sole discretion of the College administration.

3. **Incident Reporting.**

   If a student, faculty or staff member observes a student (a) stating an intent or desire to harm him-
self, herself or another, or (b) attempting to harm himself, herself or another, or (c) in the process of harming himself, herself or another, the person observing such behavior should immediately report what was observed to the Associate Dean for Student Affairs (440-646-8320) or another College administrator.

If the person subject to harm or threats of harm is in need of medical attention or police assistance, 911 should be notified immediately, and then Campus Security (on-campus phone extension 4204).

Any College administrator that receives a report under this policy should immediately notify the Associate Dean for Student Affairs. If the person observing the behavior or statements is bound by professional rules concerning confidentiality (such as the college psychologist), the person should contact the Associate Dean for Student Affairs as permitted by his or her professional code of ethics or conduct. The Vice President will consider whether it is appropriate to advise parents, the next of kin, law enforcement, and/or other medical professionals.


(a) Notice. The Associate Dean for Student Affairs, or any Ursuline College official with responsibilities in Residence Life or academics, shall notify each student who has been observed (a) stating an intent or desire to harm himself or herself, (b) attempting to harm himself or herself, or (c) in the process of harming himself or herself that he/she will not be permitted to continue to live in the College’s residential facilities or to participate in academic programs, athletics, and/or extracurricular activities until such student receives approval from the Associate Dean for Student Affairs in accordance with this clearance procedure. Any student that violates the prohibition against living in the College’s residential facilities or participating in academic programs, athletics, and/or extracurricular activities after receiving proper notice shall be subject to disciplinary action in accordance with the Student Code of Conduct.

(b) Evaluation by a qualified mental health professional. Before the Associate Dean for Student Affairs may clear a student to live in the College’s residential facilities or participate in the College’s academic programs, athletics, and/or extracurricular activities, the student must have an assessment conducted by a qualified mental health professional not affiliated with Ursuline College. The mental health professional may be either a psychologist or a psychiatrist. The student may choose the mental health professional. If the mental health professional determines the student should be evaluated further by an additional mental health professional, the student must obtain such evaluation before the Associate Dean for Student Affairs and College counseling center staff may consider whether the student will be allowed to resume living in the College’s residential facilities and participate in the College’s academic programs, athletics, and/or extracurricular activities. Cost, if any, for evaluation(s) and treatment will be the responsibility of the student.

(c) Communication of results of evaluation to the Associate Dean for Student Affairs. The student must arrange for the mental health professional(s) who evaluated the student to contact the Associate Dean for Student Affairs. Because the student’s contact with the professional(s) is confidential, the student will be requested to sign the appropriate release form permitting each mental health professional to disclose the evaluation to the Associate Dean for Student Affairs and the College counseling center staff.

The mental health professional will be asked to provide his/her opinion about (1) the student’s
readiness to resume living in the College’s residential facilities and participation in the College’s academic programs, athletics, and/or extra-curricular activities; (2) recommendations about conditions the College should impose on the student’s participation that are in the student’s best interest; and (3) whether he or she determined the student should be evaluated further by an additional mental health professional. The opinions of the mental health professional may be communicated orally at first for expedience but must be followed in writing.

(d) **Student interview with the Associate Dean for Student Affairs.** After the student has been evaluated by a mental health professional, the student must schedule an interview with the Associate Dean for Student Affairs and College counseling center staff. Interviews may be scheduled anytime between the hours of 8:30 a.m. and 5 p.m. Monday through Friday. The purpose of the interview is to determine if the student will be allowed to resume living in the College’s residential facilities and participate in the College’s academic programs, athletics, and/or extra-curricular activities. Because the student’s contact with any mental health professional such as a psychologist or psychiatrist on staff at the College counseling center is confidential, the student will be requested to sign a release form permitting the mental health professional to disclose the results of the interview to the Associate Dean for Student Affairs.

(e) **Approval from the Associate Dean for Student Affairs.** Based upon the interview with the student and the results of the evaluation by the mental health professional(s), the Associate Dean for Student Affairs, with advisement from the College counseling center staff, will make a decision about the student’s fitness to resume living in the College’s residential facilities and participating in the College’s academic programs, athletics, and/or extra-curricular activities.

If the Associate Dean for Student Affairs determines that the student is able to resume living in the College’s residential facilities and participate in the College’s academic programs, athletics, and/or extra-curricular activities, the student will be given a letter clearing him/her to return to the residential facilities and to participate in classes, athletics, and/or extra-curricular activities. The student must present the letter to the Residence Life staff or any faculty member or coach who requests the letter as proof that the clearance process has been completed.

If it is determined that the student is not fit to return, the Associate Dean for Student Affairs will assist the student, upon the student’s request, in making arrangements to meet the residential and academic needs of the student until approval is obtained. Costs, if any, for arrangements to meet the residential and academic needs of the student will be the responsibility of the student.

(f) **Unavailability of the Associate Dean for Student Affairs.** In the event that the Associate Dean for Student Affairs is unavailable to perform any task pursuant to this policy, the Director of Residence Life shall act or if unavailable the Director of Counseling and Career Services shall act.

5. **False Reports.**

Any person who intentionally or recklessly makes a false report under this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct (applicable to all students), the Faculty Handbook (applicable to all faculty members), or the Employee Manual (applicable to all other College employees).

*Live in harmony united in one heart and one will. (9th Counsel)*
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.

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, or at College-sponsored activities. 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

1. Possession, use, distribution, or sale of any controlled substance, illegal drug, or drug paraphernalia.
2. Any violation of the College Alcohol Policy (See Alcohol Policy and Drug Policy).
3. Possession, use, distribution, or sale of firearms, other dangerous weapons, or incendiary or explosive devices, including fireworks.
4. Engaging in illegal gambling.
5. 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, Civil Rights/ Nondiscrimination Policy, and Policy on Threats or Harm to Self or Others).
6. Engaging in harassment based on race, color, ethnicity, national origin, gender, age, religion, disability, or sexual orientation. (See Harassment and Discrimination Policy.)
7. Engaging in sexual assault, defined as any form of sexual contact with another person without the consent of that person. (See Sexual Assault Policy.)
8. 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.
9. 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.
10. Participating in lewd or indecent misconduct.
11. Engaging in illicit sexual behavior.

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 facili-
ties, property, or services.

5. Throwing food or engaging in other disruptive behavior in the dining hall, 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. 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 right 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.

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. Expulsion
9. 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 to investigate 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 Enrollment Management and 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.

SAFETY AND SECURITY

Security information

REPORTING CRIMINAL ACTIONS AND OTHER EMERGENCIES
If you believe you’ve observed or experienced intimidation, harassment, vandalism, assault, destruction or defacement of property, stalking, or discrimination taken against you or someone in the College community, please report it. The actions of those who commit them may pose a risk to the safety and welfare of both a class of individuals as well as the individual targeted. Ursuline College is committed to maintaining an atmosphere in which diversity is appreciated and the race, religion, gender, national or ethnic origin, or disability of each member of the College community is respected.

If an emergency occurs on campus, of either a medical or security nature (dealing with destruction of College property, building, intruders, etc.), students should call 911 (no money is needed at a pay phone to dial 911), and then call the Campus Security Office (extension 4204 or call security cell phone 440-221-9025). If dialing from a campus phone, you must dial 9-911. All emergencies will be reported to the appropriate Vice President and will be investigated.

For your safety and convenience, nine outdoor telephones are located throughout the campus. These blue outdoor phones will connect directly to Campus Security (x4204).

Students, faculty, staff, and guests are encouraged to report all crimes and public-safety-related incidents to the Ursuline College Security Department in a timely manner. Students, faculty, staff, and guests may also report incidents to those who are considered campus security authorities which include the Security Department and those who have significant responsibility for student and campus activities. These are listed in the following table.

Under Ohio law, persons who have knowledge of a felony (a victim of or witness to the crime) are required to report the crime to the police (Ohio Revised Code § 2921.22). Failure to report a crime may itself be a crime. Information on criminal behavior may be reported to the offices listed below. The College strongly encourages crime victims to report all criminal activity to police.

If you believe you have observed or experienced an incident, report it by contacting one of the following offices, considered campus security authorities, for guidance and support. This information can also be found on the back of the college Student Handbook/Planner and the College web site.

Counseling and Career Services ................................................................. 440.646.8322
If you are a victim of a crime and do not want to pursue action with the Ursuline College system or the criminal justice system, you may still want to consider making a confidential report. Reports to the Pepper Pike Police Department and the Ursuline College Security Department are considered public records. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Ursuline College campus security authorities, as identified above. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Ursuline College can keep an accurate record of the number of incidents involving students, faculty, staff, or guests; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

The College Psychologist and licensed professional counselors in the Office of Counseling and Career Services, when acting in their professional capacity, are not considered campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Crimes reported to these counselors are confidential by law. Some off-campus reports may also be legally confidential (for example, to clergy). Crimes reported to the above are not included in the annual crime statistics report. As a matter of policy, they are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis for inclusion into the annual crime statistics.

Because of the Ohio public records law, Ursuline College is not permitted to promise confidentiality to persons reporting crimes to individuals or offices that supply crime statistics for this annual report.

Ursuline College’s Security Department has the authority to ask persons for identification and to determine whether individuals have lawful business at Ursuline College. Security Guards do not possess arrest power. Criminal incidents are referred to the Pepper Pike Police Department who have jurisdiction on the campus. The Security Department maintains a highly professional working relationship with the Pepper Pike Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Pepper Pike Police Department and the Ursuline College Security Department.

Blue security phone locations
(ALSO LISTED ON BUILDING MAP)

• Mullen Academic Center
• Murphy Residence Hall
• Besse Library
Crime Statistics and Crime Rates

In accordance with the Campus Security Act and the Higher Education Opportunity Act (HEOA), Ursuline College provides crime statistics, security, and emergency information to current and prospective students and employees.

The Annual Security Report and Annual Fire Safety Report are available on the Ursuline College website.

The Security Department serves as the “clearing house” in the gathering of crime data and judicial referrals from those with “significant responsibilities for students and campus activities.” Residence Life, Student Affairs, and the Pepper Pike Police are the other departments who report incidents of crime, and on a daily basis, all are in contact with Security. In addition, an annual report is requested from the Pepper Pike Police Department and Student Affairs. All gathered information is then compared to minimize multiple postings, and then incorporated in the following statistical tables.

Crime statistics are required for campus property, non-campus buildings and public property. Campus property is limited to the property owned by Ursuline College. The Ursuline Education Center (UEC) is served by the Ursuline College Security Department and the information below includes reports of the UEC, where available. The UEC is considered a non-campus property for this report as it is immediately adjacent to and accessible from campus buildings. In addition, portions of the building are used for educational purposes on occasion and the building can be used by students. Public property includes the area of Lander Road to the opposite side of the road adjacent to the College.

The Ursuline college Annual Security Report can be found at the following link:

TIMELY WARNINGS

Ursuline College’s Marketing Communications Department, in conjunction with Student Affairs and the Security Department, will make timely warning reports to the campus community regarding certain crimes and emergencies that represent a continuing threat to the campus community. The information will be distributed by electronic mail, voice-mail, and Ursuline College’s text message system, URSalert. This information may also be posted in public areas.

CRIME STATISTICS

MAIN CAMPUS:

A copy of Ursuline College’s Annual Security Report and Fire Safety Report are available on the Facilities & Security web pages of the Ursuline College website. The reports are provided to you in...
compliance with the Campus Securities Act commonly known as the Clery Act and the Higher Education Opportunity Act (HEOA).

The security report includes statistics for the previous three years concerning reported crimes that occurred on-campus, on-campus in residence halls, public property immediately adjacent to and accessible from the campus, and non-campus buildings. The report also includes institutional policies concerning campus security, such as policies concerning reporting crimes, access to buildings, policies concerning alcohol and drug use, policies concerning sexual assault, and other matters.

The fire safety report includes information on fires and fire alarms in student housing facilities. The report also includes institutional student housing policies concerning fire safety systems, policies on electrical appliances, open flames and smoking, procedures for student housing evacuations, training programs, reporting fires, and other matters.

Ursuline College’s Annual Security Report and Fire Safety Report are available by accessing the following website http://www.ursuline.edu/Campus_Resources/Facilities/Security/resources.html. You may obtain a paper copy of this report by contacting the Office of Student Affairs or the Security Department.

The Security Department is committed to maintaining a safe and secure environment for the entire community. However, safety and security is everyone’s responsibility. By practicing safety, using common sense, and taking advantage of the services offered by the Security Department, you can reduce risks and help to ensure a safe campus environment.

**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 is required to secure a permit for their vehicle. Effective August 2008 Parking Permits are issued for a four-year period.

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 and receive their parking permit.
2. For those registering late, please stop by the Student Service Center located in Mullen 203 to complete the auto registration form, which when completed can be exchanged for a parking permit.
3. Students are required to display the parking permit, preferably in the back glass on the passenger side of the vehicle.
4. Registration of vehicles should be done within the first week of classes.

Students who park their vehicle on campus yet fail to properly register their vehicle and display a permit are in violation of the parking policies and subject themselves to a $10 parking violation fine. 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 Director of Security (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 be leaking 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.

**Lost or Stolen Permits** A lost or stolen parking permit should be immediately reported to the Student Service Center. Anyone using a lost or stolen permit will be fined, lose their parking privileges, and be subject to judicial action.

**Revocation of Permits** The Director of Security reserves the right to revoke a permit and any associated privileges for persons who are determined to be chronic offenders of the parking regulations. If a student repeatedly violates the parking regulations, they may lose their parking privileges and be subject to judicial action.

**Visitors** Registered students are not eligible for visitor status. Visitor passes are available in the Student Service Center, at no charge, for bona fide visitors.

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 operated 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**

Fines may be paid at the Student Service Center. After 72 hours, fines are automatically assessed to the student’s account.

**Parking and Traffic Offenses** (Possible judicial processing, also - minimum fine $10)

- Failing to register vehicle
- Falsifying application information
- Tampering with or forging a permit
- 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 Director of Security (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 Director of Security.

Build community wherever you go. (5th Counsel)

SERVICES

ACCCOMMODATIONS FOR STUDENTS WITH DISABILITIES
(SEE URSA)

ALUMNAE ASSOCIATION/OFFICE OF ALUMNAE RELATIONS
The Alumnae Association is operated out of the Alumnae Office located in Mullen 238. Membership in the Alumnae Association is automatic for all graduates. This organization is the link between alumnae, Ursuline College, and its students. The Alumnae Association organizes a series of events and programs throughout the year in order to connect with the graduates as well as current students. There are many FUN ways to get involved with the Alumnae Association, even if you are not yet a graduate. These opportunities are open to all students. If you are interested, please contact us at 440.646.8375 or www.ursuline.edu/alumnae.

ATHLETICS
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 and volleyball teams will hold their home contests in the Jane and Lee Seidman Gymnasium. The women’s soccer, lacrosse, and softball programs will play their games on our outdoor fields. The tennis team will compete on our
six on-campus courts. The cross country, track & field, golf, swimming and bowling teams will practice and compete in various off-site locations.

The college calendar and athletic website has up to date information on all game times and locations for all eleven athletic teams. The coaches’ offices are located on the second floor of the athletic building in the St. Joseph’s Athletic Office Suite portion of the building and the Athletic Director’s Office is room number 213. The training room is on the first floor of the Sr. Diana Stano Athletic Center. The John P. Murphy Fitness Center is located on the first floor of the Athletic Center and is open to all faculty, staff and students of the college once they have signed a waiver with the Athletic Department Secretary.

Please feel free to visit any member of the Athletic Department and to attend the various athletic events on campus in our new facility! Go Arrows!

**ATM MACHINE**

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

**BOOKSTORE**

The Ursuline Bookstore, operated by the Follett Higher Education Group and located in the Pilla Center, carries textbooks, course supplies, Ursuline imprinted clothing and gift items, and convenience items. Standard operating hours during the academic year are:

- Monday through Thursday: 9:00 am - 6:00 pm
- Friday: 9:30 am - 3:00 pm
- Saturday: 10:00 am - 1:00 pm

Hours are adjusted over the summer and during breaks.

Faculty members are responsible for choosing textbooks, but prices of the books are determined by the publishers. Text material is arranged for self-service by department and course but the staff is available for assistance.

Books are returnable the 1st week of class ONLY with the original sales receipt. They must be in the same condition as originally purchased. If the shrink-wrap is broken or access codes opened, the text is not eligible for a refund. Refunds are payable in the same tender as was used at the time of purchase.

Books may also be purchased or rented (where applicable) online at [www.ursuline bkstr.com](http://www.ursuline bkstr.com). Books ordered on the website can be shipped directly to your home or held at the store for future pick up.

Any refunds after the first week of class MUST be accompanied by receipt and written proof of drop or withdrawal.

Payment for purchases may be made through personal checks to Ursuline Bookstore and through Master Card, Visa, Discover or American Express. Students eligible for financial aid may use those funds at the bookstore by obtaining a book voucher from the Student Service Center before coming to the store to purchase books.

**CAMPUS MINISTRY**

The Office of Campus Ministry is located in Mullen 120 across from the first-floor vending machines. The Mullen St. Angela Chapel is located at the North end of the Mullen Commuter Lounge. Catholic Mass is cele-
brated every Tuesday at 4:00 p.m. Sunday Mass is celebrated in Grace Hall at 9:15 p.m.

**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 worship, community prayer, and retreats; and through action by providing them opportunities for participation and leadership in community building, community service, and service learning, thus preparing students to succeed in life. Campus Ministry expects to provide enough opportunities for contemplation and social action so that each student will participate in at least one Campus Ministry activity while attending Ursuline College.

**Mission Statement**

The Office of Campus Ministry invites students, faculty and staff of Ursuline College to participate in a community of faith held together by prayer, sacrament, scripture, celebration, hospitality, and service. Inspired by the charisma of the Ursuline Sisters of Cleveland, the Office of Campus Ministry at Ursuline College seeks to serve the college community by providing opportunities for contemplation, justice, and compassion.

**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, and retreats.

**Justice**

Reflecting vibrant and challenging Catholic Social Teaching, the Office of Campus Ministry is dedicated to providing programming and experiences that help inform the individual conscience for making decisions regarding public policy, distribution of wealth and resources, and the transformation of society.

**Compassion**

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

While Ursuline College is a Catholic College, Campus Ministry respects the religious traditions of others and serves as a resource for all students. If you are in search of a non-Catholic worship community and need help finding one, please contact Campus Ministry at 440.646.8327.

**CARPOOL 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.

COMPUTER CLASSROOMS AND LAB
Computer classrooms are located 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.

For policies governing Acceptable Use of Information Systems at Ursuline College please see the College AUP (Acceptable Use Policy).

COUNSELING AND CAREER SERVICES
The mission of the Office of Counseling and Career Services is to educate Ursuline College’s diverse population, past and present, by providing the tools required to achieve personal and career success.

The Office of Counseling and Career Services exists to promote continuous holistic growth and learning based on the college core values as well as learning outcomes based on competencies expected of all Ursuline College graduates. We partner with students, administrators, faculty, staff, and the employment community to cultivate leaders; professional staff provides a variety of services to promote student development including career search strategies, resume preparation, access to employers, relevant programming as well as career and personal counseling. Students are strongly encouraged to obtain pre-professional experiences through participation in internships, mentoring, service-learning, undergraduate research, and taking advantage of numerous campus opportunities to inform both their professional and personal leadership growth and development.

Services provided by the Office of Counseling and Career Services include:
• Career Assessments (Myers-Briggs Type Indicator and Strong Interest Inventory)
• Academic Internships
• Assistance in preparing professional resumes and cover letters
• On-campus access to employers
• Electronic access to jobs and internships
• Career Mentoring
• Career Fairs
• Interview coaching
• Job Search advice
• Career Counseling
• Personal Counseling (private and confidential)
• Wellness

**Employers seek graduates who can:**
• Communicate effectively (verbally and in writing)
• Possess a strong work ethic
• Work well as a member of a team

Ursuline College graduates are historically well-prepared for the next step toward career success, whether it is in choosing a graduate program or a professional position. Our graduating students are hired at rates consistently far higher than the national average. The Office of Counseling and Career Services is located in the Student Affairs Center, Mullen 130. Regular office hours are from 8:30-5:00 from August through May and 8:30-4:30 in June and July, however, after-hour appointments are available and can be scheduled by contacting (440) 646-8322.

As part of the College’s philosophy of educating the whole person, it is important that members of the College community create a balance in all dimensions of life; physical, social, emotional, spiritual, intellectual and occupational. In addition to the Fitness Center located in the Sr. Diana Stano Athletic Building, the Office of Counseling and Career Services often sponsors programming aimed at addressing wellness issues and conducts the CORE Alcohol and Drug Survey every two years. Healthy eating options are available at the Pilla Dining Hall. Additionally, students may choose to be involved in a Wellness Action Group (SWAG), advised by Maureen Klein, Coordinator of Career Development. This opportunity for student leadership provides wellness programming and outreach to students throughout the academic year.

**DISABILITY (SEE URSA)**

**FITNESS CENTER**
The Fitness Center is located in the Sr. Diana Stano Athletic Building. The Policies for the Fitness Center are as follows:

**Fitness Center guidelines and regulations:**
• The facility is open **ONLY** to Ursuline College Students, Faculty & Staff. An access card must
be presented to use the fitness center. The fitness center is staffed by work-study students throughout the academic year.

- Fitness Center hours are posted on the door of the fitness center throughout the semester, with summer hours varying.

- 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.

- Please exercise care when using the Fitness Center. Any person who chooses to enter into or use the Fitness Center does so at his or her own risk.

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

FOCUS (SEE URSA)

FOOD SERVICE

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 (for 2013-14)

Monday - Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 a.m. - 10:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>(Full Breakfast)</td>
</tr>
<tr>
<td></td>
<td>10:00 a.m. - 11:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>(Continental)</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m. - 1:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>(Full Lunch)</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>(Light Lunch)</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30 p.m. - 6:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>(Full Dinner)</td>
</tr>
<tr>
<td></td>
<td>6:00 p.m. - 8:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>(Light Dinner)</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m. – 7:00 p.m. (Friday)</td>
</tr>
<tr>
<td></td>
<td>(Full Dinner)</td>
</tr>
</tbody>
</table>

Saturday

<table>
<thead>
<tr>
<th>Time</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Items Available</td>
<td>9:00-11:00 a.m.</td>
</tr>
<tr>
<td>Brunch</td>
<td>11:00 a.m. -1:00 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 p.m. - 6:30 p.m.</td>
</tr>
</tbody>
</table>

Sunday

<table>
<thead>
<tr>
<th>Time</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunch</td>
<td>11:00 a.m. - 1:00 p.m.</td>
</tr>
</tbody>
</table>
Dinner: 5:00 p.m. - 6:30 p.m.

**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.

**LIBRARY - RALPH M. BESSE LIBRARY**

440-449-4202 -- [www.ursuline.edu/library](http://www.ursuline.edu/library)
reference@ursuline.edu

**Library Hours**

Monday - Thursday ............................................................7:45 a.m. - 11:00 p.m.
Friday .................................................................7:45 a.m. - 7:00 p.m.
Saturday .............................................................10:00 a.m. - 7:00 p.m.
Sunday.................................1:00 p.m. - 11:00 p.m.

Please note that the lower level and second floor close 15 minutes before the rest of the library. All books must be checked out ten minutes before closing. Hours vary during vacations, holidays, and summer, and will be posted in advance on the library website.

**Specific Contacts**

Please feel free to contact the following staff areas as needed with questions or comments:

- Acquisitions/Technical Services ........................................440-646-6024
- Archives ............................................................................440-646-8181
- Circulation/Reserve Desk ...circulation@ursuline.edu........440-449-4202
- Director ............................................................................440-646-8184
- Interlibrary Loan ill@ursuline.edu.................................440-449-4202*
- Media Center .........................................................440-646-8182
- Reference Desk ...reference@ursuline.edu ..................440-646-8183*
- Secretary .....................................................................440-646-8184
- Stamp Room...................................................................440-646-8189

* Phones and e-mail staffed evenings and weekends

**Services**

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The library staff is available to assist students with their research and information needs in person and online. The Library website (www.ursuline.edu/library) serves as both the local and remote access point for the library’s online catalog and electronic resources, which encompass print book and tangible media holdings as well as ebooks, online journals and streaming audio and video content. Students can also order materials from other libraries via OhioLINK and SearchOhio. All these resources are searchable via UResearch, an all-in-one search tool on the library’s home page. Direct links to the online catalog, individual databases, and Journal Finder are also provided. Students can manage their library accounts online, including renewal of borrowed items. The library consists of over 135,000 bound volumes, 2500 curriculum volumes, and 46 current print periodical subscriptions. At this time we have more than 105,000 electronic books, 42,000 full text journal subscriptions, and 22,600 electronic videos.

There are comfortable lounge areas for reading or relaxing. The 9 student study rooms can be reserved for individual or group study. The Library has wi-fi throughout the building and has desktops, laptops and iPads for student use. Printers are available on all floors. The lower level “Cube” provides additional computer and study space. Library computers are loaded with general applications software and have high-speed Internet access. Computers require a student log-in.

**Policies**

Only registered students may check out, request or access all library resources. A student’s account must be kept clear (i.e. all overdue items returned and fines paid) to retain library privileges. Grades will be held and registration blocked at the end of each semester if a student’s account is not cleared. A valid Ursuline College I.D. may be used at OhioLINK libraries statewide and at many public libraries including the Cuyahoga County Public Library system.

The Ralph M. Besse Library abides by the Student Code of Conduct sanctions for dealing with patrons who misuse, damage, destroy, steal or attempt to steal library property.

You are welcome to enjoy covered drinks while in the library. A snack area with vending machines and an outdoor deck are available for eating while you are in the library.

**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 sights 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. Per 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. (See Children on Campus)

**Media Center**

440-646-8182

The Media Center is located on the lowest level of the Ralph M. Besse Library. Hours:

- Monday-Thursday ................................................................................ 8:00 a.m.- 6:00 p.m.
- Friday .................................................................................................... 8:00 a.m.-5:00 p.m.
- Saturday & Sunday ............................................................................. CLOSED

Arrangements may be made for viewing programs at other times.

The Media Center collection contains 8,600 multimedia programs, which are cataloged as part of the
library collection, and a collection of over 14,200 slides. All audio programs and many videos are now available for check-out. Ask the Media staff for details. The Media Center’s audio-visual equipment provides support to the faculty for classroom instruction. Media Center staff is available for technical assistance for using this equipment in the classrooms. For video recording requests, contact the Media Center Staff.

**Archives**

440-646-8181

**Hours:**

Monday .......................................................... 2:00 p.m. - 5:00 p.m.

Wednesday, Thursday .................................................. 8:30 a.m. - 12:00 p.m.

Special hours by appointment.

The Ursuline College Archives exist primarily to collect, organize, describe, make available, and preserve materials of historical, legal, fiscal, and/or administrative value to Ursuline College from its beginnings in the middle nineteenth century. Some of the material in the archives includes institutional, office, school, and department records, photographs, audiovisual materials, and publications.

The Ursuline College Archives welcomes anyone interested in the history of Ursuline College. The archivist can perform research requests for all faculty, staff, and students. Photocopies, photo duplication, and scanning services are available. Please contact the archives for more information.

**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 Student Services (MU203), the front desk of the Athletic Center, the front desk of the Pilla Center, the desk of the Art Therapy secretary, the library circulation desk, and by contacting Security (440-449-4204). There is also an electronic lost and found file in the public folders.

**MULTICULTURAL AFFAIRS - Office of INCLUSION, EQUITY AND Multicultural Affairs**

The Mission of the Office of Inclusion, Equity and Multicultural Affairs 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 ultimate 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 Director of Inclusion, Equity and Multicultural Affairs will work with the Vice President of Academic Affairs, Vice President of Enrollment Management and 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.

The Ursuline AIMS Peer Mentors acclimate selected new students to Ursuline College while advising students on how to be successful during their academic tenure. First-year students are paired with a sophomore, junior or senior mentor who will provide academic and social support during the first year. Mentors will provide early exposure to college resources and other relevant information. Contact the Office of Inclusion, Equity and Multicultural Affairs at 440.684.6085, or visit Mullen 130 for more information, for individual assistance, or to participate in these activities.

NURSING ROOM (FOR NURSING MOTHERS)
For any nursing mother in need, the College has provided a space on campus. It is BL 108 (in the library).

ATHLETIC CENTER
Located in the Sr. Diana Stano Athletic Center are the gymnasium, fitness center, the athletic director, and the coaches. Open hours for the Fitness Center are posted on the Fitness Center door.

PARKING
Parking registration is mandatory. Parking permits are issued at the 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 not park in the parking area in front of the Mullen Administration Building. This area has been designated for visitor and handicapped parking. Violators will be ticketed. (Please see Student Parking under Safety and Security for parking policies and violations.)

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

1. 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.

2. 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.

3. 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.

4. 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 SERVICES CENTER

The Student Service Center 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 - Thursday: 8:30 a.m. - 6:00 p.m.
- Friday: 8:30 a.m. - 5:00 p.m.
- Saturday - Sunday: CLOSED

Summer hours: (June 1st - July 31st)

- Monday - Thursday: 8:30 a.m. - 6:00 p.m.
- Friday: 8:30 a.m. - 4:30 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 US Mail, by phone or in person at the Student Service Center. Cash, check, MasterCard, Visa, American Express, and Discover are acceptable payment methods. The College offers both a four and 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. Please contact the Business Office (440-646-8310) to apply or for further information.

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. Deferent forms are available in the Student Service Center.

Statements are mailed each month for 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 can be picked up at the Student Service Center 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.

Check Cashing
Personal check cashing is available at the Student Service Center. There is a maximum personal check cashing of $20.00 per week. Any checks returned for insufficient funds will result in the loss of check cashing privileges and a $25.00 NSF fee will be assessed per occurrence.

**STUDENT SUCCESS OFFICE (SEE URSA)**

**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: 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 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).

**TUTORING ACADEMIC SUPPORT (SEE URSA)**

**URSA (Ursuline resources for success in academics) Student Success office**

The URSA Student Success Office in Mullen 306 provides general support to students as well as referrals them to other services the college offers. The office provides academic advising for students in the PAS program, students who are exploring majors or changing majors. The office coordinates the following programs: PAS (Program for Academic Success), LEAD (Leading to Excellence in the Academic Domain) for students who are the first in their family to attend college, R.A.I.S.E. (Realistic, Attentive, Interested, Sincere, Effortful) for students on academic probation, and UCoach, a program for students in the Arts and Sciences, Professional Studies, or undeclared. Other office services include early intervention, midterm warnings, alternative credit options, and Academic Orientation for all new and transfer students.

The Program for Academic Success (PAS) helps underprepared students succeed in college. PAS allows students to focus their attention on areas in which they need assistance. Courses are offered in science, math, reading comprehension and study skills, and college writing. Incoming students, particularly those who are conditionally admitted, may be required to enroll in specific classes. Students who place into more than one PAS course are required to concurrently enroll in a non-credit University Experience course which provides skill building in the areas of time management, note taking, and other academic success strategies. Grades of PA, PB, PC and D/NC and F/NC are given in the PAS classes. A temporary PAS GPA will be computed, and students who do not earn a 2.0 GPA are placed on academic probation at the College. After the first failure of a PAS course, the student must repeat the class at Ursuline. After a second failure of the same PAS course, the student may be academically dismissed from the College. PAS classes should be completed within the first 32 credit hours for full-time students and within the first sixteen hours for part-time students; students must complete the PAS prerequisite class before enrolling in the required class (i.e. MAT 099 must
bepassed before the student takes MAT 114).

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
For students with certain documented physical, psychological, or learning disabilities, accommoda-
tions in accordance with Section 504 of the Rehabilitation Act of 1973 are provided when requested. After students provide Academic Support and Disabilities Services with appropriate documentation, Academic Support and Disabilities Services Staff will work with the students to select reasonable accommodations. Academic Support and Disabilities Services will provide each student with letters for faculty listing the reasonable accommodations for that student. To continue receiving accommodations, students must meet with the Academic Support and Disabilities Services staff at the beginning of each semester.

For student use, private study carrels, computers, and educational software such as Read and Write and Gold are available in addition to recorders, calculators, and other devices. Special assistance is also available in Career Counseling.

If a faculty member or student wishes to appeal an academic probation, he or she must complete the Academic Accommodations Policy Board Form, available in the Office of Academic Affairs. The Policy Board will review the grievance in a timely manner. While the decision of the Policy Board cannot be appealed internally, a faculty member or a student may contact external agencies (e.g. Office of Civil Rights) for filing a formal grievance.

FOCUS
Also offered is the FOCUS program, a fee-paid comprehensive program for students with disa-
bilities and attention deficit disorder (ADD). 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 teaching students self-advocacy skills. For more information about any of these services, stop in Mullen 312 or call 440-449-2049. NOTE: The FOCUS program provides services that go above and beyond what is required by law for students with disabilities. All students with proper documentation of a disability are entitled to basic accommodations and auxiliary aids at no charge.

Academic Support
The Academic Support and Disabilities Services staff provides and coordinates professional tutorial assistance in biology, chemistry, math, study skills, reading comprehension, writing and other areas. One-on-one tutoring and small group sessions are offered. Students may sign up for tutoring on the bulletin board outside the Academic Support Center (ASC), located in Mullen 312 or call for an appointment at 440-449-2049. Tutors and their contact information are provided in the URSA hall of Mullen. Tutoring is provided at no additional charge.

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 volun-
tary. 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. (www.ursuline.edu/Campus_Resources/Facilities/ursalert.html) 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.

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. Additionally, the Gallery trains the senior art majors in installation design and presentation as preparation for the annual senior exhibit. The Gallery also presents, under the auspices of the Gallery Council, a yearly lecture series and events which further increase the educational aspects of the Gallery. Local, national, and international artists may present their work for consideration to the Gallery Director and the Gallery Council.

Wellness – SEE COUNSELING AND CAREER SERVICES
RESIDENCE LIFE HANDBOOK

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 similar to 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
To further enrich the college experience, Ursuline College staffs its residence halls with trained undergraduate students; a full-time live-in professional staff member 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 committed to helping each student benefit to
the fullest extent from the college experience.

2015-2016 RESIDENCE LIFE STAFF
Amy Lechko, Associate Dean of Student Affairs (ADS) ........................................ 440-646-8336
Gina DeMart-Kraus, Director of Residence Life (DRL) ........................................ 440-684-8334

Graduate Assistant:
Elizabeth Malloy .................................................................................................... 440-646-6082

Resident Assistants:
RA Office .................................................................................................................. 440-684-6082
RA cell phone ........................................................................................................... 440-221-2814
Jake Loughner, Grace 208 ....................................................................................... 440-720-3076
Sarah Rosso, Grace 229 .......................................................................................... 440-646-8335
Abby Collins, Grace 243 .......................................................................................... 440-646-8333
Jes Hicks, Grace 329 ............................................................................................... 440-646-8344
Sarah Kiefer, Grace 341 .......................................................................................... 440-684-6091
Anna Schumm, Murphy 207 ................................................................................... 440-646-8345
Autumn, Hepler, Murphy 307 ................................................................................... 440-646-8346

RESIDENCE HALL POLICIES AND PROCEDURES

ADDRESSING POLICY INFRINGEMENTS
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 the RA cell phone and do not text an RA using her/his personal cell phone number. 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. If you obtain the personal cell phone number of a resident assistant, please do not use that number to report policy violations. Inappropriate use of an RA’s personal cell phone number could result in judicial action.

Students are expected to be aware of all Residence Hall policies and procedures and should be familiar with the Ursuline 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 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.
• No person under age 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 in residence halls. Any guest under the age of 18 is not permitted overnight.

BATHROOMS

Bathrooms within residence halls are mostly communal. In order 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 (with the exception of facilities or residence hall staff for emergency and maintenance purposes). Personal items are not to be left within the bathroom areas. Students are expected to maintain a reasonable level of cleanliness in the community bathrooms and are asked to 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 should not be used to wash...
dishes, bowls, and silverware nor to dispose of food waste. Additionally, students are asked not to dye 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 hires 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 in order 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 fall, 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 DRL to stay later on closing day. Only timely requests may be honored without incurring the $50.00 penalty. In order to obtain permission to stay later, or to request to stay for some or all of the break period, students must contact the DRL in a reasonable amount of time; no 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.

- The residence halls close completely during Winter Break.

Leaving during finals
It is recommended that students move out of the residence halls twenty-four hours after their last final exam. 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 preparing for their final exams. Please refer to the Finals Week Conduct section.

Required Pre-Break/Break Closing Procedures
All residence hall occupants are required to complete all of the following Break Closing Procedures before leaving campus:
1. Unplug all appliances. Personal refrigerators only need to be unplugged for fall, winter and spring breaks. Kitchen refrigerators in Smith should remain plugged in for all College Breaks.
2. Empty all trash.
3. Close window completely.
4. Raise blinds, except any room on the first floor of the building.
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 student rooms after 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.
- During the visual inspection, the Residence Life staff is 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.

• Suspicions 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), if present during break room inspection, the student 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.

• 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 will be available for summer and holidays such as Easter and Thanksgiving. Break housing is not 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, with the exception of 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 in regard to 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.

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 hall 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. Residence Life is not responsible for packaging and/or mailing 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.

BUILDING SECURITY

All residence hall doors are locked for your security. Therefore, propping exit doors or fire exits is not permitted. Residents must not allow strangers to enter the residence halls and all guests must be escorted at all times. Those residents failing to escort guests or those who prop doors are subject to disciplinary action. If you are expecting a guest on campus, campus courtesy phones are located within the front entrances of each residence hall. Guests may call the student’s room only using the campus phone if the student has an active phone line in her room. Residents are strongly encouraged to wait for their guests within the lobby area. For the safety of your residence hall and its residents, the following safety guidelines should 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, or potpourri burners are a fire hazard; therefore, possession and use are prohibited in the residence halls.

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 fill out a Room Condition Form within 24 hours of occupying a room. This form, when countersigned by a member of the Residence Life Staff, 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 damages 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. 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 any and all damages (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 use of a disinfectant (i.e. Lysol). The infectious nature of specific urine and vomit body fluids is questionable. Clean up by the person causing the release supposes that they are already impacted by the released fluid.

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 Enrollment Management and Student Affairs at (440) 646-8320. From 7:00 a.m. to 3:00 p.m. contact the housekeeping staff in the residence hall.

• 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
Mops and brooms are available for use by the residents in all three 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. Smith residents are expected to remove their own trash and take to designated trash rooms on each floor. Toilet paper is left outside each occupied suite on a weekly schedule, however, if occupants need additional toilet paper, or need shower spray, residents can submit a request through the college work order system.

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. If there is no paper for the printer, 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 helpdesk@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 midnight and 9:00 a.m.

COMPUTER: WIRELESS CONNECTION IN THE RESIDENCE HALLS
Wireless access points are located in every other resident room in Grace and Murphy halls and every other suite in Smith Hall. Students can connect to Wi-Fi 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 helpdesk@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 the 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 a 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

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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**

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. 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 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 to make requested repairs if the student has previously given the Maintenance/Housekeeping permission to enter. Students grant permission to enter when they inform their Resident Assistant, DRL or Maintenance/Housekeeping of a maintenance request and through 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 in order 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. A written notice will be left for the occupant(s) if entry is necessary while no one is in the room.

**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 immedi-
ate 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**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 a.m. - 10:00 a.m. (Full Breakfast)</td>
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<tr>
<td>Time</td>
<td>Meal Type</td>
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<tr>
<td>10:00 a.m.</td>
<td>Continental</td>
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<tr>
<td>11:00 a.m.</td>
<td>(Continental)</td>
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<tr>
<td>Lunch:</td>
<td>Full Lunch</td>
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<tr>
<td>1:30 p.m.</td>
<td>(Full Lunch)</td>
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<tr>
<td>4:30 p.m.</td>
<td>(Light Lunch)</td>
</tr>
<tr>
<td>Dinner:</td>
<td>Full Dinner</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>(Full Dinner)</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>(Light Dinner)</td>
</tr>
<tr>
<td><strong>Saturday-Sunday</strong></td>
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<tr>
<td>Brunch only:</td>
<td>11:00 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td>Dinner:</td>
<td>5:00 p.m. - 6:30 p.m.</td>
</tr>
</tbody>
</table>

*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.*

**GUESTS-OVERNIGHT**

Students may have an overnight guest for no more than three (3) consecutive nights, and as long as it does not constitute a regular pattern (i.e. a person staying every Thursday or every weekend). Guests of the opposite gender are not permitted overnight. The presence of the guest must not create an inconvenience for roommates, hall mates, or otherwise interfere with residence hall life. Reasonable privacy takes precedence over the privilege of entertaining a guest. All guests visiting or staying overnight are expected to observe all College rules and regulations. **Students must escort their guest(s) at all times and students are responsible for the behavior and for any damage done by their guests.**

**Minor Guests**

Students who are hosting guests under the age of 12 must take extra care in supervision of their guests. **Guests under the age of 18 are not permitted overnight.** Minors must not be allowed to run in the hallways and should be attended at all times. If the hosting of minor guests disturbs other members of the hall or one’s roommate, the issue will be addressed with the resident.

**Bad Weather Accommodations for Ursuline College Commuters**

Commuters who need to stay on campus because of bad weather or car trouble should call a member of the Residence Life Staff for information regarding available accommodations. Prior to 5:00 p.m. a student can call the DRL at (440) 646-8334. After 5:00 p.m., call the RA cell phone at (440) 221-2814.

**Admissions Overnight Guests**

Several times a semester the Admissions Office of Ursuline College hosts an overnight program for prospective students. We encourage you to make the students feel at home. Admissions Overnight Guests are not permitted to have any visitors during their stay on campus.

**HARASSMENT**

Please see the College Policies section.
HOUSING ACCOMMODATIONS DUE TO MEDICAL, PSYCHOLOGICAL OR DISABILITY REASONS

In order to evaluate how we can best meet your needs, we require specific information from both you and your health care 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 Request for Housing Accommodations Form, sign it, and return the completed packet to the Academic Support and Disabilities Services Department.

Note: Housing Accommodations are provided on a case-by-case basis due to documented disabilities and medical conditions. To qualify as an ADA covered disability, the student must have a current condition that substantially limits a major life activity, and the accommodation must be necessary and reasonable. A diagnosis, in and of itself, does not automatically qualify for accommodations. To receive special housing consideration for medical conditions not covered by the ADA, 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.

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/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 which will also serve to gain access into the residence hall building. 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 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 Student Services/One Stop, 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.

• 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) to receive a temporary access card. Students are expected to get a replacement ID and return the temporary access card within in 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**

Each residence hall has a laundry facilities with coin-operated washers and dryers. The cost is $1.00 for washers and $.75 for dryers in all three residence halls. If you lose money in any of the laundry machines, please notify the DRL for reimbursement. For problems with the laundry machines, please contact the RA on duty or the DRL and a service request will be submitted to the laundry company.

**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 lockout 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 isn’t 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 allow students to bring or construct their own lofts in their residence hall rooms.

LOSS OF STUDENT ID/MEAL CARD

Ursuline College utilizes the One Card System. 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.

If you lose a meal card, you should go directly to the Student Service Center (One-Stop) 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. Food Service will report the card lost and it will be IMMEDIATELY deactivated. Following the meal, the student will be unable to eat at the dining facility.
until their card is replaced.

If you are unable to attend a meal due to illness or classes, arrangements for To-Go meals can be made. You MUST make prior arrangements with the Food Service Director to obtain a To-Go meal on an on-going basis.

LOUNGES
The residence hall lounges are provided only for the use of residents and their guests. Occasionally, small meetings may be held in the lounges if a resident of the hall is present at the meeting and is responsible for the arrangements. Reservations to use the lounges should be made in advance with the DRL. Recognized student organizations can reserve the lounge facilities for meetings in Grace Hall through the DRL.

It is the responsibility of the residents to clean the lounges after use. 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. All College and applicable local, state and federal rules and regulations apply to the use of lounges and other residence hall areas.

MAIL SERVICES
U.S. and campus mail is 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 email the student. Assigned Ursuline College email addresses are used for notification that a package has arrived for the student. All packages will be delivered to and picked up from the Mullen mailroom. There are US mail drop off points in Grace and Mullen Halls. Campus Mail does not require postage. Be sure to write “Campus Mail” below the name of the addressee.

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 /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 know where you are going and when you expect to be back. Likewise, we would 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 close 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 in effect at all times; 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

Ursuline College administers its policies of admission and all programs, services and activities in a nondiscriminatory manner. No student will be denied educational services, access to programs or participation in activities because of race, color, religion, age, gender, national or ethnic origin, or disability.
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 fish bowl (2.5 gallons or less, no motor, no filter). Fish bowls 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 fish bowls up to the amount 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).

PREGNANCY
Any resident who becomes pregnant while living in the residence halls should promptly inform the DRL. Pregnant residents who are under the care of a physician and who are not classified as high risk will be permitted to continue living in the residence halls until two (2) weeks before the anticipated delivery date. Pregnant residents that are deemed high risk will not be permitted to remain in the residence halls. Please be aware that minor children are not permitted to reside in the residence halls.

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
Moving furniture from a public area deprives others of its use. Furniture and accessories 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 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.

PUBLIC RESTROOMS
Public restrooms are available on the first floor of all three residence halls.

RESIDENCE HALL COUNCIL
All residents are members of 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 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. Student 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 student housing or housing for underage children.

Murphy and Grace Halls are designated for undergraduate housing. Smith Hall is for upperclassmen 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 in order 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). In order 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 identify-
ing 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 any and 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
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 be kept in the windows at all times.
- 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 particular 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) in order 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 particular 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 considered to be 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 is 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 be closed and locked at all times.
• 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-lighted path.
• Guests of residential students must be escorted in the residence halls at all times.
• 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 know where you are going and when you expect to be back. Likewise, we would 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. The cable package provided is for basic cable only and will not accommodate digital cable or high-speed internet 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 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 drink 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

Ursuline College asks that residents respect their roommate and/or floor mates and adhere to the following visitation policy. Please note that a “guest” is defined as any individual that is not an assigned resident of one of the three residence halls; Grace, Murphy or Smith. Per the Ursuline core value of “Respect for the Individual”, it is expected that residents will take full responsibility for their guest(s) and should be mindful that their guest(s) not impose any undue disruption to one’s roommate, floor mates or any member(s) of the residence hall community in general.

Grace, Murphy and Smith Halls

Sunday through Thursday 10:00 a.m. - Midnight
Friday and Saturday 10:00 a.m. - 2:00 a.m.

Additional Visitation Guidelines in the Residence Halls

• Guests of the opposite sex may not spend the night in any residence hall.
Residents of Grace Hall have 24 hours access to Grace and Murphy Halls only.

Residents of Smith Hall have 24 hours access to Smith and Grace Halls only.

**Guests must be escorted by their resident host at all times. Residents are responsible for the actions of, and any damage caused by their guests.** All visitation/guest policies are applicable to parents as well. Violations of the visitation policy are subject to disciplinary action.

**WASTE DISPOSAL**

Residents are responsible for the disposal of room waste into appropriate waste containers in the residence hall. 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 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 Hear-
ing 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 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.

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**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 amount 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
STUDENT ACTIVITIES

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 (associate or honorary members could include faculty, staff, administrators, trustees and alumnae/i) 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 judged 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 of 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 in order 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.
Associate or honorary memberships may be extended to alumnae/i, administrators, trustees, faculty, or staff members of the College; however, these members are not eligible for voting rights or leadership roles in the organization. This is to ensure that student organizations are being directed by students. Exceptions to this rule must be approved by COSO prior to registration being granted.

**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.
   - Permits 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 Fair/Quad Bash
• 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 Director 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 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.

STATEMENT OF NON-DISCRIMINATION

Student organization constitutions or other organizational documents may not include discriminatory clauses pertaining to race, religion, age, gender, color, veteran status, national origin or disability.

No student or student organization at Ursuline College should take any action or present any oral or written statements that defame another’s character, dignity, religion, race, nationality, or sexual orientation.

STUDENT BULLETIN BOARD POSTING POLICY (APPROVED 8/13/08)

• Postings by students (whether related to Student Organization sponsored postings, other activities, or personal postings) must be approved and stamped by the Office of Student Activities in MU130.

• Postings may only be placed in designated areas. There are 17 locations available for general postings. Student Bulletin Boards can be identified by Student Bulletin Board Posting Policy located in the bottom right hand corner of the bulletin board. A Community Board is available in Pilla located near the North West entrance (entrance facing Daley Hall) to learn about activities, opportunities, items or housing for sale or rent. Items on the Community Board must have a stamp approval by the Office of Student Activities 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 Student Activities. The expiration date may either be stamped onto the fliers by Student Activities prior to photocopying or it must be clearly marked on all fliers in the lower right hand corner prior to stamping.

• 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 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. Banner supplies are located in the Resource Closet across from the Student Affairs Center. 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 Student Activities.
• 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 of 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 three days prior to posting request.

Bulletin Boards

Pilla
• 1st Floor
  1. 8x4 The Community Board located in northwest entrance
  2. 4x4 across from the Community board
  3. On the kiosk near the Reception Desk (when available)
• 2nd Floor
  4. 4x4 outside the elevator
  5. 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
  7. 4x4 at the north entrance, through the doorway by the glass case
  8. 6x4 across from Dauby 101 Lecture Hall
• 2nd Floor
• 9. 6x4 near room 207

Mullen
• 1st Floor
• 10. 8x4 on wall across from Campus Ministry
• 11. 6x4 on the blue wall in the hallway by Little Theater
• 12. 4x4 Across from the elevator
• 2nd Floor
• 13. 6x4 across from the lounge area by 213 and 214
• 3rd floor
• 14. 4x4 between the elevator and the stairwell
• 15. 6x4 across from the lounge area by 313 and 314
• 16. Across from MU317

Fritzsche
• 17. 6x4 on the landing of the stairs leading up to Daley- right wall

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 ORGANIZATIONS

The following student organizations are registered for the 2014-2015 academic year.

Some organizations will choose officers in the fall. Advisors have been listed so that you may contact them if you are interested in getting involved in the activity; however, the organizations will be actively recruiting members and posting their meeting times around campus.

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 Associate Dean 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.
### Allies / Advisor: Joann Piotrkowski (x8327)

The purpose of Allies 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.

### Anime Club / Advisor: Stephanie Pratt McRoberts (x8119)

Anime Club’s purpose is to bring together people with an interest in anime and Japanese culture in a fun and inclusive environment.

### American Society of Interior Designers: ASID, Student Chapter / Advisor: Joanne Sinkarsin

The American Society of Interior Designers, Student Chapter (ASID) at Ursuline College enables the student interested in interior design to become a member of this professional organization and to advance in status upon graduation.

The American Society of Interior Designers is the oldest and largest professional organization for interior designers with the largest residential and commercial membership with more than 30,000 members. ASID establishes common identity for professionals and businesses in the field of interior design.

### Commuter Student Organization: CSO / Advisor: Joann Piotrkowski (x8327)

The purpose of CSO is to provide commuter students with the opportunity to 1) get to know other students; 2) get involved in on-campus and off-campus activities; 3) voice their opinions and recommendations about matters of commuting to campus; 4) help others in need through community service. CSO also hosts monthly commuter luncheons.

### Dancing Arrows / Advisor: Emily Smith (x6107)

Dancing Arrows is a voluntary organization open to any interested Ursuline student. The purpose of this organization is to create opportunity for members to become involved through teamwork and collaboration at campus events. The Dancing Arrows practice weekly and perform at specific events.

### Diversity Board / Advisor: Tina Roan Lining (x6085) and Shannon Tate (x6012)

The Diversity Board strives to encourage the campus community to (1) recognize, accept, and affirm differences and similarities among people and (2) challenge oppression and
structural as well as procedural inequities that exist in society through educational pro-
gramming, fundraising, and community service

**Drama Workshop / Advisor: Jenny Dunegan**

The Drama Workshop is responsible for bringing all aspects of theatre to Ursuline Col-
lege through trips, workshops, and retreats. The Drama Club puts on a play every spring for the entire campus in the Mullen Little Theatre.

**Fashion Focus / Advisor: Susan Powers (x8142)**

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 a number of 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 / Advisor: Samantha Syracuse /x8354**

Ursuline’s fine arts annual is published every spring. Students, faculty, and staff are encouraged to contribute fiction, poetry, plays, autobiographical sketches, essays, re-
views, 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 As-
sociation (ASPA) for 14 of the last 15 years. Inscape has earned the Most Outstanding Col-
lege Literary Arts Magazine Award four times as well.

**Programming Board: PB Advisors: Director of Student Activities, Tiffany Wallace (x8325) and Graduate Assistant, Zachery Boyer (x6122)**

The purpose of the Programming Board is to promote unity among U.C. students and create an exciting campus environment by providing all inclusive entertaining activities For Students. By Students.

**Public Relations Student Society of America: PRSSA / Advisor: Laura Hammel (x8145)**

The purpose of the Public Relations Student Society of America (PRSSA) is to cultivate a favorable and mutually advantageous relationship between students and professional public relations practitioners. The student society aims to foster the following: an understanding of current theories and procedures of the profession, appreciation of the highest ethical ideals and principles, awareness of an appropriate professional attitude and appreciation of Associate Membership in PRSSA and eventually accredited membership.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Advisor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall Council: RHC</td>
<td>Gina DeMart-Kraus (x8334)</td>
<td>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.</td>
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<tr>
<td>Sister Dorothy Kazel Club for Systematic Change</td>
<td>Sr. Diane Therese Pinchot (x6092)</td>
<td>The Sr. Dorothy Kazel Club honors the ministry and memory of Ursuline Sr. Dorothy Kazel, who lost her life in 1980 during her work in Central America. The mission of the organization bearing her name is to work toward systemic change by taking action on relevant issues affecting those most often marginalized in society. It strives to make a difference through works of prayer and advocacy; particularly through active mediation, strategic communication and political dialogue.</td>
</tr>
<tr>
<td>Social Work Organization: SWO</td>
<td>Sr. Kathleen Cooney (x8157)</td>
<td>This organization would like to engage social work majors (and other interested students) in the following: 1) organized community service projects; 2) social gatherings to build relationships; 3) informational seminars related to the social work profession and 4) College wide community projects or information sharing programs.</td>
</tr>
<tr>
<td>Student Arts Organization for Peace and Justice</td>
<td>Sr. Diane Therese Pinchot (x6092)</td>
<td>The Student Arts Organization acts regarding matters that revolve around the College Mission Statement. It responds to justice issues and to those who are voiceless and need the arts to give voice. It acts according to the needs of the people in the group and to the needs of the society and community around us.</td>
</tr>
<tr>
<td>Students for the Ethical Treatment of Animals: SETA</td>
<td>George Matejka (x8393)</td>
<td>Students for the Ethical Treatment of Animals seeks to advocate for the ethical treatment of animals. This group is open to all Ursuline College students, faculty, and staff interested in promoting the goals of the organization.</td>
</tr>
</tbody>
</table>
Student Government Association: SGA / Advisor: Tiffany Wallace (x8325) and Graduate Assistant, T.J. Vance (x6122)

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; (5) and to promote intercollegiate collaboration.

Student Historic Preservation Association: SHPA / Advisor: Bari Stith

The purpose of Student Historic Preservation Association is provide prospective preservationists an understanding of the profession; to provide for a united student voice in matters affecting their profession; to influence the conditions under which prospective preservationists are prepared; to advance the interests and welfare of students preparing for a career in historic preservation; and to stimulate the highest ideal of professional ethics, standards, and attitudes.

Students in Free Enterprise: SIFE / Advisor: Barbara Good (x-6075)

SIFE is an international non-profit organization that works with leaders and institutions of higher education to help college students make a difference in their community and develop skills to become responsible business leaders. The mission of SIFE is to bring together the top leaders of today and tomorrow to create a better, more sustainable world today through the power of business (www.sife.org).

Student Nurses of Ursuline College: SNUC / Advisor(s): Gina Prosser (x6057) and Rebecca Mitchell (x8173)

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.
Students of Science / Advisor: Dr. Glenn Hanniford (x8159)

The Students of Science (SOS) organization provides for the particular needs of students seeking careers in the science and health care fields. The group provides a forum for obtaining information regarding admissions to professional and graduate schools as well as opportunities to explore other careers in science and medicine. There are opportunities to participate in field trips, fundraisers, and speakers that come and talk on topics related to the science and health care communities of today. This group seeks to help students move from undergraduate studies to higher educational goals and professional careers.

U-Earth Ursuline Endless Art Healing / Advisor: Jennifer Schwartz Wright (x7030)

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.

Up ‘Til Dawn / Advisor: Joann Piotrkowski (x8327)

Up ‘Til Dawn is a student led, student run fundraising program. Under the leadership of a campus executive board, student teams participate in a variety of fundraising activities while also learning more about St. Jude patients and the mission of the hospital. Membership is open to all Ursuline College students.

Ursuline College Math Club / Advisor: Rosemarie Emanuele (x8154)

This organization exists to promote understanding and enjoyment of mathematics at Ursuline College. Membership is open to all Ursuline College students.

Ursuline College Women’s Circle / Advisor: Amy Lechko (x8336)

Ursuline College Women’s Circle provides resources and support to empower women to make healthy and positive choices for themselves. Women’s Circle provides opportunities for women to meet those who enjoy discussing issues related to feminism, gender roles, empowerment, and equality through special speakers, films and monthly meetings. Women’s Circle also provides community service opportunities connected with helping young women develop positive self-esteem and confidence. This student organization helps to educate, inspire, and enlighten women who attend about feminist issues such as under representation in the United States Government, discrimination in the workforce, how women are portrayed in the media, and lack of opportunities for women in other countries.
You have more need to serve others, than they have to be served. (1st Counsel)

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.

The current Student Government Association Constitution may be found on the Ursuline College website at:

http://www.ursuline.edu/Student_Life/Student_Activities/student_government.htm

URSULINE ACCELERATED PROGRAM (UCAP) POLICIES

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 four or two hours of missed class time.

C. The student’s final course grade may be lowered up to one full letter grade. In addition, if a stu-
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.
C) Test/Quiz time may not be made up.
D) Make-up work for class time missed may be required.
Generally, tardiness beyond 30 minutes will be considered an absence and the UCAP attendance 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 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 another 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 prerequisite(s) wherever listed. Until a prerequisite equivalent is established, the student will be unable to register for the class. 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 pre-
vent 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 of the courses listed on his/her degree plan required for graduation. The student who petitions for a prerequisite waiver must be able to provide document-ed 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 factual 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.

**UCAP Statement of Understanding**

At the start of each 5, 8 or 10-week class, the UCAP student is asked to complete a “Statement of Understanding.” This form verifies that the student has read the course module and syllabus. In addition, the statement confirms the student’s understanding of the purpose of the course, the contents of the syllabus, module, course assignments, and course expectations.
EMERGENCY PHONE NUMBERS AND REPORTING INCIDENTS

See the following page.

Intimidation
If you believe you’ve observed or experienced any of the above actions taken against you or someone in the community, please report it. The actions of those who commit them may pose a risk to the safety and welfare of both a class of individuals, as well as the individual targeted. Ursuline College is committed to maintaining an atmosphere in which diversity is appreciated. At Ursuline, race, religion, age, gender, national or ethnic origin, veteran status, or disability of each member of the College community is respected.

If you believe you’ve observed or experienced an incident, report it by contacting one of the following offices for guidance and support:

Counseling and Career Services  440 646 8322
V.P. for Enrollment Management & Student Affairs  440 646 8108
Associate Dean of Students  440 646 8320
Vice President for Academic Affairs  440 646 8107
Graduate Studies  440 646 8120
Residence Life  440 646 8334
Campus Ministry  440 646 8327
Human Resources  440 646 8316
Assistant Dean of Inclusion, Equity and Multicultural Affairs  440 684 6085
UCAP  440 684 6130

If an emergency occurs on campus, of either a medical or
security nature (dealing with destruction of College property, building, intruders, etc.), students should call 911 and then call the Campus Security Office (x4204). If dialing from a campus phone, you must dial 9-911. All emergencies will be reported to the appropriate Vice President and will be investigated.

Security  
x4204 or 440 221 9025