

Ursuline

VALUES • VOICE • VISION

Ursuline College 2011/2012

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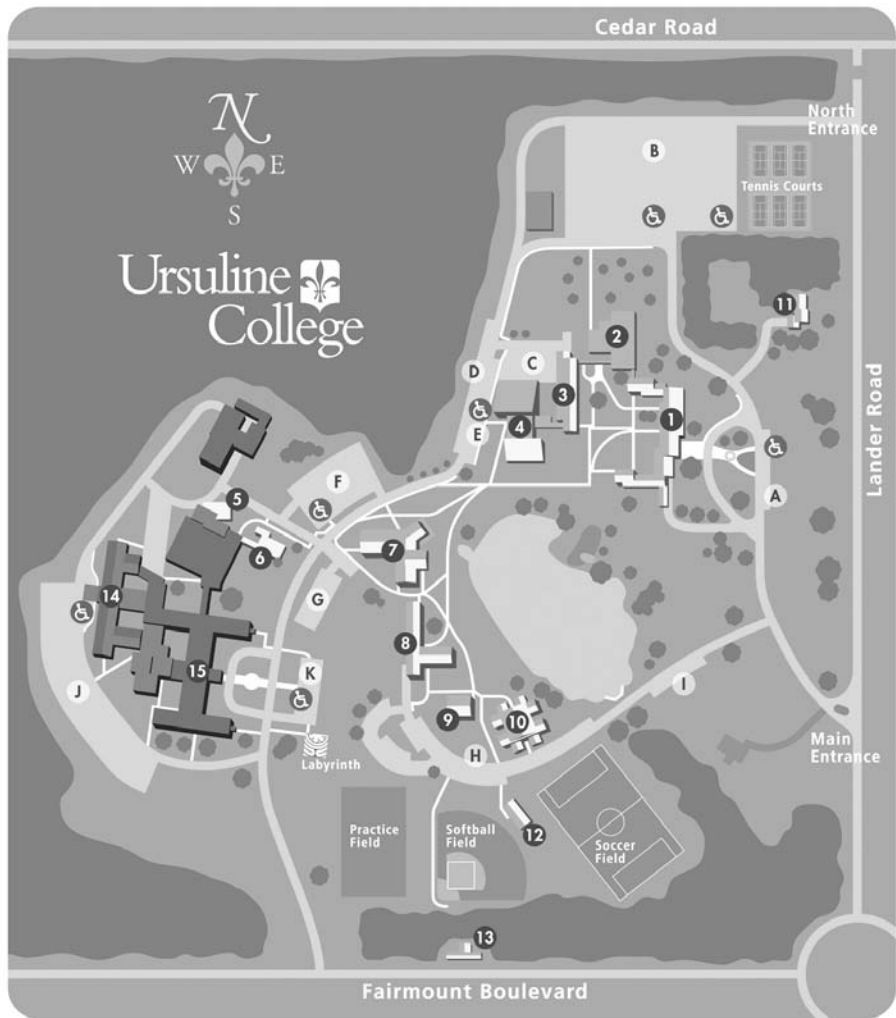
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Cover Photo : Stephanie Pratt, Ursuline College Student



BUILDINGS

- **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 Fac/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).



VALUES·VOICE·VISION

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VALUES. VOICE. VISION.

The three words listed above best describe Ursuline College. As a Catholic college based in the liberal arts and focusing on the learning needs of women, Ursuline College welcomes all students into an academically challenging and values-based environment. Our goal is to provide you with transformative experiences that direct you to achieve greatness in your life. Our uniqueness as a Catholic, Ursuline and women-centered environment assists you to attain professional excellence, lifelong learning and personal wisdom. This unique learning environment includes opportunities to develop your roles of leadership and service in the local as well as global communities.

Since 1871, Ursuline College has provided a first-rate education within an environment that allows for thoughtful reflection, emphasizes the individual, creates a sense of community, and provides flexibility in meeting the needs of a diverse student population. While meeting the learning needs of women, Ursuline College also welcomes all students to participate in this unique learning environment. An inclusive sense of community affords you opportunities to examine a more global perspective on life and learning.

Education is a way to realize your goals and reach for greater avenues of success. This is an exciting time for you and we welcome you as part of our learning community. At Ursuline you will be asked to be creative, to think critically, and to collaborate with others. In addition, we will encourage you to develop and use your voice, to clarify your values, and to create a future vision for yourself as well as society.

Ursuline College will continue to challenge you through demanding academic programs focused on your development as a competent and caring individual who will take responsibility for transforming society into a more just and peaceful world. Our goal is to help you succeed in life; therefore, your success is important to us. Join with us as we journey together into an exciting future filled with possibilities.

Welcome to Ursuline College!
Sister Diana Stano, O.S.U., Ph.D.
President



*Carry on steadfastly and faithfully the work you have undertaken.
(Introduction to the Counsels of St. Angela, foundress of the Ursuline Sisters)*

URSULINE COLLEGE OUR HERITAGE AND VISION

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

- Focus on Students
 - 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
- *Commitment to 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 for the Individual*
 - Demonstrate dignity and respect for others
 - 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 your 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 and deepen their intellectual and spiritual life.

PHILOSOPHY

Ursuline College helps students 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, Ursuline helps students search for wisdom within the context of theology and philosophy, the fine arts and humanities, and the natural and social sciences. The College's 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 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.

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 Annunciation Beaumont in 1871 obtained a charter from the state to establish the first women's college in Ohio and to "confer all such degrees and honors as are conferred by colleges and universities in the United States". Begun as an undergraduate institution for young women, the college has maintained its emphasis on the baccalaureate degree but has 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. Loyal 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

President's Council

Sr. Diana Stano, O.S.U., Ph.D	President
JoAnne Podis, Ph.D.	Vice President for Academic Affairs
Thandabantu B. Maceo, B.S.	Vice President of Enrollment Management
Deanne W. Hurley, M.S.	Vice President of Student Affairs, Dean of Students
Kevin L. Gladstone, B.A.	Vice President for Institutional Advancement
David S. Steiner, B.A.	Vice President and CFO
June Gracyk, M.B.A.	Vice President for Facilities

Academic Affairs	JoAnne Podis, Ph.D., Vice-President	Mullen 322	646-8107
Academic Services	Sr. Patricia McCaffrey, OSU, Ed.D.	Mullen 336	684-6069
Admissions	Mathew McCaffrey, Director	Mullen 219A	449-4203
	Melissa L. Waclawick, Director of Graduate Admission	Mullen 211	646-8146
Alumnae Relations	Tiffany Mushrush Mentzer, Director	Mullen 238A	646-8370
Athletic Department	Cindy McKnight, Athletic Director	O'Brien Athletic Center	684-6102
Campus Ministry	Joann Piotrkowski, Director	Mullen 120	646-8327

Computer Information Services	Donna Trivison, Ph.D., Director	Mullen, 1st Floor	449-4471
Counseling and Career Services	Gerri Sullivan, Director	Mullen 130B	646-8324
Development	Pat Riley, Director	Mullen 241	684-6022
Enrollment Management	Thandabantu B. Maceo, Vice-President	Mullen 218	646-8108
Facilities Services	Jim Simonson, Facilities Manager	Maintenance Office	646-8303
Facility Rentals	Pamela Hasan	Mullen 229	684-6029
Financial Affairs	David S. Steiner, Vice-President & CFO	Mullen 232	646-8302
Financial Aid	Tim Reardon, Controller	Mullen 233A	646-8312
	Mary Lynn Perri, Director	Mullen 205	646-8309
	Angela Sandi, Associate Director	Mullen 204	646-8309
	Jennifer Kessler, Financial Aid Counselor	Mullen 204B	646-8331
Human Resources	Rhonda Austin, Assistant Director	Mullen 204B	646-8307
	Kelli Knaus, Director	Mullen 235	646-8316
Institutional Advancement	Kevin L. Gladstone, Vice- President	Mullen 242	646-8355
Institutional Research	Diane Petruccio, Director	Mullen 217	646-8390
Library (Ralph M. Besse)	Betsey Belkin, Director	Library	646-8184
Marketing Communications	Angela DelPrete, Director	Mullen 236	646-8371
Media Center	Suzanna Schroeder-Green	Library, Lower Level	646-8178
Multicultural Affairs	Tina Roan Lining, Director	Mullen 130E	684-6085
President	Sr. Diana Stano, O.S.U.	Mullen 244	646-8101
	Sr. Anna Margaret Gilbride, O.S.U.	Mullen 224	646-8104
	Assistant to the President		
Registrar's Office	Leah Sullivan, Registrar	Mullen 202A	646-8126
Residence Life	Amy Lechko, Director	Mullen 130D	646-8336
	Gina DeMart-Kraus, Assistant Director	Grace Hall 132	646-8334
Safety & Security	Jim Krzywicki, Manager	Maintenance Bldg.	684-6119
Security			449-4204
College Psychologist	Anita Culbertson, Psy.D.	Mullen 317	646-8323
Student Service Center	open, Student Representative	Mullen 203	646-8309
	Emily Sajewski, Student Representative		

Student Affairs	Deanne W. Hurley, Vice-President	Mullen 206	646-8320
	Claudine Grunenwald Kirschner, Director Student Development, Leadership	Mullen 130G	449-2638
Student Activities	Tiffany Washington, Director	Mullen 130G	449-2638
UCAP (Ursuline College Accelerated Degree Program)			
	Anne L. Lukas, J.D., Executive Director	PC 205	684-6129
	Anne Murphy Brown, J.D., Director of Legal Studies	PC 219	449-5403
	open, Assistant Director of Operations, UCAP	PC 203	684-6131
	Karen Gajewski, Admissions Specialist	PC 208	449-5296
	Denise McKenna, Admissions Specialist	PC 202	684-6039
	Dorothy McCombs, Academic Advisor	PC 206	684-6103
	Laurel Yuratovac, Academic Advisor & Logistics Coordinator	PC 204	449-5354
	Katie Cirincione, Legal Studies Assistant	PC 219	646-8360
URSA Ursuline Resources for Success in Academics			
	Sr. Virginia DeVinne, O.S.U., Associate Director	Mullen 306	684-6018
	Sr. Ann Kelly, O.S.U., Academic Advisor	Mullen 306	646-8398
	Eileen D. Kohut, Director	Mullen 312	646-8123
	open, LD Specialist	Mullen 316	449-2046
	Dyann Whaley, Coordinator Academic Advising	Mullen 306	684-6080
	Eileen Turoff, English/Writing Specialist	Mullen 312	449-2049
	Deb Blackley, Biology Tutor	Dauby	449-3036
Ursuline Studies			
	Beth Johnson, Ph.D., Director	Mullen 318	646-8112
Wasmer Gallery			
	Frank Frate, Director	Wasmer Gallery	646-8121

DIRECTORY OF THE FACULTY (FULL TIME)

Deans

Arts & Sciences	Beth Kavran, D.D.S., Interim Dean	MU 335	646-8111
Breen School of Nursing	Christine Wynd, Ph.D., RN	MU 349	646-8166
Graduate Studies	Debra L. Fleming, D.B.A., M.B.A., C.P.A., Dean	MU 302B	646-8120
Professional Studies	Debra L. Fleming, D.B.A., M.B.A., C.P.A., Dean	MU302B	646-8120
UCAP	Anne Lukas, J.D., Director	PC 205	684-6129

Faculty

	Janet Baker, D.N.P., Nursing	Smith Hall 130C	646-8172
	Dorothy Ann Blatnica, S.C., Ph.D., Religious Studies	BL 234	646-8196
	Anne Murphy Brown, J.D., Legal Studies	PC 219	449-5403
	Kathleen Burke, O.S.U., Ph.D., Art Therapy	Fritzsche	646-8139
	Marilynn Butler, Ph.D., Business	PC 218	449-5426
	Anthony Cafarelli, Ph.D., Business	MU 330	646-8134
	Mary Jo Cherry, Ph.D., Education	BL 014	646-8147

James Connell, Ph.D. Ed Admin	PC 230	449-3413
Kathleen Cooney, O.S.U., Ph.D., Social Work	MU 331	646-8157
Mary Lind Crowe, M.S.	MU 349A	449-5406
Mary Kay Deley, M.S., Chemistry	BL 105	449-2227
Marguerite DiMarco, Ph.D., Nursing-DNP	Smith Hall	
Carol Duber, M.S.N., Nursing	MU 351A	646-8174
Elisha Dumser, Ph.D., Ursuline Studies	BL 108	684-6030
Christopher Edmonds, Ph.D., Psychology	DB 216	449-3148
Rosemarie Emanuele, Ph.D., Mathematics	DB 201C	646-8154
Patricia Fallon, M.F.A., Art	Fritzsche	646-8144
Bonnie Fellows, B.S.N.	MU 304B	
Sr. Kathleen Mary Flanagan, O.S.U., M.S.N., NR	MU 325	646-8168
Thomas Frazier, Ph.D., Psychology	DB 207B	646-8155
Cynthia Glavac, O.S.U., Ph.D., English	MU 338	646-8152
Laura Goliat, M.S.N., Nursing	MU 350C	646-8332
Barbara Good, E.D.M., Business	MU 115	684-6075
Felecia Green, M.S.N., Nursing	MU 351A	646-8165
Conrad Gromada, Ph.D., Religious Studies	MU 336	449-4406
Terri L. Hamm, Ph.D. Art Therapy	Fritzsche	684-6104
Laura Hammel, Ph.D., Public Relations	PC 235	646-8141
Glenn Hanniford, Ph.D., Biology	DB 221	646-8159
Jane Hayman, Ed.D., Education - MAP	BL 109	684-6005
Trisha Iacobucci, M.S.N., Nursing		
Amy Jacobs, Ph.D., Art Therapy	Fritzsche	646-8382
Beth Johnson, Ph.D., Ursuline Studies Program	MU 318	646-8112
Martin Kane, M.A., Educational Administration	PC 224	646-8148
Alice Kempe, Ph.D., Nursing	MU 346	646-8162
Timothy Kinsella, Ph.D., History	MU 337	646-8389
Jennifer Knaus, M.A., Fashion	BL 102	684-6027
Janet Kolesar, M.A., Biology	DB 228	646-8160
Connie Korosec, Ph.D., Fashion	DB 4	646-8142
Lisa Kuhlen, M.S.N., Nursing	Smith Hall 130	449-3367
Mark Kyle, D.D.S., Biology		449-3838
Joseph LaGuardia, Ph.D., PASE	BL 012	648-6046
Karen Link, M.S.N., Nursing	MU 350	684-6058
Barbara Lowery, M.S.N., Nursing	MU 323B	646-8378
Pamela McVay, Ph.D., History	DB 201A	646-8396
Linda Martin, Ph.D., Ministry	MU 302A	646-8191
George Matejka, Ph.D., Philosophy	DB 7A	646-8393
Melissa Mathys, Ph.D., Chemistry	DB 126	684-6006
Murray Mayo, Ph.D., Graduate Nursing	Smith Hall 130D	684-6052
Diane Meros, M.A., Art Therapy	Fritzsche	684-6090
Rebecca Mitchell, M.S.N., Nursing	MU 350A	646-8173
Sr. Janet Moore, O.S.U., M.M., Music	MU 329	646-8392
Barbara Morrison, Ph.D. Nursing – DNP	Smith Hall	

Jeanette Nappier, M.S., Ph.D., Chemistry	DB 126	646-8158
Sr. Rosaria Perna, O.S.U., M.F.A., Art	Fritzsche	684-6093
Amy Petrinec, M.S.N., Nursing	MU 351	646-8174
Diane Therese Pinchot, O.S.U., M.F.A., Art	Fritzsche	646-8140
Gary Polster, Ph.D., Sociology	MU 341	646-8156
Sarah Preston, Ph.D., Chemistry	DB 119	684-6073
Karen Rizk, M.S.N., Nursing	MU 350B	646-8163
Kathleen Rogers, M.S.N., Nursing	PC 236	449-5356
Gail Rule-Hoffman, A.T.R., C.A.C., Art Therapy	Fritzsche	646-8138
Mary Alice Saunders, M.S.N., M.Ed., Nursing	MU 351B	646-8175
Beverly Schaefer, Ed.D., Nursing	MU 323A	684-6117
Inge Schmidt, Ph.D., Business	BL 101	646-8383
Sr. Marilyn Scott, O.S.U., M.S.E., Education	BL 016	646-8150
Patricia Sharpnack, D.N.P., Nursing	MU 325	684-6032
Sandra Siedlecki, Ph.D., Nursing	MU 351	646-8173
Jenise Snyder, M.S., Biology	DB	646-8161
Jeanne Sternad, Ph.D., Education	BL 212	646-8338
Bari Stith, Ph.D., Director Grad HIP	BL	646-8135
Kathryn Tuohey, Ed.D., Education	BL 018	449-3861
Robert Verner, Ph.D., Business	MU 342	449-4081
Janet Viola, Ph.D., Nursing	MU 304A	720-3865
Karen Wajda, M.S.N., Nursing		
Natalie Weaver, Ph.D., Religious Studies	BL 233	684-6007
Edna West, M.Ed., Ed.D., Director MAP	BL 107	684-6034
Michelle Wiggins, Ph.D., Mathematics	DB 201B	646-8395
Sharon Zimmerman Wilson, M.S.S.A., Social Work	MU 339	646-8374
Frederick Wright, Ph.D., English	BL 104	646-8354
Lita Yu, Ph.D., Biology	DB 220	

URSULINE COLLEGE ACADEMIC CALENDAR

Fifteen-Week Undergraduate Programs*
2011-2012 and 2012-2013

Note: Check calendar annually for revisions

** For calendar information regarding UCAP, please contact the UCAP office or see Ursuline College Accelerated Program (UCAP) section in the back of catalog for more information. For calendar information regarding the Graduate School, please contact the office of the Dean.*

FALL SEMESTER 2011

August 22 (Monday)	Classes Begin
September 5 (Monday)	Labor Day: College Closed
October 17-22 (Mon-Sat)	Mid-Term Break(classes canceled)
November 17 (Thursday)	Founder's Day (classes held except 3-4 pm)
November 23-26 (Wed-Sat)	Thanksgiving Holiday period(classes canceled)
December 10 (Saturday)	Last Day of Classes
December 12-17 (Mon-Sat)	Final Examinations

SPRING SEMESTER 2012

January 16 (Monday)	Martin Luther King, Jr. Holiday: College Closed
January 19 (Thursday)	Classes Begin
March 12-17 (Mon-Sat)	Mid-Term Break (classes canceled)
April 5-9 (Thurs-Mon)	Easter Break (classes canceled)
May 7 (Monday)	Last Day of Classes
May 8-12 (Tues-Sat)	Final Examinations
May 18 (Friday)	Commencement Exercises

SUMMER SEMESTER I, 2012

May 14 (Monday)	Summer I Begins
May 28 (Monday)	Memorial Day: College Closed
June 16 (Saturday)	Summer I Ends

SUMMER SEMESTER II, 2012

June 18 (Monday)	Summer II Begins
July 4 (Wednesday)	Independence Day Observed: College Closed
July 21 (Saturday)	Summer II Ends

FALL SEMESTER 2012

August 20 (Monday)	Classes Begin
September 3 (Monday)	Labor Day: College Closed
October 15-20 (Mon-Sat)	Mid-Term Break (classes canceled)
November 16 (Friday)	Founder's Day (classes held except 3-4 pm)
November 21-24 (Wed-Sat)	Thanksgiving Holiday period (classes canceled)
December 8 (Saturday)	Last Day of Classes
December 10-15 (Mon-Sat)	Final Examinations

SPRING SEMESTER 2013

January 14 (Monday)	Classes Begin
January 21 (Monday)	Martin Luther King, Jr. Holiday: College Closed
March 11-16 (Mon-Sat)	Mid-Term Break (classes canceled)
March 28 – April 1 (Thursday-Monday)	Easter Break (classes canceled)
May 6 (Monday)	Last Day of Classes
May 7-11 (Tues-Sat)	Final Examinations
May 17 (Friday)	Commencement Exercises

SUMMER SEMESTER I, 2013

May 13 (Monday)	Summer I Begins
May 27 (Monday)	Memorial Day: College Closed
June 15 (Saturday)	Summer I Ends

SUMMER SEMESTER II, 2013

June 17 (Monday)	Summer II Begins
July 4 (Thursday)	Independence Day Observed: College Closed
July 20 (Saturday)	Summer II Ends

URSULINE COLLEGE ACCELERATED PROGRAM

Degrees and Certificates Offered
Academic Calendar: Fall 2011 – Summer 2012

Ursuline College Accelerated Program (UCAP)



Degrees and Certificates Offered

- Accounting
 - Business Management
 - Health Care Administration
 - Health Care Informatics
 - Human Resources
 - Humanities
 - Legal Studies
 - Management Information Systems
 - Nursing – RN to BSN
 - Psychology
 - Public Relations/Marketing
- *Most classes meet once a week for 5 sessions.*
- *Evening, weekend, hybrid and online classes available.*

Academic Calendar: Fall 2011 – Summer 2012

Session	Session Name	Start	End	Blackouts	Modules/Books Ready by:	Notes
FA 11 #1	Fall 1, 2011	8/29/11	10/3/11	9/5/11	8/8/11	
FA 11 #2	Fall 2, 2011	10/5/11	11/8/11		9/14/11	
FA 11 #3	Fall 3, 2011	11/10/11	12/21/11	11/23 – 11/26/11	10/20/11	
SP 12 #1	Spring 1, 2012	1/5/12	2/13/12	1/16/12	12/15/11	
SP 12 #2	Spring 2, 2012	2/16/12	3/21/12		1/26/12	
SP 12 #3	Spring 3, 2012	3/26/12	5/5/12	4/5-4/9/12	3/5/12	
SU 12 #1	Summer 1, 2012	5/8/12	6/9/12	5/28/12	4/17/12	No Monday Classes
SU 12 #2	Summer 2, 2012	6/11/12	7/14/12	7/4/12	5/23/12	No Wednesday Classes
SU 12 #3	Summer 3, 2012	7/16/12	8/18/12		6/25/12	

Ursuline College
Accelerated Program
2550 Lander Road
Pepper Pike, Ohio 44124
440 684 6130
ursuline.edu/ucap



VALUES • VOICE • VISION

ursuline.edu/ucap
1 888 URSULINE

ACADEMIC POLICIES

Matriculation at Ursuline College places upon the student the responsibility to know the rules and regulations of the college which are printed in the *Ursuline College Student Handbook/Planner*. They should also know the policies outlined in the College Catalog.

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, she/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 else 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. "Pass" grades do not count.

Departmental Honors

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

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. Faculty post available appointment times. 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 Student Success Center of URSA.

ADMISSION ASSESSMENT

At the time of admission to the College, entering freshmen and transfer students with fewer than 64 credits, older grades or grades below B in English composition may be subject to assessment in reading, writing, and mathematics at the discretion of the Director of Admission. To ensure academic success, students who score below the designated levels on the reading and/or writing assessments are not eligible to take Ursuline Studies courses. Students scoring below the designated level in reading must successfully complete EN 100A College Reading and Study Skills. Students scoring below the designated level in writing must successfully complete EN 100B College Writing. Students scoring below the designated level in math must take a prerequisite math. After successful completion of the required course or courses, students may then take a math course that fulfills the College math requirement.

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, she/he may only earn a maximum of 20 credits through the ELA and Workplace training combined. Students who plan to graduate in May must complete all alternative credit options by October 31st of the previous year. Students who plan to graduate in December must complete all alternative credit options by June 1st of that year.

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) for 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. No prior knowledge of the subject area is required. Students earning the minimum required exam score (roughly equivalent to a grade of "C") 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. The closest testing site is Cleveland State University, 216-687-2272. When calling CSU to make a testing appointment, students must have Ursuline's CLEP center number, 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, she/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, prior to coming to Ursuline, have completed learning experiences which were not in an acceptable credit mode (such as courses from a proprietary school or a diploma school) or students who obtained information through on-the-job training 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. Test-outs may be objective (multiple choice), essay, case study, or portfolio at the discretion of the department chair.
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 Current Students, Alternative Credit Options. The guide states 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 fails to complete the test-out or earns a grade of NC. These will automatically be dropped from the computer prior to the end of the semester. A processing fee is charged, however.
11. Students taking test-outs will be assessed \$50.00 for the first credit hour and \$25.00 for each additional credit 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 the course drop fee, will appear as a credit on her/his tuition account (providing payment was made previously).
12. Test-outs can only be attempted once. There are no re-takes.

Test-outs are administered through the Academic Support Center, 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 through 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, she/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. The ELA opportunity may not work for all programs requiring fresh samples as evidence of skill, in addition to examples of past work.

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 she/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 she/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 \$10.00 fee per course to post the credits to her/his transcript. All ACE/CCRS credits must be posted to the student's permanent record before she/he registers for her/his 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 advisor for the course.
- Projects done at Service Learning Site go toward the pass/fail or pass/no credit grade of the added credit and should not be counted toward the letter grade for the rest of the course.
- Students must work a minimum of 30 clock hours for a single academic credit.
- Service learning is graded on a pass/fail or pass/no credit basis.
- Students must complete an Application for Service Learning Credit.

Tuition for Credits

Tuition for Service Learning Credits is Free.

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/index.html.

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. Faculty members having questions about the policy should seek clarification with their Deans for 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.

AUDIT

Students may audit a course by registering for audit status at the time of registration or by changing from credit to audit status any time before 50% of the course has been completed. Tuition for courses audited is the same as for courses taken for credit.

CATALOG COURSES TAKEN INDEPENDENTLY

Under special circumstances and for compelling reasons, students may take a regular catalog course on an independent basis.

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. See the section on the Ursuline College Accelerated Program (UCAP) later in this catalog for detailed information on the required courses for this certificate.

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 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 whose academic credentials are incomplete.

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 take up to 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 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. 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 courses away from Ursuline.

CORE CURRICULUM REQUIREMENTS

All first-degree-seeking students enrolled at Ursuline College must complete the entire core curriculum as described in the College Catalog. Students who attended Ursuline before fall 1992, must have their transcripts re-evaluated for the current core curriculum. 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 and Ursuline College Accelerated Program (UCAP) for students wishing to complete a degree program. 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 a 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 and Public Relations & Marketing 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 and 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 not continue in a major if they receive two failing grades in coursework in their 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 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 accommodation will be denied.

A similar principle will govern substitutions. 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 requirements; i.e., a logic, science, or computer class 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 violating the integrity of the academic experience. 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 licensing requirement, a request for accommodation will be denied.

Students seeking a modification or substitution must initiate action through the Director of Academic Support and Disabilities Services in URSA, who will verify to the faculty member, department head, program director, or dean (as appropriate) that the student has a documented disability. The student should obtain a Request Form from Academic Support and Disabilities Services. The Director of Academic Support and Disabilities Services will annotate the form to verify that documentation is on file at the College. The student may be asked to provide additional information or medical documentation to explain why she/he cannot complete the requirements of a particular course or program. Requests should be submitted in writing; the faculty/department response will be provided to the student in writing, and copies will be provided to the Director of Academic Support and Disabilities Services, the Registrar, and the student's advisor, related to whether or not the student is permitted to continue or must change programs.

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 through the Northeast Ohio Commission of Higher Education's Cross Registration Program. 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 College, Case Western Reserve University, Cleveland College of Jewish Studies, Cleveland Institute of Art, Cleveland Institute of Music, Cleveland State University, Cuyahoga Community College, Meyers University, 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 at registration time.

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 of Student Affairs or Vice President for Academic 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 would pose a direct threat to the student 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: one hour with a grade of A = 4 points, B+ = 3.5 points, B = 3 points, C+ = 2.5 points, C = 2.0 points, D+ = 1.5 points, D = 1 point.

A	93-100%	C	76-82%
B+	90-92%	D+	73-75%
B	86-89%	D	70-72%
C+	83-85%	F	Failing (below 70%)

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

Letters of Deficiency are given to all students who at midterm are receiving a grade of “D+,” “D,” or “F” for work completed up to that time. Final semester grades can be accessed online through MyUrsuline.

GRADUATION REQUIREMENTS

1. A minimum of 128 hours for a Bachelor of Arts degree; 129 hours for a 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. No more than a total of 64 semester hours from a junior or community college can 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.
4. External Learning Experience, test-outs, and CLEP examinations cannot be counted as part of the 43-hour minimum residency requirement.
5. All CLEP Test scores and Work-Related Learning submissions must be completed by the semester prior to the one in which the student completes graduation requirements. 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.
6. Successful completion of all requirements for an academic major as described in the catalog under which the student matriculated.
7. Successful completion of the Ursuline Studies core curriculum and required participation in standardized assessment of student learning.
8. Certification by the academic advisor and the Registrar’s Office.
9. Satisfaction of financial obligations to the College. This includes the graduation processing fee (whether or not graduate participates in commencement ceremonies).
10. Completion of a graduation application (form available online) signed by student’s advisor and submitted to the Office of the Registrar by the designated date.

Application for May/August graduation is due before December 1 of the prior semester. Graduating students may not take courses off campus during Spring or Summer semesters before graduation. Application for January graduation is due before June 15. 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 2 specific instances. It 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 are unable to complete the final work of the course.

Faculty establishes 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 before August 1st. If the student and faculty member agree that the work will not be completed by August 1st they may agree to a later date. The diploma will be issued at the next date of conferral of degrees.

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 not offered as catalog courses. Approval of the department chair is required. Students must have sophomore standing in order to do 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 advisor.

The grade P (Pass) is recorded for work meriting letter grades of A, 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 D+, D, or F work.

Students enroll for the Pass/No Credit option at the time of registration. Students who register for a course either for a letter grade or for the Pass/No Credit option may change their option (either way) at any time before 50 % of the course has been completed. Students who take the course on the Pass/No Credit option have 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.

Students who attain a 3.50 semester grade point average and have no incompletes are eligible to be listed on the Dean’s List.

PROBATION AND DISMISSAL

Probationary status is a serious warning to the student that her/his academic record at Ursuline is unsatisfactory. Probationary status is incurred because of an unsatisfactory semester record. In order to remain in good academic standing a student must maintain a suitable quality point average throughout her/his entire program. Full-time students placed on probation must achieve a 2.00 average in their probationary semester to be restored to acceptable academic status; part-time students placed on probation must achieve a 2.00 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 2.00 quality point average at the end of any semester are placed on probation. For the purpose of consideration for placement on probation, the number of hours a student attempts will be used to determine full-time status.
- Part-time students who fail to achieve a 2.00 quality point average at the end of any semester are evaluated to determine if their recent performance (prior 12 credits hours at Ursuline) is deficient (quality point average below 2.00); if so, they are placed on probation.

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 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 been on probation twice (consecutively or non-consecutively).
- 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 Committee 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 2.0 in a probationary semester but whose cumulative average remains below or marginally above 2.0 will be sent a warning letter.

Students who are on probation are advised to minimize their participation in extracurricular activities during the period of probation. Students on probation may take no more than twelve (12) credit hours 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 quality point average during any semester are subject to dismissal.
- Part-time students who fail to achieve a 1.00 quality point average and whose recent performance (prior 12 credit hours at Ursuline) is also below 1.00 are subject to dismissal.
- 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 Committee.

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. Both the original course and the repeated course appear on the transcript during the semester each was taken, but only the repeated course is used to calculate the GPA. A course may be repeated only once, and no more than 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 128/129 credit hours. The following policies govern second degrees:

Ordinarily students who have obtained a Bachelor of Arts degree from any institution, including Ursuline, may not acquire a second Bachelor of Arts degree. Students who have a Bachelor’s degree in another area (e.g. B.S., B.S.N., B.M.E., etc.) and wish to pursue a different degree at Ursuline College must complete the following requirements:

1. Successful completion of all the course work in the academic major, at least half of which must be taken at Ursuline College
2. Ursuline Studies 401
3. Ursuline Studies Program Satellite Course in Philosophy (3 credits) OR Religious Studies (3 credits). * as designated by the department in which the student majors.
4. Fulfillment of the residency requirement (43 hours) 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 Bachelor of Science in Nursing or a Bachelor of Fine Arts degree must complete the following requirements at Ursuline College:

1. All courses in the current program of studies
2. Ursuline Studies 401 (Students pursuing a BSN must also complete PH 260 Bio-ethics.)

*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

The semester hour is the unit of measurement for work done. Traditionally, a semester hour of credit means 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 is recorded as one credit hour.

In programs where 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

A written request for a transcript of credit should be sent to the Student Service Center at least seven working days prior to the date on which it is needed. The fee for a transcript is \$3.00 and should accompany the written request. Transcripts may be held if the applicant has not met financial obligations to the college.

TRANSFER OF CREDITS

All credits in transfer will be accepted by Ursuline if earned in a college or university which has been accredited or is a candidate for accreditation 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 an Ursuline transcript. 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.

UCAP (URSULINE COLLEGE ACCELERATED PROGRAM)

Students who are admitted to UCAP choose from evening or weekend accelerated classes that meet once per week and are offered in 5-, 8-, and 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 reviews the request, confers with the student's advisor, and the final decision regarding UCAP course enrollment rests with the Dean. 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 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 is enrolled. All students who withdraw, either during a semester, or at its conclusion, must meet with an advisor in the Student Success Center 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 a course 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 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.

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 finally 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 smuggle 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, and improperly removing library materials for the purpose of 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:

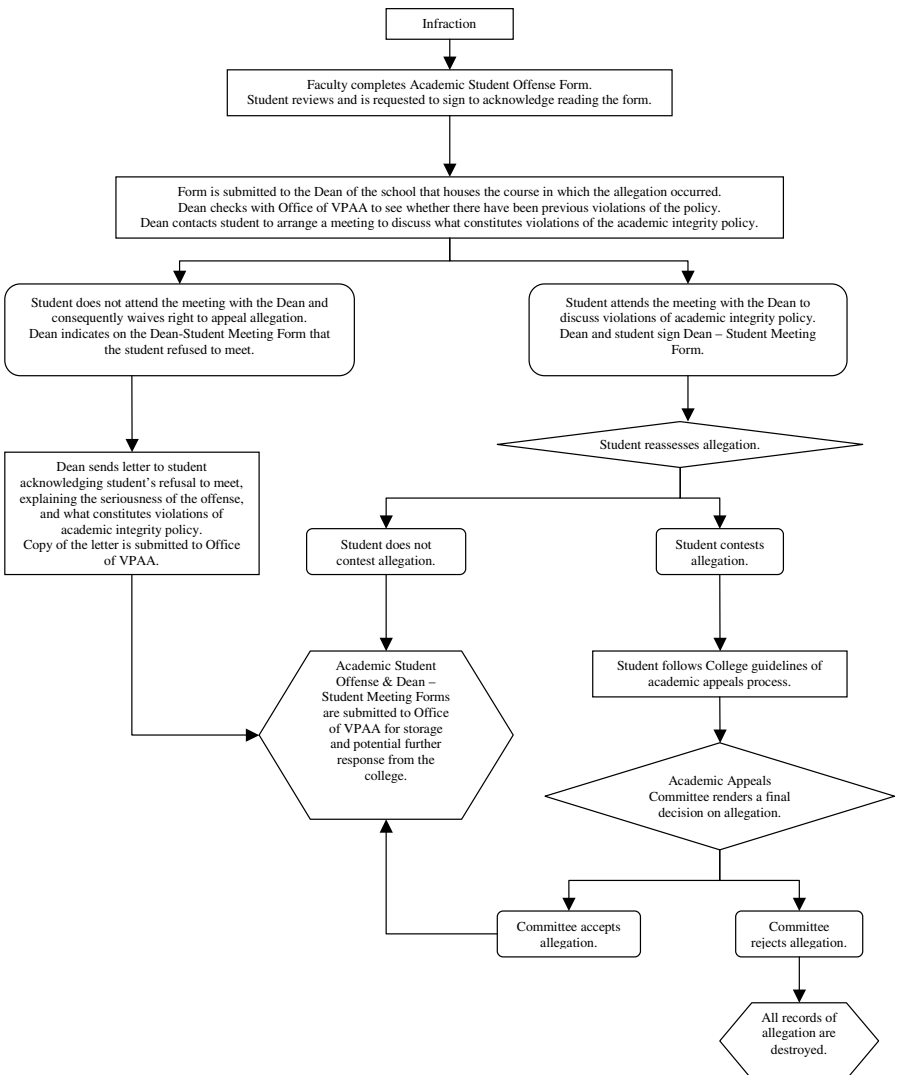
1. Required re-test, re-draft or additional paper or project. Credit to be determined by the instructor.
2. A score of 0 % on the test, paper or project that is the subject of the violation.
3. Failure in the course.

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



ACADEMIC APPEALS

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

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.

Any student who remains convinced of the injustice of a given evaluation may present a formal statement to the Academic Standing and Appeals Board. 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 upheld or denied. Students are allowed to request that an additional faculty member of their choice sit as a voting member of the Board. The decision of the Appeals Board 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, then to the Appeals Board, as listed above. The decision of the Appeals Board relative to program dismissals will be final and not subject to 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 their 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 their 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 coursework in their major.

You need not be anxious if you do your best. (4th Counsel)

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 always is 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.

Guideline

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, connect 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.
- Blog postings 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 Ursuline College network.

Enforcement

The college considers any violation of acceptable use principles or guidelines to be 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, 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 and 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 for sponsored activities may use the vans. Drivers of the van must be full or part time members of the faculty, administration and 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 circumstance 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 Vice President of Student Affairs as final. If there is no police report or if the circumstances are unclear the Vice President of 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 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 clean-up or repair. The Vice President of Student Affairs will review the violation and determine the appropriate sanction in accord with the judicial process of Ursuline College.

Use of Alcoholic Beverages

Smoking in the van is prohibited.

Drinking of alcoholic beverages in the van is prohibited. All designed drivers are prohibited from consuming alcoholic beverages while in possession of the van. Violations of this policy will be handled by the Vice President of Student Affairs in accordance with the judicial process of Ursuline College.

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 beverage. 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 in accord 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 President.
6. The College will provide alcohol awareness education programming and the 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 Vice President of 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 referrals 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 2-3 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 received clearance to use the desired room from the appropriate administrator, have received the approval to sponsor the party from the organization's adviser and have requested an F class permit from the State of Ohio. Currently the charge is \$20, which is the responsibility of the sponsoring organization. The College also requires that security be present at all campus parties. Security will be arranged through the administrator of the building but will be paid for by the sponsoring organization.

In addition to obtaining an F class permit, the terms of our insurance coverage require the submission of the appropriate permit to the Diocesan Insurance Service Corporation to the event and the payment of a charge of \$110 per event. The permit will be requested by the Director of Student Activities however, the \$110 cost 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. Guest 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 sponsoring organization.
 5. The sponsoring organization is responsible for cleanup and for any damages occurring at the party.
 6. The sponsoring organization shall be held responsible for abuse of these party procedures. In the event of a judicial hearing, the president of the organization shall represent the group.
- B. Other events on campus involving the consumption of alcohol may occur with the specific approval of the President of the College.

AFFIRMATIVE ACTION STATEMENT

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

AIDS POLICY

Philosophy

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

The most recent medical knowledge available advises that the virus, which causes AIDS or ARC, cannot be spread through casual contact. Current Legal opinion, based on this medical advice, indicates that there is no justification for denying educational or employment opportunities to a person with AIDS or ARC who is otherwise qualified to fulfill academic requirements or job responsibilities.

General Policy

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

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

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

Education

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

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, they 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.

ATHLETE MISSED CLASS POLICY

This policy is to assure that both the faculty and student-athletes understand what is expected from them as it pertains to their academic responsibility when it affects attending classes.

- All student-athletes are expected to attend all classes.
- All student-athletes are expected to provide their instructors with a list of game dates on which they have 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.
- Students are responsible for obtaining information and for completing any assignments given in their absence.
- If assignments were due the day they missed class, the assignments should be turned in prior to their leaving for the contest.
- Faculty members who may have questions about the policy should seek clarification with their Deans, FAR, or the Athletic Director

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 students, or guests of students, 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 & CYBERBULLYING 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 cyberbullying (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 Vice President of 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 Vice President of Student Services 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 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 violations of this policy.

Reporting & Documenting - Students, employees or College officials may file formal, written complaints regarding suspected bullying with the Vice President of Student Affairs. An affected party may also file informal, verbal complaints regarding possible bullying with the Vice President of Student Affairs, who will promptly document the complaint in writing. Ursuline will do its best to maintain the confidentiality of students, employees of 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 Vice President of 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 Vice President of 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 Vice President of 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 Vice President of 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 Vice President of 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 Vice President of 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

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

Children in the Library: 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.

CIVIL RIGHTS/NONDISCRIMINATION POLICY

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.

Ursuline College administers its policies of admission and all 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, religion, age, gender, national or ethnic origin, veteran status or disability.

Title IX of the Education Amendments of 1972 prohibits sex discrimination in all activities and programs of institutions receiving federal funds. The Vice President of Student Affairs, Dean of Students, had been designated as the Title IX Coordinator.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against otherwise qualified 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 Finance (x8302) to coordinate its compliance with Section 504 and the ADA.

If you believe you have been harassed or discriminated against in violation of law and this policy, it is essential that you report the matter immediately to The Vice President of Student Affairs, Mullen 206 (x8320). The Vice President will investigate all complaints filed. If the complaint involves The Office of the Vice President of Student Affairs, or you feel uncomfortable reporting your complain to that office, you should report the matter to The Vice President for Academic Affairs the proper procedures to be followed. Please contact The Office of the Vice President of 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 have this form within two weeks of the first day of classes for the fall semester. Requests for nondisclosure of directory information will be honored for one year only; therefore a new form must be filed annually in the registrar's office (Mullen Administration Building Room 205). Ursuline College had designated the following categories as directory information:

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

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

Legitimate Educational Interest at Ursuline College

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

EMAIL SHUT DOWN

Students e-mail accounts of students who graduate or withdraw remain open for a minimum of six months after the last semester enrolled. Account maintenance is done each year in August. So, in effect, some accounts are active longer than six months. Accounts are disabled after six months or in August after the last semester enrolled, whichever is longer.

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 Vice President of Student Affairs. The Vice President, 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 or pager. Students should note, however, that the College cannot guarantee the individual can be reached by phone or pager at any time or that the pagers will be free from technical problems. Neither the College nor the individual assumes any liability based on the carrying of a pager 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 advise 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 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, and convey a deadly weapon or dangerous ordnances 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 1871 Grille. (For example: hamburgers cannot be sold at lunch time in Pilla Atrium.)

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. Sexual harassment demeans both the victim and the harasser and undermines the philosophy and mission of the College. Federal and State Law prohibit discrimination or harassment on the basis of gender, race, religion, disability, age, marital status, veteran status or ethnic or national origin. Ursuline College supports the principle of equal employment and believes it is the responsibility of every faculty staff and student member to conduct themselves professionally at all time 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 and 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 of unreasonably interfering with or disrupting an individual's work performance or their 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 nation 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 contact, or threats of the same.

Therefore, Ursuline College will not tolerate behavior, which amounts to sexual harassment. 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, or made a term or condition of employment or favorable evaluation.

Students who believe they have been treated in a way that violates this stated policy may file a complaint with The Vice President of Student Affairs (Title IX Coordinator) who will initiate an investigation. A written complaint needs to be submitted to Affairs, the Vice President of Academic Affairs, or the Director of Human Resources, Office of Student Affairs, Mullen 206. Complaints involving the Vice President or members of the Students Affairs Staff are to be filed with The Vice President for Academic Affairs, Mullen 322 (x8107).

Students who believe they have been treated in a way that violates this stated policy may file a complaint with Deanne Hurley, Vice President of Student Affairs (Title IX Coordinator) who will initiate an investigation. The designated College officials responsible for implementing and overseeing this policy, including investigating complaints, are the Vice President of Student Affairs, the Vice President of Academic Affairs, and the Director of Human Resources, or their designee, depending upon the situation. If the alleged offender is one of the above four officials, the President will be contacted.

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 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 Student Affairs.*

The Vice President of Student Affairs is authorized to attempt to mediate or otherwise informally resolve the complaint. The Vice President of 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 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 Vice President for Student Affairs. Once an alleged offender is identified, the Vice President of 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 Student Affairs will notify the alleged offender's supervisor of the complaint.

Informal Process: After the initial investigation above, the Vice President of 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 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 Student Affairs to formally investigate the claim.

Formal Process: The College offers a formal process should the situation warrant it or should 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 Student Affairs, the Vice President of Academic 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 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 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 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 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 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 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 investigation or resolution of the matter.

Retaliation

The College will not retaliate against anyone reporting harassment or cooperating in an investigation of a harassment complaint and prohibits its students or any other College member from engaging in retaliation.

Frivolous Complaints

This harassment policy shall not be used to bring frivolous or malicious complaints against students, faculty and 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 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, 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 College Security will (dependent upon the circumstances) prepare a Safety and Security Notice regarding the incident to alert the community. Security staff will ensure that the notice is posted on campus. The Safety and Security Notice will be posted in residential communities, at the entrances of the main campus buildings, and in those places where students, faculty, and staff most frequent on the campus (i.e., cafeterias, bookstores, and student/staff lounges).

The following list identifies the Ursuline College personnel to who a missing persons report can be made.

Vice President for Student Affairs, Dean of Students.....	440.646.8320
Director of Residence Life.....	440.646.8336
Assistant 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 our 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.

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

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; URSAAlert, TV and Radio – Most Cleveland radio stations and all local TV stations.

SEXUAL ASSAULT POLICY

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

1. Report the assault to the Pepper Pike Police immediately. You should also, or the Pepper Pike Police will direct you to a medical facility for immediate attention. 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 Student Affairs or the 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. Student should notify the Vice President of Student Affairs or the 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 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 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 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 education presentations during orientation. The Counseling Office, Residence Life and Wellness Office provide programs utilizing non-campus resources such as the Case Western Reserve University Police, 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 Director of Residence Life (Mullen 130) or the Vice President of 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 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, except for specific college-designated smoking areas with the parking lots on campus. Smoking 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 or 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 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 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 Student Affairs. The Vice President of 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: 440-646-8336
- Vice President for 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 Student Affairs, a designated College representative and the affected party raising the initial allegations. If an allegation is raised against or by an employee of 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 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 Student Affairs/Title IX Coordinator, pursuant to the clearance procedure described in the Treats or Harm to Self of 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 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 two places on campus: The Vice President of Student Affairs office (Mullen 206) and the One Stop Student Services Center (Mullen 203).

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 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 Vice President of 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 himself, 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 Vice President of 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 Vice President of 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 Vice President of 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.

4. **Clearance Procedure.**

(a) Notice. The Vice President of 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 extra-curricular activities until such student receives approval from the Vice President of 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 extra-curricular 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 Vice President of 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 extra-curricular 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 Vice President of 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 extra-curricular activities. Cost, if any, for evaluation(s) and treatment will be the responsibility of the student.

(c) Communication of results of evaluation to the Vice President of Student Affairs. The student must arrange for the mental health professional(s) who evaluated the student to contact the Vice President of 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 Vice President of 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 Vice President of Student Affairs. After the student has been evaluated by a mental health professional, the student must schedule an interview with the Vice President of 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 Vice President of Student Affairs.

(e) Approval from the Vice President of Student Affairs. Based upon the interview with the student and the results of the evaluation by the mental health professional(s), the Vice President of 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 participation in the College's academic programs, athletics, and/or extra-curricular activities.

If the Vice President of 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 Vice President of 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 Vice President of Student Affairs. In the event that the Vice President of Student Affairs is unavailable to perform any task pursuant to this policy, the Director of Counseling and Career Services shall act. In the event that the Director of Counseling and Career Services is also unavailable, the Assistant Dean of Students 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).
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, 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 Sexual Harassment Policy.)
7. Engaging in sexual assault, defined as any form of sexual contact with another person without the consent of that person. (See Sex Offense 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 facilities, property or services.
5. Throwing food or engaging in other disruptive behavior in the dining hall, 1871 Grille, 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 Dean of Students or his/her designee. This includes providing false or misleading information and failing to comply with sanctions imposed by a discipline 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 Vice President 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 Assistant Dean of Students 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 Assistant Dean of Students or a delegate identified by the Vice President of Student Affairs 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 Vice President of Student Affairs, Assistant Dean of Students 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 Vice President of Student Affairs. In the case that the Vice President of Student Affairs conducted the initial hearing, appeals should be directed to the Vice President of Academic Affairs. Any appeal must be made to the Vice President of 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). 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
Vice President for Student Affairs, Dean of Students	440.646.8320
Vice President for Academic Affairs.....	440.646.8107
Graduate Studies	440.646.8120
Residence Life	440.646.8336
Campus Ministry.....	440.646.8327
Human Resources	440.646.8316
Office of Multicultural Affairs.....	440.684.6085
UCAP.....	440.449.5354
Security	4204 or cell: 440.221.9025

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 regarding 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
- O'Brien Campus Center
- Grace Residence Hall
- Smith Residence Hall
- Pilla Student Center
- Fritzsche Building (Daley Dinning Hall)
- The rear entrance of the North Lot Maintenance Building

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 2009 Annual Fire Safety Report is also available on the Ursuline College website separate from this report.

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, were 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;
<http://www.ursuline.edu/facilities/secresources.php>.

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:

The following criminal offences occurred within the crime categories as required by the Clery Act. The crimes of larceny/theft, simple assault, intimidation, and destruction damage/vandalism (except arson) are crimes required by the HEOA beginning with the 2009 report but were included in previous reports under a general category of hate crimes. These crimes are reported if they are motivated by bias.

On Campus:

	2008	2009	2010
Murder/Non -Negligent Manslaughter	0	0	0
Sex Offenses: Forcible	2	0	0
Sex Offenses: Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	10	5	2
Motor Vehicle Theft	0	0	0
Arson	0	1	0
Negligent Manslaughter	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	2
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	2

On-Campus: In Residence Halls

	2008	2009	2010
Murder/Non -Negligent Manslaughter	0	0	0
Sex Offenses: Forcible	0	0	0
Sex Offenses: Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	2	1
Motor Vehicle Theft	0	0	0
Arson	0	1	0
Negligent Manslaughter	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	1
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Non-Campus Buildings

	20087	2009	2010
Murder/Non -Negligent Manslaughter	0	0	0
Sex Offenses: Forcible	0	0	0
Sex Offenses: Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Public Property

	2008	2009	2010
Murder/Non -Negligent Manslaughter	0	0	0
Sex Offenses: Forcible	0	0	0
Sex Offenses: Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

Disciplinary Actions/Judicial Referrals On Campus:

	2008	2009	2010
Liquor law violations	0	0	0
Drug law violations	0	1	1
Illegal weapons possessions	0	0	0

On Campus: In Residence Halls

	2008	2009	2010
Liquor law violations	0	0	0
Drug law violations	0	1	0
Illegal weapons possessions	0	0	0

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.

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.

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 that 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 SSC. 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 *
- 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

Combined in 2009, **URSULINE RESOURCES FOR SUCCESS IN ACADEMICS (URSA)** houses several distinct support programs for students including advising, disabilities services, alternative credit options, tutoring and special programs.

THE STUDENT SUCCESS OFFICE (URSA)

The URSA Student Success office in Mullen 306 provides general support to students as well as refers 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), Project: 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. Other office services include academic 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 be passed before the student takes MAT 114).

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

For students with certain documented physical, psychological, or learning disabilities, accommodations 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 the 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 are available in addition to laptops, tape recorders, and calculators. Special assistance is also available through 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 learning disabilities 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.

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 **Harold A. Gonder Swimming Pool and Gymnasium** in the Matthew J. O'Brien Athletic Center have fluctuating open times in order to serve the College community and the public when classes are not using these facilities. Certified lifeguards and Athletic Center personnel are on duty when facilities are open. A monthly calendar is published and posted for the pool and gym. Anyone caught using the pool when it is not open will be sanctioned through the Judicial System.

The Matthew J. O'Brien Athletic Center is home to the Ursuline College "Arrows." The gymnasium is home to the women's volleyball and basketball teams. The golf team plays at numerous local courses. The women's soccer and softball programs will play their games on our fields. Cross country will run at various locations. The tennis team will compete on our six courts. The track team will compete at Gilmour High School and Orange High School. The swim team will practice in our pool and compete in different places. Bowling will practice and compete at local lanes.

The coaches' offices are located on the first and second floor; the Athletic Director's Office is on the second floor of the Athletic Center by the Fitness Center. Please feel free to visit any member of the Athletic Department and come support the Arrows.

ATM MACHINE

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

THE BOOKSTORE

The bookstore, operated by Follett, is located in the Pilla Center. It retails textbooks and 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. They must be in the same condition as originally purchased. If the shrink-wrap is broken, the text is not returnable for refund. The refund is payable in the same tender as was used at the time of purchase.

Books may be purchased on the web at www.ursuline.bkstr.com. Once purchased, they 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.

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.

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.

CARD SWIPE SYSTEM (CBORD)

Student, faculty and staff ID cards have the ability to be used for purchases in Daley Dining Hall, The 1871 Grille 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.

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. 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, cooperative education and mentoring.

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)

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 job. 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.

FITNESS CENTER

The Fitness Center is located on the second floor of the O'Brien Athletic Center. 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 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.

FOOD SERVICE

Daley Dining Hall and the 1871 Grille are operated by Aladdin Food Service. Both facilities are 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!) at Daley Dining Hall as well as the 1871 Grille. Standard operating hours for food service during the academic year are as follows:

Daley Dining Hall

Monday through Thursday	11:00 a.m.–1:30 p.m. & 4:30–6:00 p.m.
Friday	11:00 a.m.–1:30 p.m. & 5:00–7:00 p.m.
Saturday & Sunday	10:30 a.m.– Noon & 5–6 p.m.

1871 Grille

Monday through Thursday	7:30 a.m.–8:00 p.m.
Friday	7:30 a.m.–2:30 p.m.
Saturday & Sunday	Closed

HEALTH INSURANCE

Although we expect all students to have health insurance and insurance they can afford, we provide an option for those who need it. Information about student health insurance may be obtained from the Vice President of Student Affairs Office (Mullen 206), the Student Service Center (Mullen 203), or the secretary of the O'Brien Athletic Center (OC 105).

I.D.'S

Student photo ID's are needed to use the services of the library, for the computer labs, Campus Center facilities, food service and other services on campus. Student photo I.D.s may be obtained in the Student Service Center (Mullen 203) during regular office hours. Student photo ID's are valid for a student's entire career at Ursuline College and are validated each year with a validation sticker. Students do not need to have a new ID photo taken each year. Validation stickers are available in the Student Services Center. There is a \$10.00 replacement fee for reissued ID cards.

LIBRARY - Ralph M. Besse Library

440-449-4202 -- www.ursuline.edu/library
reference@ursuline.edu

Library Hours

Monday – Thursday	8:00 a.m.–11:00 p.m.
Friday	8:00 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 ...	440-646-8185	
Archives	440-646-8181	
Circulation/Reserve Desk	440-449-4202*	circulation@ursuline.edu
Director	440-646-8184	
Interlibrary Loan /Serials	440-646-8186	ill@ursuline.edu
Media Center.....	440-646-8182	
Reference Librarian	440-646-8183*	reference@ursuline.edu
Secretary	440-646-8184	
Stamp Room.....	440-646-8189	

* Phones and e-mail staffed evenings and weekends

Services

The library staff is available to assist students with their research and information needs.

The library consists of over 133,000 bound volumes, 2,600 curriculum volumes, over 750 picture archive notebooks, 184 current print periodical subscriptions and more than 40,000 electronic journal subscriptions. From the Library website (www.ursuline.edu/library), students can search the online catalog for books and media holdings, order materials from OhioLINK, and search the Journal Finder and the indexes and databases for research articles and journals. They can manage their library accounts by renewing materials and updating their information. The Library Web page also offers additional recommended Web links and research assistance. At this time we have more than 61,000 electronic books, 40,000 full text journal subscriptions, and 2,000 electronic videos available through our Library Web page.

There are comfortable lounge areas for reading or relaxing. Our three URSA study rooms can be reserved for individual or group study. The Library has wi-fi throughout the building, and has both desktop and laptop computers for student use. Most library computers are loaded with Microsoft Office and have high-speed Internet access. Computers require a student log-in.

Policies

A valid student I.D. and library registration are required to check out, request or use 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 also be used at all OhioLINK libraries statewide.

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. (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.–7:00 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 8,965 audio and video programs, which are cataloged as part of the library collection. An additional collection of over 14,200 slides is cataloged in a separate database. All audio programs and many videos are now available for check-out. Ask the Media staff for details. A-V Carrels are located in the Media Center and other library floors for previewing media programs and for viewing assigned programs.

The Media Center's audio-visual equipment provides support to the faculty for classroom instruction. Media Center staff is available for technical assistance to deliver and use this equipment in the classrooms. For video recording requests, contact the Media Center Staff.

Archives

440-646-8181

Hours:

Tuesday2:00 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. The archives are open for research during select hours. Photocopies, photo duplication, and scanning services are available. Please contact the archives for more information.

LOCKERS

Lockers are available to students on the lower level of the Mullen Building, located 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, the locker number will be assigned and the student will be notified within 3 business days. Student must provide his/her own lock. At the end of each academic school year, all locks and locker contents must be removed by the end of finals week in May. Shortly afterward, all lockers and 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 and by contacting Security (440-449-4204).

O'BRIEN ATHLETIC CENTER

Located in the Matthew J. O'Brien Athletic Center is the Harold A. Gonder swimming pool, gymnasium, fitness center, the athletic director, and the coaches.

Scheduled hours for open swims and student swims are listed in a monthly calendar distributed around campus and also on the Ursuline College web page (www.ursuline.edu/athletics). Open hours for the Fitness Center are posted on the Fitness Center door.

OFFICE OF MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs (OMA) exists to promote an academic and cultural environment at Ursuline College that supports students of color. The OMA staff assists students in addressing academic, social and personal concerns, while serving as a resource on diversity issues to faculty and staff. Through a variety of educational and cultural initiatives, the OMA provides the Ursuline College community with a knowledge and appreciation of its own rich diversity.

In collaboration with various community partners, the OMA offers the following annual and semi-annual activities: Ursuline Academic Inspiration for Multicultural Success (*AIMS**) Peer Mentors, Black History Month, Women's History Month, 3.0 Club Recognition, Student of Color Meet and Greet, Hispanic Heritage Month, Dr. Martin Luther King, Jr. Celebration, Native American History Month, Jewish History Awareness, Asian History Awareness and Native American Awareness.

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 recourses and other relevant information.

Contact the Office of Multicultural Affairs at 440.684.6085, or visit Mullen 130 for more information, for individual assistance, or to participate in these activities.

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 SERVICE CENTER

The Student Service Center is located in Mullen 203. The Center provides the information and services of the Registrar, Financial Aid and Business Offices. This would include registration, dropping and adding courses, request of transcripts, payments of tuition, parking permits, cashing checks, Work Study checks, refund checks, financial aid questions and forms, etc. The Service Center can be reached 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

Paying Bills/Cashing Checks

All student tuition, course fees and room and board charges may be paid via US Mail, in person at the Student Service Center in Mullen 203, or by calling 440-646-8309 for credit card payment. Cash, check, MasterCard, Visa, American Express and Discover are acceptable payment methods. Payment for all charges is due on the first day of the semester. The due date is stated on the schedule/invoice you will receive by mail. The College also offers both a four-payment and a five-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 to apply or for further information at 440-646-8310.

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

Statements are sent out once a month for all unpaid balances. **A one percent service charge will be assessed on any unpaid balance once the semester begins. Students are restricted from registering for the next semester or participating in Commencement Ceremonies until all financial obligations are met.**

College Work Study checks are issued at the Student Service Center and can be picked up on the 15th of each month. If the student has a balance, College Work Study checks may be endorsed and will be applied to the student's outstanding balance.

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 the check cashing privileges, and a \$25.00 NSF fee per occurrence.

STUDENT SUCCESS CENTER

The Student Success office in Mullen 306 provides general support to students as well as refers them to other services the college offers. The center provides academic advising for students who are undeclared and pre-nursing majors. Student who are changing majors are also assisted here. The office coordinates the following programs: Academic Orientation for all new and transfer students, PAS (Program for Academic Success), Project: LEAD (Leading to Excellence in the Academic Domain) for students who are the first in their family to attend college, and R.A.I.S.E. (Realistic, Attentive, Interested, Sincere Effortful) for students on academic probation.

TUTORING - 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 is 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 voluntary. It is powered by Omnilert Network e2Campus.

URS Alert will be activated for the following situations:

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

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

You must sign up for the service in order to receive alerts. (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.

VOTER REGISTRATION

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).

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. Artists, local national and international may present their work for consideration to the Art Review Panel.

WELLNESS

Members of the Ursuline College community can invest in their personal wellness journey in a number of ways. It is important that people create a balance in their physical, social, emotional, spiritual, intellectual and occupational dimensions of life. Part of the Fitness Center is set up for the personal use of videos and DVDs. 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 in both the 1871 Grille and Daley Dining Hall. A Student Wellness Action Group (SWAG), advised by Maureen Klein, Coordinator of Career Development, facilitates wellness outreach to students through various programming opportunities throughout the academic year.

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 residences with trained undergraduate students, and 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.

2011-2012 RESIDENCE LIFE STAFF

Amy Lechko, Director of Residence Life 440-646-8336

Gina DeMart Kraus, Assistant Director of Residence Life 440-684-8334

Resident Assistants:

RA Office: 440-684-6082

RA cell phone: 440-221-2814

Grace 229 440-646-8335

Grace 243 440-646-8333

Grace 329 440-646-8344

Grace 341 440-684-6091

Murphy 207 440-646-8345

Murphy 307 440-646-8346

RESIDENCE HALL POLICIES AND PROCEDURES

ADDRESSING POLICY INFRACTIONS

As a member of a living-learning community, our expectation is that all members of the community will use their voices to respectfully address each other regarding policy violations. Should the infraction persist (after the student has addressed the violation) and you chose to enlist the help of a resident assistant, we ask that you contact the RA who is on duty by calling the RA cell phone (440-221-2814) from 5:00 p.m.-8:30 a.m. Please do not text. If you need to speak with someone between 8:30-5:00 p.m. you can contact the Director of Residence Life (440-646-8336) or the Assistant Director of Residence Life (440-646-8334). 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 Ra's personal cell phone numbers could result in judicial action.

AIR CONDITIONERS

Students are not permitted to install 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; however, 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 the student residence hall rooms.
- 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.
- 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 Assistant Director of Residence Life.
- Any unconsumed alcohol found in a student's room will be confiscated and the responsible students(s) will be asked to pour out remaining alcohol in Assistant Director of Residence Life office.
- The student will be asked to meet with the Assistant Director of Residence Life to discuss the potential alcohol violation.

BABYSITTING

Babysitting is not permitted in residence halls. Guests under the age of 18 are not permitted overnight (with the exception of Little Sibs Weekend when parental waivers are required).

BATHROOMS

Bathrooms within residence halls are communal (with a few exceptions). 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 purposes only). Personal items are not to be left within the bathroom areas (including feminine hygiene products left in areas outside of receptacles inside of stalls). Failure to remove your belongings may result in them being confiscated or thrown away. Dishes, bowls and silverware are not to be cleaned in the bathroom sinks.

BED BUG POLICY

The staff of Residence Life 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 heat treatment method for bed bugs. The investigation step of the process will dictate the removal method that we utilize. Heat treatment is currently our primary method for removal; however, we also may also employ a chemical method as required. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

1. As soon as any member of the college community suspects that bed bugs may be present in their room, apartment, office or common space a work order should be submitted to Facilities Management.
2. Facilities Management will contact the College's exterminator to perform a thorough inspection of the area in question. Please note that should a student submit a work order on a weekend or holiday day, Facilities Management will contact the exterminator on the next business day. It is recommended that students submit work orders as early on a regular business day as possible. The exterminator cannot be dispatched on weekends or holidays.
 - Students may not, at any time, deny the College's exterminator or Facilities Management staff access to their living space (including their bedroom, suite common space, kitchen, bathroom, etc.)
3. 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 submit a work order immediately if there are further concerns.
 - If the exterminator concludes that bed bugs are present in the room, suite or apartment; Residence Life will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items. The office 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.
 - Only the College's exterminator can confirm or deny the presence of bed bugs.
4. Bed bugs are a serious community issue, and ALL students are expected to comply with all instructions given to them within twenty four hours once bed bugs have been confirmed within their living space.

Policy was adapted with permission from Canisius College.

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 traffic. Bicycles may also be stored within student rooms if they do not block emergency exits of the room.

BREAK CLOSINGS

Leaving during breaks

Students are required to leave the halls by noon of the first day of the designated college vacation. Any student failing to leave by this designated time will be fined \$50.00. Students may obtain permission of the Director or Assistant Director of Residence Life to stay later on closing day without incurring the penalty.

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 Weeks Conduct section.

Required Pre-Break Procedure

All residence hall occupants are required to complete all of the following Pre-Break 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 remain plugged in for all College Breaks).
2. Empty Trash
3. Close Window
4. Open Blinds
5. Notify RA of Departure (by taping break closing sheet to outside of door)

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 (“College”) Residence Hall staff member’s 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.

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.

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 (i.e. candle). Students could also be asked to meet with the Director or Assistant Director of Residence Life to discuss the violation.

Suspicion of illegal materials based on items that are in plain view, e.g. shot glasses, beer caps, empty alcohol containers, etc., will enable Residence Life Staff members to search appropriate areas of the residence hall room. Appropriate areas include the fridge(s), cabinet(s), drawer(s), closet(s), or any other location that may reasonably hold suspected illegal materials.

Students are reminded that Ursuline is a dry campus and that 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 and the responsible student(s) will be asked to pour out the remaining alcohol in the Assistant Director of Director of Residence Life’s office. The student(s) who occupy the residence hall room will be asked to meet with the Assistant Director to discuss the potential alcohol violation and both students may be subject to judicial action.

In all cases where the student is not present, rooms will be entered by at least two Residence Life staff persons. 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. 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 live Outside of Ohio or Outside of the Country

Contact the Assistant Director of Residence Life to discuss any potential challenges in regard to finding appropriate housing over breaks. Students who live out of state will be accommodated. Athletics (and students with extenuating circumstances) who request to stay in halls over break outside of days required by their coach must submit a request to the Assistant Director of Residence Life. Approval will be granted on a case by case basis. Factors impacting approval could be judicial records and incomplete sanctions, or other issues of concern.

Students must complete a Break Housing Form indicating exact dates in which they will remain on campus and specific car information. Failure to complete a Break Housing Form, prior to any given break, will result in judicial action. The cost for break housing is \$20/night. **Please note that there is no Food Service available over breaks.** Students may use the kitchen areas in all three halls to prepare meals. Also, please note that there will be limited Residence Life staff on campus.

Residents may leave their car in the parking lot over most breaks with the permission of the Director of Residence Life. 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.

Students working over breaks (with the exception of winter break)

If you must stay on campus due to on or off campus work obligations the break fee will be reduced to \$10/day. In order to qualify for this reduced rate and be given the right to stay in the halls you *must* provide the Assistant Director of Residence Life written verification of working at least 25-30 hours during the duration of break. Your supervisor must sign off on this verification and it must be submitted to the Assistant Director of Residence Life by the date indicated in the housing memo.

End of year closing

- Students who fail to formally check-out with a resident assistant to turn in their keys, access card and have their room inspected will be fined \$50.00.
- Residence Life is not responsible for personal items left in residence hall rooms..
- Mail will not be forwarded home 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, courtesy phones are located within the front entrances of each residence hall where a guest may phone his or her host. 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 the Director of Residence Life, the Assistant Director, or RA.
- As you leave the residence hall, make sure the door is closed and locked.
- Report any door that does not lock to the Director of Residence Life, Assistant Director, or RA.

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 (i.e. candle or microwave) will result in both roommates being fined \$25.00. Students could also be asked to meet with the Director or Assistant Director of Residence Life 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:

- From 7:00 a.m. to 3:00 p.m. contact the housekeeping staff in the residence hall. If they are not available, contact Security x4204.
- From 3:00 p.m. to 7:00 a.m. contact Security at x4204.

Residents will be charged for clean ups 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 the Smith Hall can request toilet paper and shower spray for their suites by submitting a work order.

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, or if the toner cartridge needs to be replaced, students should notify the Resident Assistant 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

If students want to plug in a wireless access point/router in their room they must contact the College Helpdesk in order to make sure their wireless device is set up so it does not interfere with the residence hall network. Residence Hall lounges have wireless capabilities.

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. Microwave ovens are provided by the College and 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. Microwaves are provided in the kitchenettes of the suites in the Smith Hall. When cooking in the kitchen, please remember to clean up after yourself.

Students may use the refrigerator within the kitchen areas under the following conditions: All food within the refrigerator must be clearly marked with the name of the student, room number and date in which the food was purchased. Failure to properly label the food will result in it being thrown away. The refrigerator will be cleaned regularly each semester and all foods left for long periods of time (a couple weeks) 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 with the College Judicial System. Students will be held accountable for the action of their guests. Guests who refuse to comply with hall policy 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, 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 Assistant Director of Residence Life.

DECORATIONS AND MODIFICATIONS

Students may not make any permanent structural changes in their rooms. Paper or other flammable materials is 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 two-sided tape and scotch tape) are not to be used on residence structures. Signs and decals should not be affixed to College property. Rooms may be decorated using wall molding 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 your RA, Assistant Director, or the Director of Residence Life 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, stereos, etc.) in the student rooms. Overuse of any electrical system can create problems.

Please review the following guidelines:

- The College requests students to use UL approved appliances with a maximum draw of 15 amps (approximately 1700 watts) per appliance. In addition, we request that only one small television, one small refrigerator, and one small stereo to be used in each room (please work out the details with roommate).
- 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 Director of Residence Life 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 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 Maintenance/Housekeeping permission to enter. Students grant permission to enter when they inform their Resident Assistant, Assistant Director, or Director of Residence Life or Maintenance/Housekeeping of a maintenance request 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 immediate temporary removal, an expedited hearing will be held before the Director of Residence Life and/or the Vice President of Student Affairs 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 Director of Residence Life and/or the Vice President of Student Affairs may determine whether the Student’s Contract will be terminated. If the Contract is terminated, the Student may file an appeal to the Vice President of Student Affairs 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 \$75.00 fine will 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. 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 residents are required to participate in the Food Service program. Meals will be served in either Daley Dining Hall or 1871 Grille as indicated below. Residents will be required to present their student ID for meals at both locations. Please note that the 1871 Grille offers hours outside the board plan designated hours. Residents may pay cash or use auxiliary points on their student at non-designated meal plan times. Please see the Food Service section under College Policies for extended hours.

Board Plan Meal Service Hours:

Monday - Friday

Breakfast: 7:30 a.m. – 10:00 a.m.	1871 Grille only
Lunch: 11:00 a.m. - 1:30 p.m.	Daley Dining Hall
Lunch: 1:00 p.m. - 2:30 p.m.	1871 Grille
Dinner: 4:30 p.m. - 7:00 p.m.	Daley Dining Hall

(Friday dinner is only served in Daley from 5:00 p.m. - 7:00 p.m.)

Dinner: 6:00 p.m. – 8:00 p.m.	1871 Grille
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Saturday-Sunday

Brunch Daley only: 10:30 a.m.-Noon	Daley Dining Hall
Dinner served in Daley only: 5:00 p.m. - 6:00 p.m.	Daley Dining Hall

FOOD SERVICE COMMITTEE

All residents are welcome to join the food service committee. The primary focus of this committee is to address any issues or concerns that students have with the food service. Meetings are held each semester between this committee and food service management.

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, those visiting or staying overnight, are expected to observe all College rules and regulations. **Students are responsible for the behavior and for any damage done by their guests.**

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.

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 with the exception of Little Sibs Weekend** (with a signed waiver from a parent/guardian). 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 Director of Residence Life at 440-646-8336 or the Assistant Director at 440-646-8334. After 5:00 p.m. call the RA cell phone at 440-221-2814.

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 Department of Residence Life to obtain a Housing Accommodation Form. You must complete the top portion of the form. Also, to facilitate the process, we need you to fill out and sign the **Authorization to Receive Health Care Information** located on the form. This gives us permission to speak with your health care provider if we have questions relating to his/her recommendation for accommodation(s). Your health care provider must complete the rest of this form, sign it, and return the completed packet to the Department of Residence Life.

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.

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/ACCESS 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 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.

Access Card

Each resident will be issued an access card to gain access into the residence hall building. Residents who live in the 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 is this card to be lent out. If a resident loses this card a fine of \$20.00 will be assessed to the student and a new card reissued.

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 room with coin-operated washers and dryers. The cost is \$1.00 for washers and \$.75 for dryers in all three residence halls. A change machine is located in the kitchen area of Grace Hall. If you lose money in any of the machines please complete the laundry reimbursement form located in the laundry rooms and return it to the RA Office in Grace.

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, 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 Director of Residence Life 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 lock out service if it will make them late for work or class.
- Please do not contact Resident Assistants on their personal cell phones to request a lock out service.
- Any student requiring lockout service 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 Assistant Director at 440-646-8334
3. If the Assistant Director 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

LOFTS

Ursuline College does not allow students to bring their own lofts in their residence hall rooms. If a student is interested in a loft style bed they should contact the Director of Residence Life. The college owns a very limited amount of lofts that are available upon request and would be distributed on a first-come, first-serve basis. Preference is given to students currently living in the halls.

LOSS OF STUDENT ID/MEAL CARD

No meals can be served without a meal card.

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 either 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 either 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 Assistant Director of Residence Life. Recognized student organizations can reserve the lounge facilities in Grace Hall for meetings through the Assistant Director of Residence Life.

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 one's 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 daily to the residence halls from the College mailroom. All packages will be delivered to and picked up from the Mullen mailroom. Residents will be notified of any packages in their name. 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

Mail will not be forwarded home over winter or 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.

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 in respect to 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 to 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 a \$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

For hygienic reasons, pets are not permitted in the residence halls. 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).

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 and billed to those students. Students will be notified of these common area damages and will be billed accordingly.

PUBLIC AREA FURNITURE

Moving furniture from 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, judicial action or local prosecution 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.
- Please do not tamper with cable cords or satellite box.
- 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 and will serve as a voting member of Student Government Association (SGA).

RESIDENCE LIFE STAFF

Director of Residence Life

The role of the Director of Residence Life 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 all aspects of residence hall life.

Assistant Director of Residence Life (AD)

The Assistant 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 AD 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

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. Their primary responsibility is to build community among their 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, AD 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 17-25 years of age to be eligible to live in undergraduate housing.
3. 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.
4. No disciplinary sanction which specifically prohibits living in the residence halls.
5. Good financial standing with the College.
6. \$25 deposit to reserve a space, payable to the Business Office.
7. 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.
8. Meningitis and hepatitis status 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 upperclassman 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 Director of Residence Life (this will result in a \$50.00 fine).** A student may be required to change rooms, if so directed by the Director of Residence Life. 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 identifying how to address your concerns with the student. If you have addressed the student and the behavior persists, then the RA will become involved. The RA may decide to speak with the student(s), give a verbal warning, or generate an incident report on the situation. For roommate conflicts, the RA will meet with both residents to discuss the problem and offer peer mediation as an option.
- 3. In a roommate conflict situation, if both parties agree to Peer Mediation, the RA will notify the Assistant Director of Residence Life 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 Director of Residence Life 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 Director or Assistant of Residence Life.

ROOM CARE

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

ROOM CONDITION

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

- No alterations may be made to electrical fixtures or wiring.
- Built-in furniture may not be removed or altered.
- Any drapes (or other hanging fabric) or carpet that is installed in a residence hall room must be certified as fire retardant.
- Carpet must not be glued or taped to the floor. Area rugs are recommended rather than wall-to-wall carpeting.
- Any materials installed on walls or ceilings must be nonflammable.
- Tacks, screws and nails should not be used on the walls or ceilings.
- All tapes and adhesives must be fully removable from the wall/ceilings.
- 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 removed from the room must be stored in a designated storage area (if available, check with the Director of Residence Life) and returned to the room before the student vacates the residence hall room. It is the responsibility of the student to have stored furniture moved back into the room. All furniture, decorations (borders, posters, stickers, 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

Room sign-ups will occur every Spring Semester for residency during the following year. 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 within a room. Returning students who wish to hold a room for the following academic year must pay a \$25 deposit each year before fall sign-ups (which generally occur in March).
- Students who wish to hold their current rooms need to contact the Director of Residence Life by the designated date and attend room lottery to pay their \$25.00 deposit and 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” to that room and can remain in their room provided they pay the deposit fee.
- 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 are the responsibility of both the community and the individual. Residence Life, with the assistance of College Security, maintains facilities and programs that reflect this concern and that assist residents in providing for their own security. 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 to individuals who are not residents. Strangers in the building should be reported immediately to the Director of Residence Life, Assistant Director, RA or security.
- The discharging, carrying, 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 (wallet, purse, watch, pager, 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 (x4204).

Ursuline College is a small and caring community where we encourage everyone to watch out for each other. Students’ safety and security is 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. Any individual found smoking in an unauthorized area will be subject to judicial action and/or a fine.

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.

SOLICITATION AND SELLING

Vendors are not permitted to sell their products within the residence halls without permission of the Director of Residence Life. A student should notify Residence Life Staff members immediately if approached by an unauthorized vendor.

TELEPHONE SERVICE

Student Room Phones

Local telephone service is available, by request, for resident rooms without charge. Voicemail is included with this service. Residents who request this service are required to supply their own phone.

TELEVISION

Cable

A basic cable package is provided in the student rooms of Murphy and Grace Hall and in lounge spaces. It is also provided in the living rooms of the suites in Smith Hall and the third floor lounge. Students in Smith Hall are responsible for contracting with Time Warner if they want cable in their bedrooms. Bedrooms have access to Ursuline intranet. The cable provided is for basic cable only and will not accommodate digital cable or high-speed internet access.

TERMINATION OF HOUSING CONTRACT BY THE COLLEGE

The College reserves the right to terminate this Residence Life Contract ("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. Contracts will not be prorated for any reason.

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 Dean of Students.

VACCINATIONS – MENINGITIS AND HEPATITIS

Ursuline College Residence Life does not require documentation of many vaccines, including MMR, chicken pox, etc. Students in some majors (Nursing and Education) are requirement to submit that information to the appropriate department. However, beginning July 1, 2005, the State of Ohio requires 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 disclosure form before being permitted to move into College residence hall facilities. These forms will be made available during Room Selection and Lottery, in summer mailings, and during move-in.

VACUUM:

Residence Life has one vacuum which resident students may check-out. Please contact the Resident Assistant on duty between the hours of 5 pm–10 pm to sign-out the vacuum. The R.A. 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.

VENDING MACHINES

Soft drink and candy machines are located on the first floor of Grace and Smith Hall. A vending machine is in the lobby of Murphy Hall. All snack machines will give change for one and five dollar bills.

VISITATION

Ursuline College has different visitation hours for the first floor lounges in each building and the student rooms. They are as follows:

First Floor Lounges in Grace, Murphy, and Smith Halls

- | | |
|-------------------------|---------------------|
| Sunday through Thursday | 9:00 a.m.-Midnight |
| Friday and Saturday | 9:00 a.m.-2:00 a.m. |

Student Rooms in Grace, Murphy and Smith Hall

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

Additional Visitation Guidelines in the Residence Halls

- All residents are not restricted from common areas (including: lounges, hallways, kitchens, laundry rooms) after visitation hours.
- Female residents and guests of female residents may not be in a male resident's room after visitation hours.
- Male residents or guests or male residents may not be in a female resident's room after visitation hours.
- Female residents are not permitted to escort the guest of a male resident after visitation hours.
- Male residents are not permitted to escort the guest of a female guest after visitation hours.

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 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 are not permitted in the residence halls. This includes hunting equipment, martial arts weapons, 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 Assistant 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/Calendar or the Residence Hall Handbook. The matter will normally be evaluated by the Director or Assistant Director of Residence Life, 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 Director or Assistant Director of Residence Life 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 Director or Assistant Director of Residence Life will conduct a preliminary interview with the student, during which charges will be discussed.
3. The student will be asked if they take responsibility for the violation(s) of College policy with which they are charged. If the student admits responsibility, an appropriate sanction will be issued by the Director or Assistant Director of Residence Life. *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 Vice President of Student Affairs.
7. If the student does not admit responsibility, the case will be forwarded and heard by a Peer Judicial Board, **except in circumstances that warrant an administrative hearing or in cases involving sexual harassment or sexual assault.** (Ursuline College Student Handbook/Calendar).
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 or Assistant Director of Residence Life.

HEARING OFFICER

The Director of Residence Life serves as Hearing Officer and administrator of the Residence Hall judicial system. The Hearing Officer will conduct administrative hearings in cases outlined in this policy.

Other Functions of the Hearing Officer

1. Working with Peer Judicial Board to draft a schedule of penalties, or ranges of penalties, for common rule infractions. These shall provide a basis for the setting of penalties by both the Hearing Officer and Judicial Panel.
2. Reviewing and deciding on requests for administrative hearings.
3. Formulating proposals for any revision of the Residence Hall judicial system.
4. Training of Peer Review Board before hearings.

PEER JUDICIAL BOARD

The Board is comprised of a maximum of nine residence hall students and is charged with conducting student hearings as they become 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/Calendar 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 Director of Residence Life 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 evidence that may be introduced 48 hours prior to the hearing. Any evidence that is submitted in less than 48 hours will be reviewed by judicial officer to determine validity. If evidence 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 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 College personnel when appropriate, in accordance with appropriate 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 Vice President of Student Affairs 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, mandated 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, building.
7. **Loss of Privilege.** The removal of a privilege, use of a service, 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).
8. **No Contact Orders** 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 hishe/her behalf. Took this directly from Wright State
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 Vice President of Student Affairs, the Director of Residence Life, 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 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 Vice President of Student Affairs, in accordance with procedures outlined in the Ursuline College Student Handbook/Planner.

RESIDENCE HALL FINES

Residence Hall fines can be submitted to the Assistant Director of Residence Life or they can be 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 service between midnight-9:00 a.m.)

BREAK

1. *Break Housing*: The cost for break housing is \$20/night. Working during break could allow for a reduced break housing rate. Please contact the Assistant Director of Residence Life for details.
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, 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

1. 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

1. 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

1. 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. No warnings are given. A "relief hour" has been established from 7:00-8:00 p.m. each day during this period of time.
2. Failure to attend judicial meeting: Students who fail to respond to the request of the Director or Assistant Director of Residence Life 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 is a \$75.00 fine.
5. Tampering with fire safety equipment is a \$75.00 fine.
6. 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 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/each
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. Tack or pin holes in wall or wood	1.00 & up
53. Tampering with fire extinguisher	75.00
54. Tape or adhesive damage	5.00 & up
55. Torn room screen	25.00 & up
56. 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. Petitioning organizations must have a mission consistent with the College's. Petitioning organizations must articulate their purpose and must indicate their plans for community service. One project minimum per academic year is a required component of all organizations.

7. Must clearly define membership requirements.
8. Must complete the Registration Form. By signing the form the organization agrees to:
 - Abide by all College policies, particularly those listed in the Student Handbook/Planner.
 - Permit the Office of Student Activities to verify that the members are eligible to participate in student organizations at Ursuline College.
9. Must complete 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 and Student Government Association
- 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 Student Activities Organization and Involvement Fair
- Eligibility for inclusion in student publications
- Expertise of a faculty/administrator Advisor
- Use of Office of Student Activities as a resource
- Eligibility for inclusion of organizational events in the Student Handbook/Planner
- Listing in the College Student Handbook/Planner
- Ability to host approved events and activities including, but not limited to, fundraisers and donation collection drives
- Listing on the Student Organization page of the Ursuline College website.

GENERAL POLICIES

When planning programs, events, fundraisers, or collections, student organizations need to contact the 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 or the Student Government Association.

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; Director of Residence Life; First Vice President of the Student Government Association of Ursuline College. The functions of COSO are to study and to recommend policies about student organizational life; to determine criteria for the establishment of student organizations; and to hear petitions for College registration of new student organizations; to evaluate the achievement of student organizations; 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 Vice President of 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 or nationality.

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 20 locations available for general postings, two locations for the exclusive use of Student Organizations (in Pilla and Mullen), and one for the exclusive use of personal postings (Mullen Commuter Lounge). The list of locations follows the description of the policy.
- 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 bulletin board in the Mullen Commuter Lounge 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.

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 2011-2012 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 Vice President of 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.

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.

Campus Crusade for Christ / Advisor: Beverly Schaefer (x6117)
Campus Crusade for Christ is a student organization dedicated to presenting the opportunity to have a personal relationship with God, through His Son Jesus Christ to every student on Campus. We have a weekly meeting during which there are opportunities to grow in our understanding of how to share God's love with those around us. We also offer opportunities to attend conferences, serve the community, and we plan campus-wide outreaches throughout the year.
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: Brandi Rizzo (x8321)
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.
Drama Workshop / Advisor: Jenny Dunegan
The Drama Workshop is responsible for bringing all aspects of theatre to Ursuline College through trips, workshops, and retreats. The Drama Club also 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: Dr. Celeste Wiggins (x3155)
Ursuline's fine arts annual is published every spring. Students, faculty, and staff are encouraged to contribute fiction, poetry, plays, autobiographical sketches, essays, reviews, photography, and artwork by Dec. 1 of every academic year. <i>INSCAPE</i> has earned a First Place with Special Merit Award from the American Scholastic Press Association (ASPA) for the years 1997 through 2003.
Programming Board: PB / Advisors: Melissa Turk (x6011) and the Director of Student Activities (x8325)
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.

Residence Hall Council: RHC / Advisor: Gina DeMart-Kraus (x8334)
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) build unity among the sub communities that develop among students, (3) and encourage residents to take responsibility for their College experience and personal success at Ursuline College.
Social Work Organization: SWO / Advisor: Sr. Kathleen Cooney (x8157)
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.
Student Arts Organization for Peace and Justice / Advisor: Sr. Diane Therese Pinchot (x6092)
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.
Students for the Ethical Treatment of Animals: SETA / Advisor: George Matejka (x8393)
Student 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.
Student Government Association: SGA / Advisor: The Director of Student Activities (x8325)
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) to promote intercollegiate collaboration.
Student Historic Preservation Association: SHPA / Advisor: Bari Stith
The purpose of Student Historic Preservation Association is providing 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, to stimulate the highest ideal of professional ethics, standards, and attitudes.
Student Nurses of Ursuline College: SNUC / Advisor: Pat Sharpnack (x6032) and Laura Goliat (x8332)
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.

Students United for Multicultural Awareness: SUMA / Advisors: Tina Roan Lining (x6085)

SUMA is an organization that focuses on maintaining diversity by means of educating within a college environment and supporting community service.

Student Wellness Action Group: SWAG / Advisor Maureen Klein (x 8379)

SWAG (Student Wellness Action Group), committed to the growth of mind, body and spiritual wellbeing presents information and options that focus on issues of health, success and happiness. SWAG will endeavor to promote lifestyles and habits that will empower wellness in a holistic concept through the encouragement of positive choices.

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

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

Nurses Christian Fellowship/ Advisor: Beverly Schaefer

In response to God’s love, grace and truth; The Purpose of the Ursuline College Nurses Christian Fellowship is to be an organization of students and faculty who follow Jesus as Savior and Lord: growing in love- for God, God’s Word, God’s people of every ethnicity and culture and God’s purposes in the world.

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; (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.html.

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 student's 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) 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 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 only given 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 3 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%

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 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 prevent a student from graduation, the student can petition the Director of Faculty and Curriculum for a prerequisite waiver. A prerequisite waiver would allow the student to take courses out of sequence, but the student would still be required to take all 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 documented experience in the course subject matter in which she/he is petitioning.

Academic Integrity - Plagiarism and Cheating

Ursuline College expects that all course work will be fairly and honestly completed by the student. Plagiarism consists of any intentional or known representation that the work, or opinions of another, are those of the student. Most often plagiarism takes the form of failure to properly acknowledge sources when using exact wording, or paraphrased material or 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- 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.