

NONDISCRIMINATION POLICY

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

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

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

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

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COMMUNITY EXPECTATIONS

Introduction

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

Community expectations have been established for the welfare of the Saint Mary's community. Coupled with the judicial process, community expectations have the ultimate goal of building community while challenging and

educating students in an atmosphere where self- and mutual-respect prevail. Complaints against individuals for disruption of the campus expectations should be directed to the dean of students. Proven violations of community expectations may be grounds for penalties as serious as expulsion from Saint Mary's University of Minnesota. The university may withhold transcripts, grades, diplomas, housing privileges, the ability to register, or other official records pending the disposition of student disciplinary matters.

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

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

Disciplinary Judicial Process

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

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

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

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

Incident Report

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

Initial Review

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

Hearing Process

The dean of students or their designee will contact the named student to set a date for a follow-up meeting. When the meeting is complete, a decision will be rendered. If there is reason to believe the violation has occurred, disciplinary consequences will be imposed. In most cases, a residence life professional staff member will act as the vice president's

designee. If a student refuses to meet with the dean of students or their designee, a decision might be made without the student present. This will only happen after one week of trying to contact the student (in writing).

Determination of Consequences

In determining disciplinary consequences, the student's previous disciplinary record and any or all other pertinent information will be considered. The types of consequences that may be imposed include, but are not limited to, restitution for damage, community service, educational sanctions, letter of apology, reflection paper, mandatory program attendance, trespass notice, residential probation, relocation to another residence hall, disciplinary probation, suspension, or expulsion.

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

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

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

Appeal of a Disciplinary Decision

The Right to Appeal

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

The vice president for student affairs or their designee may request an in-person meeting to obtain further information or may render a decision after reviewing the written appeal without an in-person meeting.

Reason for Appeal (one or more may apply):

A substantial violation of procedure that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).

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

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

University Policies

STANDARDS OF CLASSROOM BEHAVIOR

Classrooms and laboratories are important venues where Saint Mary's University of Minnesota carries out its mission of teaching and learning; every participant in the learning community contributes to this. Faculty maintain a safe and professional classroom environment that facilitates study, clarity of thought, focused attention, and fruitful dialogue in an atmosphere free from distraction and disorder. Students are expected to have high standards of behavior in the classroom and rules of reasonable behavior must be observed. Please see the Course Catalog for the full policy and expectations for classroom behavior, including academic integrity and academic dishonesty at smumn.edu/classroombehavior.

COPYRIGHT LAW

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

CAMPAIGN ACCESS TO UNIVERSITY PROPERTY AND HOUSING

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

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

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

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

Reasonable restrictions are permitted, including:

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

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

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

ALCOHOL POLICY

The College

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

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

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

Alcohol Policy Regulations

Any student who chooses to violate these policies will face disciplinary action.

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

Underage consumption of alcohol: A student may be disciplined for the underage consumption of alcohol if they are found in a location where alcohol is present. To avoid being charged with underage consumption of alcohol, any minor that has not drank alcohol must prove their sobriety to avoid sanctions by submitting to a breathalyzer test. Failure to do so will result in assumed guilt, and the student will go through the conduct process. Students must report to the Office of Campus Safety with a valid student ID within 30 minutes of the incident and request an alcohol breathalyzer test. The results of the test (either positive or negative for alcohol) will be shared with the student and forwarded to the Office of Student Affairs. Campus Safety is available 24/7 to administer the test. Campus officials have the right to refuse to administer the breathalyzer test if a student is acting aggressively, non-compliant, or presents potential harm to the staff member or self. It is the student's responsibility to utilize the breathalyzer.

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

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

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

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

Responsibility / No residents present during a violation:

Residents of a room/apartment are ultimately held responsible for their guests. They are also responsible for any violation of university policy, any disorderly conduct, or any damage associated with their or their guest's behavior. At all times student resident doors should be locked, and at no time should students allow others to be in the room/apartment without residents present. If a violation occurs, the situation will be confronted, guests will be removed, and the room/apartment residents documented. Through the judicial process sanctions for residents will be determined.

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

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

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

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

Flagrant misuse of the breathalyzer: Students are expected to take the breathalyzer to prove they have no alcohol in their system. Students who test positive will face an additional \$35 fine. Underage students who have been caught under the influence of alcohol are encouraged to be honest and take responsibility for their behavior and avoid this additional fine.

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

Amount of alcohol: No stockpiling of alcohol is allowed, as this can be an indicator of binge drinking. There should be no more than one full case of beer, one bottle of wine, or one bottle (750 ml) of hard liquor per resident in each residence hall room occupied by students of legal age. A full case of beer is defined as a 24-pack.

Alcohol containers: Kegs, party balls, beer bong, mass-quantity, or common sources of alcohol are not allowed on campus. For safety purposes, glass alcohol containers (cups, bottles, mugs, and glasses) are prohibited outdoors. All empty alcohol containers must be disposed of properly and should not be used for decorative purposes.

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

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

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

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

Drinking and driving: Students of legal age are strongly encouraged to refrain from any drinking and driving. Students must not drive when under the influence of alcohol. Reaction times, judgment, and general driving abilities are impaired once alcohol enters the body. Students suspected of impaired driving due to alcohol (dangerous or highly erratic driving patterns) will be questioned and may face disciplinary action.

Open alcohol containers are not permitted in personal or university vehicles at any time. If students are seen entering or exiting a vehicle with an open alcohol container, they may be subject to university sanctions, including loss of parking privileges.

Saint Mary's University reserves the right to sanction students in accordance with policy. These sanctions may be incurred in addition to any other charges brought upon the student by the State of Minnesota, Winona County or City of Winona.

Alcohol and academics: Students are prohibited from appearing at any university classroom, clinical site, or controlled facilities with the presence of alcohol in their body.

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

Alcohol over breaks: Students need to be reminded that all residences are inspected for maintenance and safety related issues during breaks. If alcohol or paraphernalia linked to alcohol or other drugs are found in a room of a resident who is underage, the student will face a minimum \$35 fine and the alcohol or paraphernalia will be removed and disposed of according to normal procedures. Of age students with excessive alcohol or paraphernalia will face the same consequences as listed above. The student may also face additional sanctions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Consequences for alcohol policy violations

The following are guidelines of mandatory minimum sanctions; the level of violation severity will increase the severity

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

Level I—First-time violations may include:

Confiscation of alcohol, meeting with relevant staff members/judicial officials, possible notification of parents, Alcohol 101, mandated counseling (with a signed release), additional fine, community service, restitution for any damages.

Level II—Repeated or more serious violations may include:

Confiscation of alcohol, meeting with relevant staff members/judicial officials, notification of parents, Alcohol 201, a minimum of two mandated counseling sessions (with a signed release), additional fine, community service, restitution for any damages.

Level III—Most serious violations, multiple violations of Level I and/or II may include:

Confiscation of alcohol, meeting with relevant staff members/judicial officials, Alcohol 301, a minimum of four mandated counseling sessions (with a signed release), additional fine, community service, restitution for any damages.

Level IV—Multiple violations of Level I, II and/or III may include:

Off-campus assessment (recommended compliance of results, a signed release, and cost for assessment is the responsibility of the student), mandated counseling (with a signed release), a one-week ban from the residence halls, additional fine, community service, restitution for any damages. If a student has not violated the alcohol policy for one or more full semesters, they may be asked to retake Alcohol 301 instead of the one-week ban from the residence halls.

Additional consequences at any level may include:

Residence hall probation, a behavior contract, loss of student position (work-study or unpaid), suspension, and/or expulsion.

Driving under the influence of alcohol—all violations

Immediate involvement of local law enforcement, possible loss of campus parking privileges up to and including the remainder of the student's academic career.

Missing mandated counseling sessions as well as community service hours will result in an hourly charge to the student's account.

DRUG POLICY

The College

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

Drug Policy Regulations

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

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

The student's use of illegal drugs threatens order, causes public disturbances, poses danger to the student and/or others, or results in property damage.

The student's use, possession, or distribution of illegal drugs or drug paraphernalia comes to the attention of university residence life staff and other officials.

Possession, Use, Distribution, or Sale of Drugs: The possession, use, distribution, or sale of marijuana, hallucinogens, narcotics, unprescribed amphetamines, unprescribed medications, barbiturates, or any synthetic substance with the purpose of producing the effects of a controlled substance (K2, spice, bath salts, etc.) is prohibited by the university. Students found responsible for illegal drug use are subject to the loss of their federal financial aid and dismissal from

the university.

Medical Marijuana: The use, possession, or cultivation of marijuana for medical or recreational purposes is not allowed in any of Saint Mary's University of Minnesota residence halls or on any other university property, nor is it allowed at any university sponsored event or activity off campus. Marijuana remains a drug prohibited by federal law. Students can be prosecuted at the federal level for their use of marijuana. Students with prescriptions for medical marijuana should contact the Jay Johnson Wellness Center to register and develop a reasonable accommodation plan involving responsible off-campus use.

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

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

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

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

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

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

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

Consequences for Drug Policy Violations

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

Level I—First time violations include:

Confiscation of drugs and paraphernalia, meet with relevant staff members/judicial officials, and may include Marijuana 101, mandatory counseling (with a signed release), \$100 fine, automatic notification of parents, community service.

Level II—Second time/more serious marijuana/other drugs violations include:

Confiscation of drugs and paraphernalia, meet with relevant staff members/judicial officials, and may include automatic notification of parents, community service, mandatory counseling (with a signed release), off-campus assessment (with a signed release), and compliance with recommendations (cost for assessment is the responsibility of the student), \$200 fine, loss of on-campus housing or removal from housing for a week, suspension, expulsion.

Level III—Third time/very serious marijuana violations/second time serious other drug violations include:

Confiscation of drugs and paraphernalia, meet with relevant staff members/judicial officials, mandatory off-campus assessment (with a signed release), and compliance with recommendations (cost for assessment is the responsibility of the student), loss of on-campus housing, suspension, expulsion.

Missing mandated counseling sessions as well as community service hours will result in an hourly charge to the student's account.

Contesting Use of Marijuana

A student may be disciplined for being in a room or car where the use of an illegal drug is occurring. Students may

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

SMOKING AND TOBACCO USE POLICY

The College

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

Tobacco Use Policy Regulations

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

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

Vaping

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

Consequences for Tobacco Policy Violations

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

Level I—First time violations may include: Meet with relevant staff members/judicial officials, restitution for any damages, Tobacco 101, community service, \$35 fee.

Level II—Second time/multiple violations may include: Meet with relevant staff members/judicial officials, restitution for any damages, Tobacco 201, \$50 fee, community service, suspension from residence halls, loss of on-campus housing.

GOOD SAMARITAN POLICY

The College

Saint Mary's University of Minnesota recognizes the risks associated with heavy alcohol consumption, which can be fatal in extreme cases. This policy addresses the issue of seeking medical attention due to excessive consumption of

alcohol. Saint Mary's University of Minnesota places a high value on the health and safety of its students and wishes to avoid students making decisions based on fear of disciplinary sanctions from the university.

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

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

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

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

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

Compliance with State and Federal Statutes

It is expected that students will conduct themselves responsibly at all times. This includes following state and federal statutes. Behaviors restricted by state and federal statutes are not appropriate behaviors to be engaged in. Based on principle, public indecency, for example, would not be appropriate behavior to engage in, although there may not be a specific Saint Mary's University of Minnesota policy.

Signs of Alcohol Poisoning

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

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

What To Do in an Alcohol Emergency

Call for help (911 and then 507-457-1703 — Campus Safety).

Stay with the person until help arrives.

Turn the person on their side to prevent choking if the person vomits.

Be prepared to give the emergency medical personnel as much information as possible, including any drugs or medications taken.

Educational Initiatives

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

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

When persons become dependent on drugs for relaxation, fun, or to stay awake, they can lose their natural ability to control their feelings and actions. With that can come a loss of the ability to cope with the world. The consequences of alcohol and drug use to change moods can impair one's biological, psychological, social, and spiritual functioning. One of the most serious risks is that of binge drinking.

Binge drinking is defined as consuming five or more drinks for a male, four or more drinks for a female, in a sitting. This type of high risk drinking — that is, drinking to get drunk — poses serious consequences. Binge drinking can lead to alcohol poisoning; alcohol-related driving crashes; unprotected, unplanned sex; violence; trouble with the law; and problems with roommates, parents, and class work. Alcohol is a dangerous and addictive drug; it is a powerful depressant that slows down the mind and body.

Drugs also pose a serious risk to the individual student. The following list by drug category is only a sample of the risks involved.

Stimulants (caffeine, tobacco, NoDoz, amphetamines, ecstasy, cocaine/crack) can make one feel jittery, nervous, and paranoid and can cause respiratory paralysis, heart disease, cancer, and even death.

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

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

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

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

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

On-Campus Resources

Jay Johnson Wellness Center/Counseling Services

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

Off-Campus Resources

Hiawatha Valley Mental Health Center

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

Winona Counseling Clinic

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

Wenden Recovery Services

131 Harriet St., Winona, MN 55987
Phone: 507-454-2839

THE LEGAL SIDE OF ALCOHOL AND DRUGS

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

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

Federal Law: The sale or possession of cocaine, marijuana, heroin, an opioid, and other Controlled Substance Act (CSA) Schedule drugs is also against federal law. Penalties for conviction of a controlled substance crime may include mandatory minimum prison sentences. In addition, federal law also provides for the following, depending on the

circumstances: (1) forfeiture of personal and real property used to possess or facilitate possession of a controlled substance; (2) forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance; (3) a civil fine of up to \$500,000; (4) denial of federal benefits, such as student loans, grants, etc.; (5) ineligibility to purchase a firearm; and (6) revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing, tenancy, etc.

APPROPRIATE USE OF TECHNOLOGY RESOURCES

Please see the **Informational Technology policy on appropriate use of technology resources located on their FAQ web page at TechFAQ.smumn.edu.**

Use of Copyrighted Works

Students should be aware that the unauthorized sharing of peer-to-peer file copyrighted works, including music, pictures, and movies, is a violation of appropriate use of technology policy. It is also illegal and may carry significant money and/or criminal sanctions. It is the responsibility of the student who is downloading or uploading documents to make certain that they are not copyrighted works, or that the student has the permission of the copyright holder.

Gmail (Email) powered by Google

Students are required to maintain and use a Saint Mary's University of Minnesota email account at no charge. This account can be accessed via **mail.google.com**. New students will receive their email address in the admission packet once they are accepted for admission. Students are responsible to check their Saint Mary's University of Minnesota email regularly.

When logging in on Google's page, the student's username is the full email address (**username@smumn.edu**) and Saint Mary's University of Minnesota password. **Saint Mary's University of Minnesota email accounts for students are discontinued six months after graduation or immediately after withdrawal from the university. Students should plan accordingly.**

CLASS ATTENDANCE

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

DISCRIMINATION AND HARASSMENT

Statement

Saint Mary's University of Minnesota is committed to creating a campus-wide environment free of discrimination by educating all members of the university community on such issues and by establishing procedures for addressing allegations of such behavior.

Saint Mary's University of Minnesota prohibits and will not tolerate discriminatory practices or harassment of any member of this university community on any university-owned property and pledges to seek out and eradicate all forms of discrimination in its activities and programs. Saint Mary's University of Minnesota supports federal and state laws that prohibit discrimination against any person because of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, status with regard to public assistance, genetic information, or disability.

Definitions

Discrimination is the segregation or separation of individuals based on race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, status with regard to public assistance, genetic information, or disability. Discriminatory practices include any instances of differential treatment that interfere with an individual's full participation in this university community. Examples: discouraging classroom participation, preventing students from seeking help outside class, causing students to drop or avoid certain classes, reducing the development of the individual collegial relationships crucial for future professional development, dampening career aspirations, undermining self-confidence, assigning tasks/responsibilities without regard to experience, qualifications and/or job description, providing training opportunities annually, or evaluating job performance based on arbitrary standards.

Harassment is a form of education or employment discrimination. To be considered discrimination, the harassment

must be based on some protected trait. Under federal law, those traits include race, color, national origin, gender, pregnancy, age, religion, disability and genetic information. Harassment is *unwelcome behavior* that happens because of an individual's race, color, national origin, religions, disability, etc. Harassment in the workplace or academic environment is unlawful when 1) enduring the offensive conduct becomes a condition of continued employment or participation in educational activities, or 2) when the conduct is severe or pervasive enough to create a work or academic environment that a person would consider intimidating, hostile or abusive.

Any student community who believes that she or he has been discriminated against or harassed and any third party who believes that she or he has been discriminated against or harassed by a member of the university community should request assistance from the list below:

Vice President for Student Affairs

Dean of Students

Director of Residence Life

Residence Hall Director

Students can also use the Bias Reporting Form at smumn.edu/biasform. These online reports may be submitted anonymously.

Winona Campus undergraduate students may ask the vice president for student affairs, dean of students, or director of residence life to be shielded from unwanted contact with the person against whom the complaint is being brought. To shield the complainant, the university may assign the complainant to different housing, assign the person against whom the complaint is brought to different housing, adjust class schedules, impose restraining orders, alter work assignments, etc.

The individual to whom the complaint is made will investigate, or designate an individual to investigate, the complaint. The result of an investigation may include action up to and including expulsion. A detailed copy of the Saint Mary's Discrimination and Harassment Policy is available on the university's website.

SEXUAL HARASSMENT AND SEXUAL ASSAULT

Statement

Saint Mary's University of Minnesota is committed to fostering a climate free from sexual discrimination, harassment and violence, dating violence, domestic violence, and stalking through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of reports of conduct prohibited under this policy.

As a Lasallian Catholic institution of higher education, the university believes in the inherent dignity and worth of every student and employee. As such, the university strives to create an environment where the dignity of each person is respected and honored. Sexual discrimination, harassment, and violence violate the dignity of the person and are inconsistent with the mission and values of the university.

Definitions

Sexual Harassment - Title IX. There are six types of prohibited conduct that qualify as "sexual harassment" under Title IX, each of which is defined more specifically below: (1) quid pro quo sexual harassment, (2) unwelcome conduct sexual harassment, (3) sexual assault, (4) dating violence, (5) domestic violence, and (6) stalking. The definitions outlined herein are required by federal regulations.

For reported behavior to qualify as Title IX prohibited conduct, in addition to meeting the elements of the specific type of sexual harassment below, it must meet all of the following threshold requirements, as determined by the Title IX Coordinator and as mandated by federal regulations:

- The conduct must have occurred against a person in the United States.
- The conduct must have occurred within the university's education program or activity. For purposes of this provision, this means that the conduct must have occurred either (a) in a location, event, or circumstances over which the university exercised substantial control over both the respondent and the context in which the sexual harassment occurs or (b) in relation to a building owned or controlled by a student organization that is officially recognized by the university.
- The complainant must be participating in or attempting to participate in the education program or activity of the university at the time the formal complaint is filed.

Quid Pro Quo. Conduct on the basis of sex where a university employee conditions the provision of a university aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or,

Unwelcome Conduct. Unwelcome conduct on the basis of sex that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or,

Sexual Assault. Engagement or the attempt to engage in one of the following activities with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity:

Sexual intercourse (anal, oral, or vaginal), including penetration with a body part (e.g. penis, finger, hand, or tongue) or an object, however slight;

Intentional touching of the intimate body parts of another for the purpose of sexual gratification. Intimate body parts include the breasts, buttocks, groin, and genitals.

Sexual intercourse (anal, oral, or vaginal) between individuals who are not permitted to marry.

Sexual intercourse (anal, oral, or vaginal) with a person who is under the statutory age of consent.

Dating violence. Conduct on the basis of sex that consists of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence. A felony or misdemeanor crime of violence constituting conduct on the basis of sex committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking. Conduct on the basis of sex that consists of engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:

Course of conduct means two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;

Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant; or,

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sexual Assault - Non-Title IX. Conduct that meets the definition of Sexual Assault above, but does not meet all of the threshold requirements to be charged under Title IX as listed above.

Dating Violence - Non-Title IX. Conduct that meets the definition of Dating Violence above, but does not meet all of the threshold requirements to be charged under Title IX as listed above.

Domestic Violence - Non-Title IX. Conduct that meets the definition of Domestic Violence above, but does not meet all of the threshold requirements to be charged under Title IX as listed above.

Stalking - Non-Title IX. Conduct that meets the definition of Stalking above, but does not meet all of the threshold requirements to be charged under Title IX as listed above.

Sexual Harassment - Non-Title IX. Any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any university program or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e., it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.

Reporting

Saint Mary's University strongly encourages students who have been sexually assaulted or sexually harassed or been the victim of sexual misconduct to report the incident to the university and proper legal authorities, as well as to seek out any needed support. To make a report about possible sexual harassment, sexual assault, or sexual misconduct, a party or any third party should notify the Title IX Coordinator or a mandatory reporter at the university. (A listing of mandatory reporters can be found in the university's Sexual Assault/Sexual Harassment Policy at smumn.edu/titleIX.) A report may be made at any time, including during non-business hours, in person, by telephone, by mail, by email, or by completing the online reporting form.

A complainant does not need to provide a definitive label of his or her experience at the time a report is made, nor does a complainant have to decide on a particular course of action in advance. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The university will offer reasonably available supportive measures.

Confidential Resources

Privacy generally means that information related to a report of sexual harassment, sexual assault, or other sexual misconduct will only be shared with those university employees who "need to know" in order to assist in the active review, investigation, or resolution of the report, including the issuance of supportive measures.

There is a distinction between seeking assistance from a confidential resource and making a report to the university through designated reporting options. Confidential resources, including counselors, medical health providers, and clergy, have confidentiality obligations imposed by law and will not share information about a complainant or respondent (including whether or not that individual has received services) except under limited circumstances. In contrast, all other university employees are expected to share information with the Title IX Coordinator. A listing of confidential resources can be found in the university's Sexual Assault/Sexual Harassment Policy at smumn.edu/titleIX.

Internal Procedures

A victim of sexual harassment, sexual assault or sexual misconduct has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through the appropriate university complaint procedure, or to pursue both processes simultaneously. Students may report sexual harassment, sexual assaults or sexual misconduct to the Title IX Coordinator or to a university mandatory reporter. Upon receipt of a report of sexual harassment, sexual assault, or sexual misconduct, the university will proceed as outlined in its Sexual Harassment/Sexual Assault Policy which can be found on the university's website at smumn.edu/titleIX. Please consult that policy for information on informal and formal resolution processes.

Supportive Measures

Upon receipt of a report of sexual harassment, sexual assault or sexual misconduct Conduct, the university may impose reasonable and appropriate supportive measures designed to restore or preserve a complainant's equal access to university programs or activities without fee or charge, and without treating the respondent as responsible unless and until the completion of a formal resolution that determines the respondent to be responsible for a policy violation. Supportive measures are designed to restore or preserve equal access to the university's education programs and activities without unreasonably burdening the other party. They include measures designed to protect the safety of all parties or the university's educational environment, and include measures to deter sexual harassment.

Supportive measures are available to both the complainant and respondent regardless of whether the complainant chooses to file a formal complaint. The Title IX Coordinator will maintain the privacy of any supportive measures provided to the extent possible and will promptly address any reported violation/s of the supportive measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any requests for or questions concerning supportive measures may be directed to the Title IX Coordinator, the Vice President for Student Affairs, or the Dean of Students.

Range of Supportive Measures

Potential supportive measures, implemented on behalf of the complainant and/or the respondent to the extent

reasonably available and warranted by the circumstances, include, but are not limited to:

- Access to counseling services and assistance in setting up an initial appointment, both on and off campus;
- Imposition of a mutual “no-contact order” (failing to abide by the no-contact order may result in allegations of additional policy violations);
- Rescheduled exams and assignments;
- Extensions of deadlines;
- Alternative course completion options;
- Change in class scheduling, including the ability to transfer course sections or withdraw from a course without penalty;
- Change in work schedule or job assignment;
- Change in student’s university-owned, sponsored, or controlled housing;
- Assistance in completing housing relocation;
- Limiting an individual’s or organization’s access to certain university facilities or activities pending resolution of the matter;
- Voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Increased security and monitoring of certain areas of the campus;
- Medical services;
- Academic support services, such as tutoring;
- University-imposed administrative leave or separation;
- University-imposed restricted access;
- Assistance with identifying resources available to help with visa or immigration issues, legal issues, and transportation options;
- Other remedies that can reasonably be tailored to the involved individuals to achieve the goals of this policy.

External Procedures

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

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

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

Sanctions

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

Statement of Concern. A statement to students who are found in the presence of a policy violation, but who are not held formally accountable for that violation.

Warning. A notification that a student has committed certain violations and that continuance of such conduct will result in more severe disciplinary action.

Educational Sanctions. Sanctions include, but are not limited to, alcohol education, mandatory counseling assessment and adherence to professional counseling recommendations, research papers or projects, residence hall programming, group education program, etc.

Behavioral Contract. A contract allowing a student to successfully manage their behavior while remaining an active

member of the university community. Failure to complete the agreed-upon provisions of the contract will result in suspension from the university, unless the student voluntarily withdraws. If suspended or withdrawn, the student must follow the readmission process outlined in the university Catalog before they may resume their studies at the university.

Administrative Hold on Student Accounts. A sanction used when students fail to comply with assigned tasks from a conduct hearing or Title IX investigation. This action precludes students from registering for classes and obtaining such documents as transcripts and diplomas. Once the outstanding sanction has been satisfactorily completed, the hold will be lifted.

Disciplinary Service. Service hours in a given area as a way to give back to the campus or local community.

Fine/Restitution. A monetary penalty for violations such as vandalism or damage to university property or the property of others. All fines must be paid by personal or cashier's check; they will not be applied to a student's account.

University Restriction. Restriction from certain buildings, events, activities, etc.

University Housing Restriction. Residence re-assignment, removal from university housing, or restrictions on where a student may live.

Disciplinary Probation. A specified period of time (ordinarily no less than the equivalent of one semester) during which a student is not in good disciplinary standing with the university.

Administrative Withdrawal. Withdrawal from a specific course, major, or academic department where a student or group of students violates expectations of the academic arena (classroom incivility, disruption, harassment of faculty or other students in the classroom).

Deferred Suspension. A sanction for students who have been held responsible for behavior that warrants suspension but where mitigating circumstances and additional sanctions may allow a student to remain in the community while these sanctions are being completed.

Suspension. Denial of the opportunity to continue at the university for a specified period of time (ordinarily no less than one semester), or indefinitely until the student's intervening record can support an application for readmission.

Dismissal. Denial of the opportunity to continue as a student at the university. A student who has been dismissed is not eligible to apply for readmission. A student who is dismissed is not allowed to be on campus or to be at any official university event at any time. This sanction is noted permanently on the student's transcript.

Club/Organizational Notification. Written or verbal notification to club or organization representatives, officers or advisers.

Loss of Privileges. Loss of privileges such as removal of services and access to facilities, restriction of use of campus financial accounts and/or student activity fee funding, attendance or participation in activities/programs, loss of housing privileges, loss of athletic opportunities, etc..

Social Probation. Probationary status during which time a club/organization is restricted from participating in social events, including hosting as an organization.

Probation of Student Club/Organization. Probationary status for a specified period, typically not less than one semester, during which time a club/organization will be required to fulfill specific conditions before reinstatement to good standing.

Suspension of Student Club/Organization. Separation from the university for a specified period, typically not less than one semester. Involves loss of all rights and privileges of student clubs/organizations, including the use of university facilities, and probationary status for one year following completion of suspension.

Termination of Student Organization. Permanent separation of a student club/organization from the university and removal of recognition of the club/organization.

Retaliation

The university will not tolerate retaliation against an individual who makes a report or participates in any proceedings under the Sexual Harassment/Sexual Assault Policy. That policy prohibits any form of retaliation, and community members engaging in retaliation will be subject to disciplinary action, whether such acts are implicit or explicit, or committed directly or indirectly.

CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their

educational records. They are:

- A student has the right to inspect and review the student's education records within 45 days of the day the university receives a request for access. The records that are viewable include only the documents that were created at Saint Mary's. The student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) they wish to inspect. The registrar will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
- A student has the right to request that the university amend their records that the student believes are inaccurate or misleading. The student must request the amendment in writing, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides to not amend the record as requested by the student, the university must notify the student of the decision and advise the student of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing. Any request for grade changes must follow the procedure as outlined elsewhere in this catalog.
- The student has the right to consent to the disclosure of personally identifiable information contained in their records, except where FERPA authorizes disclosure without consent. School officials with a legitimate educational interest may have access without the student's consent. A school official is a person employed by the university in an administrative, professional, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee (such as a disciplinary committee) or assisting another school official in performing his or her tasks. The Minnesota Private College Council is a school official with whom the university shares certain student data (address, age, student classification, financial aid, etc.) for research, legislative, advocacy, and public policy purposes. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the university. Upon request, the university may disclose education records without consent to officials of another school in which the student seeks to enroll or is already enrolled.
- The university designates the following information as directory information, which may be released without student consent and is not subject to the above regulations: student name; state of residence; gender; major field of study; classification as a first year student, sophomore, junior, senior dates of attendance; graduation and degree(s) earned; the most recent educational institution attended, participation in officially recognized activities and sports; weight and height of members of athletic teams; honors and awards received; photographic, video, or electronic images of students taken and maintained by the university.
- A student may prevent the release of any or all of the categories of Directory Information outlined above by notifying the registrar, in writing, of the categories of information the student does not want disclosed. Notification must occur within ten (10) calendar days of the first scheduled day of classes for the fall, spring, or summer terms. The university will honor all written requests for nondisclosure for one (1) academic year; therefore, students must request nondisclosure annually.
- A student may file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605.
- In order for a parent or guardian to receive information about their student's progress, the student must complete the online Consent to Disclose.

SOCIAL MEDIA POLICY

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

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

Saint Mary's University of Minnesota requires from students a high standard of respect for the rights and dignity of others, and expects responsible social media conduct from students. Among the policies included in the handbook that may extend to student use of social media include: drug and alcohol policy, discrimination, confidentiality,

academic dishonesty, sexual harassment, non-compliance, appropriate use of technology resources, and hazing.

HAZING

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

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

COMMUNICABLE DISEASES

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

NONCOMPLIANCE

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

POLICY ON APPROPRIATE DRESS

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

POLICY ON RESPECTFUL BEHAVIOR/CHARACTER

As members of a Lasallian Catholic community, students, faculty, and staff are expected to adhere to the highest levels of character, ethics, and professionalism in all interactions with other members of the university community. In addition, all members of the university community are expected to deal with each other with respect and consideration. When the behavior of a student, faculty member, or staff member varies from this standard, the student, faculty member, or staff member may be subject to disciplinary action. For the College, complaints about unethical, unprofessional, or disrespectful student behavior should be made, in writing, to the dean of students. Complaints about unethical, unprofessional, or disrespectful faculty or staff behavior should be made, in writing, to the faculty or staff member's supervisor.

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

POLICY REGARDING AVAILABLE PRODUCTS AND SERVICES

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

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

opposition to the mission of the university.

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

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

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

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

Within 10 days, and after consultation with the president's cabinet and other individuals and groups that may be solicited, the president of the university will make the final decision on the specific matter at hand, and communicate that decision to the university community.

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

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

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

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

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

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

- Immediate notification of appropriate university staff including: Jay Johnson Wellness Center staff, the director of Campus Safety, the vice president for Student Affairs; and/or the Administrator on call,
- Notification of the Winona Police and/or Fire Department
- Emergency transfer to the emergency room for evaluation via Winona Police and/or Fire Departments.
- Depending on the circumstances, removal from the university community (housing, classes, and/or activity restriction).
- Notification of student's parent(s) and/or emergency contacts by student affairs personnel.
- Depending on the circumstances, a search of the student's room (or property) and confiscation of any items which are potentially harmful, against university policy, or are considered to be evidence of potential harm.

- In the case of a student presenting a potential threat, the presence of said student with a staff member at all times until a disposition of the situation has been implemented.
- Written notification of the disposition and guidelines for returning to campus.
- Interviews of those involved with the situation.
- Consultation with university resources as required by the situation.

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

POLITICAL ACTIVITY POLICY

Policy Statement

Saint Mary's University of Minnesota (the university) is a 501(c) (3) charitable organization and will not participate or intervene in political campaign activity in support of, or in opposition to, any candidate for public office. IRS rules and regulations prohibit the university from the following activities:

- Endorsing candidates,
- Making campaign contributions,
- Engaging in fundraising,
- Making statements of position, verbal or written, on behalf of the institution in favor of or opposition to any candidate,
- Making partisan comments in official university publications or at official functions,
- Becoming involved in any other activity that might be beneficial or detrimental to any candidate, including activities encouraging an individual to vote for or against a candidate based on partisan criteria, or
- Hosting a debate or forum showing a preference for or against a certain candidate.

OVERVIEW

Section 501(c) (3) contains an absolute prohibition on participation or intervention in political campaign activities in support of or in opposition to candidates. Organizations that violate this prohibition are subject to revocation of their tax exempt status. In addition, organizations that violate this prohibition also risk the imposition of excise tax penalties on the organization itself as well on organization managers who approve the making of expenditures for impermissible political purposes.

DEFINITIONS

A "candidate for public office" is defined as an individual who has filed for election for public office, whether such office is national, state, or local.

"Participation in a political campaign" includes the publishing or distribution of statements.

"Intervention in a political campaign" includes distributing written or printed statements or making oral statements on behalf of or in opposition to a candidate. In addition, payments made in support of candidates or political campaigns constitute intervention in a political campaign and are strictly prohibited.

UNIVERSITY-SPONSORED ACTIVITIES

The university itself is permitted by the applicable law to organize nonpartisan civic events and activities. Such events will be open to everyone regardless of political preference or affiliation. Examples of permissible university-sponsored activities include:

- Voter Education, Voter Registration, Voter Guides, and Get-Out-the-Vote Drives (overseen by the university's Campus Legislative Contact);
- Organizational Leaders and Political Activity;
- Candidate Speaking as Candidate;
- Candidates in Public Forum or Debate; and
- Candidate Speaking or Participating as a Non-Candidate.

Voter Education: The university may organize nonpartisan "get-out-the-vote" drives and provide information on how to vote.

Voter Registration: The university may conduct nonpartisan voter education activities. Permitted activities include providing educational materials about candidates and their positions (provided the materials cover a broad range of subjects and do not express an editorial opinion), and training programs designed to increase understanding of the electoral process or to encourage students, faculty, and staff to become involved in the process.

Voter Guides: Preparing or distributing voter guides may violate IRS regulations if the guide focuses on one issue, a narrow range of issues, or if the guide reflects bias, especially in close proximity to an election. Questions in voter guides should be clear and unbiased with regard to content and structure and uniform to the questions posed to candidates. Candidates should be given a reasonable amount of time to respond to the questions. Candidate choices should not be narrow or limited, and candidates should be given a reasonable amount of time and space to explain positions. The content of the guide should closely resemble the candidate's response. Candidate responses should be subject to minimal editing. All eligible candidates should be given equal opportunity to be represented in the voter guide and the number of issues should fairly represent the range of issues considered by the entire electorate.

If the university distributes a voter guide published by another entity, it assumes responsibility for ensuring compliance with IRS regulations.

CANDIDATE FORUMS, DEBATES, AND OTHER APPEARANCES:

The university may organize a candidate forum or debate if all legally qualified candidates seeking the same office are invited to participate and the forum is structured in a nonpartisan manner with a neutral moderator. The university also may invite political candidates to speak at other events as long as all qualified candidates are provided equal access and comparable opportunities to speak. The university will not endorse a candidate at any forum or event or demonstrate a preference for a partisan viewpoint. In addition, campaign fundraising at university events, debates, and forums is prohibited.

The following factors should be considered in determining whether a forum or debate is a permissible political activity:

- The questions presented to the candidates should be prepared by an independent and nonpartisan panel.
 - The forum or debate topics should cover a broad range of issues, including but not limited to those issues of importance to the organization sponsoring the debate.
 - A moderator should be selected by the sponsoring organization and his or her role should be limited to ensuring that the forum or debate ground rules are followed. The moderator should refrain from commenting on the candidates' statements in a way that demonstrates approval or disapproval of their ideas.
1. The forum or debate should begin and end with a clear statement to the effect that the views presented are those of the candidates and not of the sponsoring organization (e.g., "Views expressed by political candidates are not endorsed by Saint Mary's University of Minnesota.").

Appearances in a Capacity Other than as a Candidate: The university may invite a public official or other individuals to speak (even if that person is also running for office) if the invitation is solely for reasons other than his or her candidacy, such as for a classroom lecture or non-political university event, but neither the university nor the candidate may mention the campaign in association with the appearance.

A candidate may also choose to appear on campus at an event open to the public. If the candidate is asked to speak or be recognized at the event, the university must ensure that:

- The candidate was selected for reasons other than status as a candidate or public office official;
- The candidate speaks only in a non-candidate capacity;
- No mention is made of the candidate's candidacy or public office;
- No campaign activity occurs in relationship to the appearance; and
- The university maintains a nonpartisan atmosphere during the event.

Providing Access to University Resources: The university may allow recognized student groups to use university facilities for partisan political purposes (provided the student groups follow all rules and guidelines below). Internal university communications resources may be used to alert the university community to events sponsored by student groups or rentals that are taking place on university property. Such communications must clearly list the sponsoring organization and must state that the university does not endorse any political candidates.

University Curricular Activities: Curricular activities aimed at educating students with respect to the political process (e.g., allowing students as part of a class to participate in political campaign activities) are permitted as long as the university does not influence particular student choices. The university also may adjust its academic calendar to allow students to participate in the political process (if it does not favor a campaign or issue).

NON-UNIVERSITY GROUPS / CAMPAIGNS WISHING TO RENT UNIVERSITY SPACES

During a political season, campaign offices or other supporters may wish to rent space on the university's campus to hold rallies, speeches, fundraisers, or other events. Any such rentals are subject to the same rules, regulations, policies, procedures, and fees associated with any other contractual rental. No non-standard discounts or special privileges may be granted to political campaigns or candidates who rent university space.

In addition to ensuring that the terms of the rental are consistent with the university's standard practice, the vice president for student affairs (or designee) shall determine if a political rental will be accepted, using the following principles:

- Candidates themselves must be present at the event; the university will not rent to events featuring surrogates.
- Appropriate preparation and set-up time may be included with a space rental, subject to change based on other scheduled activities on the campus, and will be determined by the senior vice president for finance and operations (or designee).

Political candidate events are also subject to these requirements:

- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization and must clearly indicate that: (1) the university does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the university.
- Admission to speaker appearances must be open to all members of the university community. Admission may not be restricted in any way due to the attendees' political affiliations or views.
- Candidates' appearances on campus will be limited to the designated speaking/meeting site and time.
- The university may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. Media coverage and management of the same must be coordinated with the university's vice president for Marketing and Communication (or designee), and an appropriate fee for this time will be charged to the renting organization.

If additional assistance from university departments is needed, such as security, facilities, or technology staff, an appropriate fee for hours devoted to event preparation and staffing also will be charged.

STUDENT GROUPS SPONSORING CANDIDATES OR POLITICAL SPEAKERS

Consistent with its values as a Lasallian Catholic institution of higher education, the university is committed to fostering an open and civil exchange of a diverse array of ideas, opinions, and viewpoints. However, to ensure that the activities of members of the university community do not jeopardize the university's tax-exempt status, and to ensure compliance with campaign finance laws, all student organizations sponsoring an appearance on university property by political candidates, representatives of candidates, or representatives of political parties or political action committees must comply with, and must advise all speakers and their staffs of, the following guidelines:

- Requests for space reservations and usage must comply with the requirements as set by University Event Services.
- Candidates' appearances on campus will be limited to the designated speaking/meeting site and time.
- Any appearance by a candidate for public office, or any person affiliated with, or speaking on behalf of, a candidate for public office, must be sponsored by a recognized university organization, unless the appearance is pursuant to a rental contract or is in a non-candidate capacity. All sponsoring student organizations must reserve space from University Event Services before the appearance. Organizations not affiliated with the university are not eligible to use university space to host partisan political activities, except under contract as a rental.
- The university may not indicate any support of, or opposition to, any candidate for public office, nor may it promote such advocacy by others. No person or organization may use the university's name, letterhead, logo, or seal for such purposes, or to solicit funds for, or otherwise support or oppose, any such campaign.
- A speaker's appearance may be a speech or question and answer session, organized in an academic environment, such as a lecture hall, classroom, or campus building. It shall not be conducted as a campaign rally, fundraiser, or similar event. Rallies for candidates must be set up as rentals to ensure that the free provision of campus space is not characterized as a "contribution" by the university to a campaign in violation of campaign finance laws.
- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization and must clearly indicate that: (1) the university does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the university.
- The sponsoring organization must make it clear during the introduction of the speaker that the speaker was

invited by the organization—not by the university—and that the university does not endorse or support any political candidates.

- Admission to speaker appearances must be open to all members of the university community; the sponsoring student organization may choose whether to also admit the general public. Admission may not be restricted in any way due to the attendees' political affiliations or views. No person or organization that is unaffiliated with the university, including the speaker, campaign staff, or any other organization may exercise any control over admission to the event.
- There shall not be any fundraising done by anyone during, or in connection with, the appearance. The sponsoring group must inform the speaker and the speaker's campaign or organization of this requirement.
- The university may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. The speaker, campaign staff, or any other organization or person not affiliated with the university may not direct or control media coverage of the event. Any student organization that seeks or anticipates media coverage of the event is responsible to contact the vice president for Marketing and Communication (or designee)
- No university property or resources, including, without limitation, mailing lists and mail distribution services, duplicating and photocopying services, and communications infrastructure may be used to support or oppose any candidate, political party, or political action committee.
- Saint Mary's University of Minnesota is a private institution. The university reserves the right to remove or contract with appropriate authorities to remove, any individual or individuals who either threaten the safety of, or actively harm, any member of the campus community or guests of the university while on its property. The university expects all members of its community, including students, staff, faculty, and invited guests, to behave in a civil and respectful manner during all campus political events, including discouragement of the "heckler's veto" to curtail the right to free expression we all enjoy.
- Speakers and sponsoring groups must comply with any special restrictions or requirements that may apply to certain facilities.
- To eliminate any appearance of sponsorship by the university, any services or expenses associated with the event that are not typically covered by the university will be billed to the sponsoring organization.

FOR CAMPAIGN ACCESS TO UNIVERSITY PROPERTY AND HOUSING

Political Advertisements

Political posters, signs, and advertisements are subject to the same posting policy and mailing policy as all other posters, signs, and advertisements, with the following exceptions:

- When the purpose of publicity implies that the university supports, endorses, or lends its name to the group or candidate, posters, signs, and advertisements are not permitted.
- Political posters, signs, and advertisements are prohibited in all administrative offices, classrooms, and academic wall space.
- In accord with all other posting policies, students and faculty may post what material they wish in their rooms/offices and on their doors without content discrimination based on politics. For individual room doors, all occupants must agree to the placement of the signs.
- All materials sent to students on behalf of a Student Senate-recognized club or organization must clearly indicate the name and contact information of the sponsoring university club or organization. Materials sent to students directly from a candidate or a non-university recognized club or organization must be clearly postmarked by federal mail.
- Campus-based postings (including chalkings) must identify an on-campus sponsor and adhere to the Posting and Publicity Guidelines in the Saint Mary's University of Minnesota Student Handbooks.

Policy on Student Demonstrations

This student policy establishes expectations regarding student expression and participation in demonstrations at Saint Mary's University of Minnesota ("the university").

This policy applies to all university students, undergraduate and graduate, regardless of whether the student is a degree-seeking student. This policy does not afford a venue for demonstrations by individuals who are not university students.

Saint Mary's University of Minnesota provides an education grounded in its Lasallian Catholic heritage. Essential to that education is freedom in the pursuit of truth by examination of issues and problems from various points of view.

The university will, therefore, assure and encourage the opportunity for open dialogue consistent with its Lasallian Catholic mission and according to the character of the university.

The university has adopted various policies and standards that establish the expectations that apply to every person who is invited and chooses to join the university community.

As an academic community, the university is committed to fostering an educational environment that promotes open dialogue, discussion exploration, and evaluation of diverse ideas.

As a Catholic university, the university recognizes the additional responsibility of each member of our community to respect the inherent dignity of each person and to consider the moral implications of each person's beliefs, values, and ideas.

While the university welcomes various perspectives and diverse views, it understands that such views may be contrary to the ethical standards of the university community as determined by the Board of Trustees and the President of the university.

Demonstrations

The right to assemble in peaceful demonstration within the university community is permitted. The university retains the right to assure the safety of all individuals, to protect property, and to maintain the continuity of the educational process. A demonstration may include any of the following:

Demonstration – A large group of people, usually gathering for a cause. It sometimes includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve their goals.

Assembly - Any public gathering, congregation, or exhibition of three or more persons for the purpose of conveying or displaying a message or supporting a cause.

March – A walk by a group of people to a place in order to express objection to or support for an event, situation, or policy.

Protest – A protest is a way to express objections with any event, situation, or policy. These objections may be manifest either by actions or by words.

Vigil – An observance of commemoration meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

Broadly speaking, the demonstration may not substantially obstruct, impair or interfere with (i) teaching, study, research, or administration of the university, (ii) the authorized and other permissible use of university facilities, including meetings of university students, faculty, staff, administrators and/or guests; or (iii) the rights and privileges of other members of the university community.

The university adopts the following protocols relating to student demonstrations:

- The demonstration may not deny or infringe upon the rights of any university community members or visitors.
- The demonstration may not deny access to offices or other facilities to university community members or guests. It may not interfere with the freedom of movement or normal activities of any person or group.
- The demonstration may not interfere with or impede in any way pedestrian and roadway traffic into or around a campus.
- The demonstration may not endanger the safety of any person on campus.
- The demonstration may not result in the violation of laws or the destruction of property.
- The demonstration may not have a commercial or business purpose.
- The demonstration may not disrupt or interrupt presentations by speakers or performers invited to the university.
- The demonstration will not be permitted inside any university building. All demonstrations will be conducted outside of buildings in a designated area within the time limits established by the Office of Campus Safety/Campus Security.

- Demonstrators will conduct themselves in a respectful and a safe manner. Only signs that can be held by hand are permitted. No signs attached to any stick, pole, or building are allowed. No banners are permitted unless they are approved by the Office of Student Affairs in advance of the demonstration. Banners may not impede movement and may not be attached to any university building or structure.
- The demonstration may not include any amplified equipment (public address systems, megaphones, etc.). All demonstrations held outdoors are subject to the noise level requirements of the cities of Winona, Minneapolis, or Rochester as applicable.
- Demonstrators will remove any litter that results from their activity.
- The demonstration may not include or result in temporary or permanent defacement of any university property. Nothing is to be attached, even temporarily, to a building or structure inside or outside.
- A demonstration may invite a counter-demonstration. When these occasions arise, the expression of all parties is important. A separate demonstration area may be designated by the Office of Student Affairs for those persons with views that differ from the views held by the demonstration organizers. Any counter-demonstration must be approved in advance using the process outlined below. The demonstration must not react to the peaceful dissent of others by attempting to deny their rights.
- External guests are not to be invited or permitted to join in the demonstration.
- Students, including student groups and organizations planning to hold a demonstration must complete and submit a "Demonstration Notice" form, available from the Office of Student Affairs on the Winona campus, at least 72 hours in advance of the planned demonstration. These forms require students to identify such matters as the proposed time, place, and manner of the demonstration along with a general plan for the event. Upon receipt of the completed Notice, the Office of Student Affairs or its designee will consult with organizers of the demonstration and with the appropriate administrators, if applicable, to establish the plan for the event. This will include reasonable parameters of time, place, and manner, and will work with appropriate administrators to reserve space and make other logistical arrangements. Recognizing that the educational aims of particular speeches are better attained within environments other than a large public forum, the university retains the right to assign speakers to appropriate environments. The Office of Student Affairs may consult with appropriate university personnel to ensure there is appropriate campus communication about the event. When appropriate, the General Counsel will review and advise as to the appropriateness of any such planned demonstration.
- The planning process is intended to be a consultative and collaborative process that facilitates students' opportunity to express their views while assuring that students and the university fulfill their responsibilities related to the event. The university may require the demonstration to be rescheduled or may prohibit the demonstration if it determines that the demonstration poses a substantial risk to the community or university property.

The allowance of student demonstrations does not imply sponsorship of the demonstration by the university or that the views of the demonstrators are supported or endorsed by the university.

RESIDENCE LIFE POLICIES

Housing at Saint Mary's University of Minnesota is a privilege.

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

The university reserves the right to amend this section at any time.

Air Conditioners

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

Air Purifiers

Air purifiers are located in all sleeping rooms. The university strongly encourages students to use them appropriately. The students are responsible for cleaning the air purifiers and the maintenance department is responsible for replacement of filters. The units are university property so any damage or removal of the unit from the sleeping room will result in charges to the student's account.

Assembly

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

Bathrooms

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

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

Bicycles on Campus

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

Break Housing

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

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

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

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

Room fees cover days during our academic year when classes are in session. A fee of \$35 per day is added to a student account when a resident remains on campus for non-school sponsored events.

Candles, Incense, Potpourri Burners, and Halogen Lamps

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

Ceiling Tiles

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

Check-In Procedure/Room Inventory

Upon moving into the residence hall, each student must complete the required room condition report through **smumn.erezlife.com**. This process allows the resident and the residence life staff to evaluate the condition of the room upon occupancy. Damages, defects, or anything not in working order should be noted at this time so as to avoid being charged for these damages when moving out. After you have completed the required paperwork, you need to submit the form within one week from the date of check-in. Failure to follow check-in procedure may result in a \$100 fine.

Check-Out Procedure

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

Community Safety or Community Concerns/Common Area Damage Charges

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

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

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

Compliance with Requests from University Officials

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

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

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

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

Confiscation Policy

Any items that are prohibited from the residence halls, per the student handbook, will be confiscated by a university

official and destroyed.

Cooking

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

Courtesy and Quiet Hours

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

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

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

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

Damage to Property

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

Decorations

Residents may decorate their rooms as long as the decorations are appropriate and coincide with the university standards and values.

Decorations should not be hung with nails, screws, or any objects that puncture the walls. When hanging pictures or signs it is recommended to use poster putty or command strips.

Self adhesive LED light strips are not allowed.

Empty alcohol bottles, beer cans, and cardboard beer cases may not be used to decorate rooms, doors, or windows.

Disruptive Behavior During Finals Time

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

Disruptive Sports Activities

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

Double Occupancy Suites/Single Occupancy Suites

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

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

Elevator Policy

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

Fire Safety

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

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

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

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

Fire Safety Violation Consequences may include:

Level I (first time offense)—Confiscation of all items in violation of the fire safety policy (i.e. candles), meet with relevant staff member/judicial officer, possible notification of parents, \$50 fine, restitution for any damages.

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

Fire Safety Equipment

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

Furniture/University Property

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

Gambling

It is prohibited to gamble for money (online or in person), chips or other items which could represent value on campus or at university sponsored activities, unless permitted by law. All such items will be confiscated.

Garbage

Each resident is responsible for removal of his or her own garbage. Please place your personal garbage in the dumpster adjacent to the buildings. A minimum of a \$50 charge per bag of garbage will be assessed for personal garbage found on village porches, hallways, or common areas in the residence halls, or trash thrown down the hill.

Grilling

Barbecue (BBQ) grilling is allowed on the property of residence halls and apartments under the following conditions:

- Students who choose to grill assume complete responsibility for any damages or injuries that result from grilling.
- Only charcoal can be used; personal propane grills are prohibited.
- Grills must be attended at all times.
- Coals must be extinguished by water before leaving the grilling area. Coals may not be placed in dumpsters.
- Grilling after 8 p.m. is prohibited unless approved by the Office of Residence Life.
- Residents of the villages may have their own grill (charcoal only) provided that they are used at least 20 feet from buildings.
- No campfires or burning of wood should occur in university grills.
- Grilling items are to be properly stored in a safe, dry location.

Guests

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

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

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

Siblings, sons, or daughters of the same sex who are 12 years old or older may stay overnight with their student. Siblings, sons or daughters of the opposite sex who are 12 years old or older cannot stay overnight with their student. The student must make arrangements for their sibling/son/daughter to stay overnight with a host of the same sex. Please complete and submit the Minor Guest Registration Form to Residence Life 24 hours in advance of the minor's visit.

The Student Host is Responsible for the Following:

- Contacting the Office of Residence Life and obtain an overnight visitor form and an overnight parking permit from campus safety
- Informing the guest of campus policies and regulations
- Handling the consequences of a violation of policy by the guest
- Making restitution for damage incurred to university property by the guest

All Guests are Required to:

- Thoroughly complete the visitor form and keep it with them at all times
- Be escorted by the host at all times

- Comply with residence life and university policies
- Carry a state or federal ID at all times

Holiday Decorating Guidelines

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

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

Housing Registration

Course registration and spring housing selection for the fall semester begins in the middle of the second semester. The housing process will be publicized in the Saint Mary's Today newsletter. All returning students must pay a non-refundable housing deposit prior to the housing lottery. Priority deadline for application and deposit is March 20. For those students who cancel their housing after housing selection, the registration deposit will not be refunded.

In order to sign-up for housing, you need a priority number, no health hold, an account balance of less than \$500, your deposit for next fall paid, all fines paid and be in good standing (i.e., student conduct).

Housing selection is based on a priority lottery with seniors who met the priority deposit / application deadline receiving first priority.

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

If special housing considerations are required because of medical circumstances, this matter should be brought to the director of health services immediately for consideration. Please visit the health services website for more information: wellness.smumn.edu.

Items Not Allowed in the Residence Hall

Listed below are the items, by policy, not allowed in a resident's room. The university may add items to this list as it deems necessary:

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

*These items are allowed in residence hall kitchens only.

Keys/Key Cards

Keys/Key Cards are issued at the time of check-in and individuals are responsible for them until they check-out. In the

event that keys are reported lost or stolen, maintenance personnel will be assigned to change the affected lock and new keys will be issued. Individuals responsible for losing their keys will be charged a replacement fee.

Identification Cards (IDs) are issued at the time of first arrival to campus as a student. Lost or damaged cards can be replaced in the Office of Campus Safety (Toner Student Center) throughout the year, during regular business hours. A replacement fee of \$20 will be charged for lost cards or damaged cards (i.e., cracked, hole-punched, bent, etc.). Cards that are malfunctioning, with no visible sign of damage and by no fault of the student, can be replaced at no charge when the malfunctioning card is turned in. Students are responsible for caring for their card. Falsification, theft, or use of another student's ID card, or refusal to comply with a request for identification, will result in disciplinary action by student affairs. University identification cards are not legal identification in the local community. A photo identification card such as an official Minnesota identification card can be obtained at the local Department of Driver and Vehicle Services located in the Winona Mall.

Laundry

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

Lock Outs

Students locked out of their room must show proper identification to a residence life staff member or campus safety officer before the room is unlocked. Excessive lockouts will be documented and require a meeting with a residence life staff member.

Mandatory Meetings

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

Painting of Rooms

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

Part-time Students

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

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

Pets

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

Privacy Hours: Visitation and Cohabitation

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

Property Loss

Saint Mary's University of Minnesota assumes no responsibility for theft, destruction, or loss of money, valuables, or

other personal properties belonging to or being in the custody of the student for any cause whatsoever, whether such losses occur from the student's housing unit or public areas. Each student is encouraged to carry personal property insurance and to lock their door before leaving.

Refrigerators

Unless installed by the university, the only refrigerators allowed on campus should be no larger than 5.0 cubic foot energy-efficient refrigerators. Anyone having an unauthorized refrigerator in a room will be fined and must remove the refrigerator immediately. Individual refrigerators are not needed in apartment residences, as a large refrigerator is provided. Refrigerators are limited to one per room.

Repairs in Individual Rooms

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

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

Residency Requirements

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

Right to Enter Rooms

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

Rooftops

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

Room Changes in Residence Halls and Villages

The Office of Residence Life handles room changes and vacancies in residence halls.

In filling existing vacancies, priority is given to upperclassmen. If a resident wishes to be placed on the waitlist for a specific room the resident should contact the Office of Residence Life and ask to be placed on the waiting list.

Students desiring a room change must contact a member of the residence life staff. The residence life staff will work with the student to determine the need for the room change. It is the student's responsibility to inform the Office of Residence Life of the reason why a room move is requested. If the change is requested due to roommate conflict a

mediation will be held between the roommates before any room changes are granted. If a change is granted, the resident should work with the Office of Residence Life to determine room availability. Once a student is assigned to a new room, they should contact a residence life staff member to officially checkout of their former residence hall. The resident will need to complete the check in process for their new room assignment once moved in.

Residents may not change rooms without consent from the Office of Residence Life. Failure to obtain permission will be considered an improper checkout, which can result in a fine, asking the student to return to their previous room, or loss of on campus housing.

No room changes will occur the first or last two weeks of each semester unless approved by the Office of Residence Life.

Room Consolidation and Vacancies in Residence Halls (Double and Triple Occupancy Rooms)

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

Room Consolidation and Vacancies for Villages/Apartments and Gilmore Creek Hall

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

Security and Tampering of Doors

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

Smoking/Tobacco Use

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

Solicitation and Selling

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

not be used or listed as a place of business.

Sponsored Trips

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

Summer Storage

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

Tape, Nails, LED Light Strips, and Adhesive Hooks

Students must not use tape of any kind on the walls because it removes the paint. Tape should also not be used on floors to secure carpet, cords or cable. Additionally, nails may not be used on room walls. Students can get "poster putty" from residence life staff to hang posters and other lightweight objects. A fine will be issued if there is a need to repaint/repair the wall.

Telephone Service

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

Theft

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

Villages/Apartments

All students living in the Residencia Santiago Miller are expected to live within the guidelines of all university expectations and policies. However, because the physical set-up of the villages is very different from a traditional residence hall, and in an effort to treat students who live in the villages with more independence and higher expectations, there are a few policy exceptions.

Below is the list of policy exceptions granted for apartment residents:

- Appliances: "George Foreman Grills" are permitted in the villages. These grills generate high temperatures and can create dangerous, unsafe conditions. Because of this, grill cooking must be attended at all times. Residents must keep grills and surrounding areas clean and free of grease and other food substances at all times. If grills are misused and not cleaned properly, the grill will be removed.
- The use of toasters, toaster ovens, microwave ovens, air fryers, and hot air popcorn poppers is permitted in village units due to the ventilation and electrical capacity of the kitchenette area. Use of dorm-sized refrigerators is not recommended.
- Guests: The number of people allowed in or around a village premises should not exceed 16 (including the four village residents.) Individual village apartment residents are responsible for the actions of their guests, whether they were invited or not. If residents of a village experience difficulty with a guest, please work with residence life or campus safety to have the guest removed.

Visiting Children

Children are permitted to visit the residence facilities. However, in order to protect against injury, promote their safety and provide privacy for students, the following restrictions must apply:

- Children are permitted to visit during visitation hours only, and must leave by the end of those hours.
- Children must be attended at all times. They are not permitted to run up and down hallways, stairwells, or be in public areas unattended.
- Residents with children who disturb other residents may be asked to remove the children from the halls.
- Residents may not provide babysitting service in the halls.

Walls/Windows/Screens

Students may not insert nails into the walls or otherwise cause permanent marring of wall, window, ceiling, and frame surfaces. At any time, if it is determined that a room does not meet reasonable standards, a charge will be made to have the room professionally repaired at the occupants' expense.

Nothing may be displayed in the windows of residents' rooms and the window may not be blocked from the inside in any manner (e.g., books, television etc.). No items are to be attached, hung, or displayed in the windows of the residence halls. This includes, but is not limited to: decals, posters/signs, flags, window markers, etc.

Residents are not permitted to remove screens from residence hall windows. Individuals who do so will be fined.

Posted material may not advertise alcohol or be contrary to the university posting policy.

Waterbeds and Lofts

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

Weather

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

- Remain calm but move expeditiously.
- Close and lock room doors.
- Protect head and face.
- Go down to the basement (or designated storm shelter area) or move to an interior area of the building.
- Stay away from windows and glass.
- Do not leave this area until instructed to do so by university officials.
- In the event that there is not time to evacuate, crawl under a desk or use a mattress to protect yourself.

Withdrawal Process (Residence Halls)

If you officially withdraw from the university, you must move out and check out of the residence hall within 24 hours after completing the academic withdrawal process. Contact a residence life staff member to complete the checkout process. Please refer to the "Withdrawal from the University Process" to follow the appropriate steps.

SEXUAL RESPONSIBILITY

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

Policy on Romantic and Sexual Relationships

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

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

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

Likewise, the university prohibits any faculty or staff member from engaging in romantic or sexual conduct, or a

romantic or sexual relationship with any faculty or staff member whom that person supervises or evaluates in any way.

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

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

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

STUDENT COMPLAINT POLICY AND PROCEDURE

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

Students may file complaints if they believe a problem is not governed by the university's other complaint or appeal procedures. Many of the other complaint policies may be found in the Saint Mary's Student Handbook and/or Course Catalog. If there is a question regarding which appeal or complaint procedure is the most appropriate, students should contact the dean of students. After consulting with the student, the dean of students or designee will direct the student to the most appropriate procedure.

Procedure

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

A student complaint form should be submitted to the dean of students. It should contain (at a minimum) the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information and any appropriate documentation. The student must also include the resolution or outcome they are seeking. The complaint must be submitted within ten (10) business days of the alleged conflict or action.

The complaint form can be found at smumn.edu/reportingform.

Upon receipt of a completed form, a conference will take place with the student and the dean of students or designee.

The dean of students or designee will notify appropriate persons and request any information or documentation needed to resolve the complaint.

The dean of students or designee may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action to resolve the complaint.

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

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

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

If the student is not satisfied with the outcome of the complaint, a committee will be appointed to review the information and render a final decision. The committee will consist of representatives appointed by the provost, dean of the college, and vice president for student affairs. Their decision will be final.

Documentation

A record of all complaints and their resolution will be documented and the records will be kept in the Student Affairs office on the Winona Campus.

Student Complaint Process Related to University Employees

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

The student complaint process will not apply to disputes between students, nor will it substitute for other university policies and procedures that are available for resolving specific issues.

Violence: Physical and Verbal Abuse

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

The reporting of harassment or violence to Student Affairs or Campus Safety is strongly encouraged. An anonymous incident report is available at smumn.edu/incidentreport.

Weapons, Firearms, Ammunition, and Fireworks

Possession of firearms, fireworks, knives, air or gas operated weapons, stun guns, bows and arrows, or lethal weapons of any description (including martial arts weapons and bullets), facsimiles of weapons or bullets, or torch lighters are prohibited in the residence halls and anywhere else on campus. Pocket knives carried in a closed position with a blade of 3 inches or less are permitted unless otherwise indicated by the dean of students or their designee. All weapons and fireworks found will be confiscated and not returned. The possession of a weapon on campus may lead to expulsion. Suspected weapon or firework possession should be reported to Campus Safety.

Withdrawal from the University

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

Withdrawal Date

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

Institutional and State Refund Policy

The Return of Title IV policy, cited above, only considers federal aid. Saint Mary's is also required to determine if any institutional, state, or private financial aid must be returned if you completely withdraw. Saint Mary's offers prorated tuition refunds and on-campus room refunds through the sixth week of classes. Board will be refunded through twelve weeks.

If you withdraw during a period of time that allows for a refund of tuition, a portion or all of your institutional, state, and/or private funding may be reduced or canceled. If you receive a 100 percent refund on all courses for a particular term, all institutional, state, and private funding must be returned to the appropriate aid program(s). If your institutional refund was not used to fully repay the Return of Title IV aid, a proportional share of the remaining institutional refund must be returned to the appropriate non-federal aid program(s).

Course Incompletion for Active Military Duty

Students called to active military duty prior to the completion of a semester have the following options. They must indicate in writing to the registrar, before departure, which option they choose.

The student may request to withdraw from the course(s); the student will receive a full tuition refund.

If the student is close to completion of the semester, they should consult with staff in the Student Success Center. The staff will assist the student in arranging for the completion of their coursework with their instructors. The student would then be required to complete the remaining required course work upon their return to the university. The student's transcript would reflect a grade of incomplete grade.

STUDENT AFFAIRS **VLAZNY HALL 105; 507-457-1640**

Statement of Purpose

The purpose of the student affairs area of Saint Mary's University of Minnesota is to embody the Lasallian charism by proactively inviting and welcoming students and other members of the university community to full participation in the caring, nurturing, and holistic environment which distinguishes this residential university. Inspired by the legacy of the Christian Brothers, student affairs personnel bring the Lasallian charism to reality by their extraordinary faith and zeal, the synergy of which serves as an effective and pragmatic foundation for service to students of all ages.

The student affairs area fulfills this mission by providing the human resources and the spiritual and temporal guidance which empowers students to pursue safe, healthy, integrated, and active lives in this teaching/learning community. Functioning from the perspective of facilitators, educators, advisers, and role models committed to the education of the whole person, members of the student affairs staff serve the university community both as catalytic creators of a wholesome environment and as responders to the spiritual, emotional, physical, social, vocational, and intellectual needs and challenges that arise within the community.

Campus Ministry **VLAZNY HALL 130; 507-288-1817**

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

Sacraments

Saint Thomas More Chapel

Liturgy Schedule:

Sunday 10:30 a.m.

Monday-Friday 12:15 p.m.

Confession

Schedule:

Sunday 9:30 a.m.

Or by appointment through Campus Ministry

Residence Hall Chapels

Brother Leopold Hall, Room 226*

Hillside Hall, Room 322*

La Salle Hall, Room 112

Skemp, Room 120

Brother William Hall, Room 32*

Saint Mary's Hall, Room 106*

Saint Yon's Hall, Room 200

**denotes chapels where the Blessed Sacrament is reserved*

Sacramental Preparation Programs:

Baptism, Eucharist, Confirmation, and Marriage preparation programs are available. Please contact Campus Ministry for details.

Activities and Programs:

Faith and Spirituality: Explore your relationship with God through liturgy and worship, small faith-sharing groups and retreat experiences.

- Ecumenical Prayer Services
- Small faith-sharing groups and bible studies
- The Order of Christian Initiation for Adults
- Liturgical ministries & choirs

Service and Justice: Offer a relationship of your whole self to serve the common good through Catholic social teaching, and the spiritual and corporal works of mercy.

- Serving Others United in Love Trips (S.O.U.L.)
- Social justice education
- Service based student-led groups

Community and Mission: Build relationships with one another through Lasallian formation, social interaction, and discipleship.

- Lasallian Collegians
- De La Salle Week
- Vocational Discernment

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

General Information

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

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

Campus Escorts

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

Theft Reports

Whenever a theft occurs, it is extremely important to notify campus safety as soon as possible in order for an investigation to begin. Saint Mary's University of Minnesota is not responsible for the loss of personal property. Locking your door and keeping personal belongings with you is the best way to prevent theft.

Disruptive Sports Activities

Hitting golf balls on campus is not allowed because of the risk it presents to public safety, property damage, and of lawn mowing equipment. Sports and other disruptive activities are never allowed in hallways or lounges of residence halls. This includes the use of all athletic equipment. Out of consideration to those traveling between buildings in the plaza, and out of the high risk for window breakage in surrounding buildings, sports may not be played in the plaza area. Riding scooters, rollerblading, biking, and skateboarding are not permitted in the hallways or lobbies of any

building on campus. As necessary, residence life staff members may decide to confiscate inappropriate items and/or equipment.

Campus Pet Policy

In compliance with local ordinances we require all pets to be on a leash, not simply under voice in control, and have a collar with valid pet license and rabies tags. In order to keep the campus clean, the college requires pet owners to have a visible tool to clean up pet wastes deposited on grounds, walks, or roadways. Only service animals assisting handicapped persons are allowed in any campus buildings. View the full policy at smumn.edu/service-support-animals. Questions regarding this pet policy may be directed to the Office of Campus Safety.

Annual Security Report

In September of each year Saint Mary's University of Minnesota provides a campus security report to all students and employees. This report is in compliance with the Student Right to Know and Campus Security Act of 1990. It states information regarding campus security policies and safety programs. The report also lists the number of serious crimes that occur on the campus and discloses the number of arrests/judicial reviews for liquor law violations, drug abuse violations, and weapons possessions.

Additional information is available by contacting the vice president for student affairs or their designee. The annual Security Report-Winona Campus can be accessed at safety.smumn.edu.

Parking Ticket Appeals

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

Campus Crime Statistics

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

Authorized Entry of Rooms

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

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

Officers may enter and search rooms or offices if the student, staff, or faculty member consents to the search of his or her room or office.

Officers may conduct a search of a room or office, as stated in the Online Handbook, if there is a reasonable suspicion that a violation of a university rule has been or is being conducted within the room or office.

Officers may enter and search a room if circumstances exist where the life safety of an individual or the property of the university may be at risk.

Officers may enter and search any vehicle on campus if an officer has a reasonable suspicion to believe that the vehicle has been involved in a crime. An officer may also enter a vehicle to ascertain ownership of the vehicle for the purposes of notifying the owner of a parking-related situation.

FIRE SAFETY

Fire Safety Equipment

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

Fire Alarm Procedure

A fire can occur at any time of the day or night and can be extremely dangerous; therefore, it is very important to act appropriately whenever an alarm is sounded. The following outlines a procedure that is designed to expedite

evacuation of the alarmed building, thus minimizing serious accidents:

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

Fire Pits

A fire pit use request must be made through the Office of Campus Safety more than 48 hours in advance of the event. Students who wish to have a fire pit should use one of the fire pit sites on campus or use a portable fire pit that can be checked out from the Office of Student Affairs. Fire pits cannot be reserved one week before or during finals.

Fire pit reservation may be declined due to:

- Weather
- Campus Events
- Individual's Conduct Record

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

CAMPUS PARKING REGULATIONS

General Information

The ability to park and drive on campus is a privilege, extended by the university, to persons who demonstrate a valid need to park and drive on campus. This privilege can and will be revoked for abuse or repetitive violations. The campus roadways and parking system are used on a constant basis by the community and visitors. Pedestrian traffic and roadway safety are a primary concern of the university. The Office of Campus Safety has created several traffic and parking regulations that all drivers are expected to follow. Below are highlights of the current parking and traffic policies. Information about parking lots and regulations may be found on the campus safety webpage: safety.smumn.edu.

Parking Permits

In order to regulate vehicle traffic, all motorized vehicles are required to display a current permit. Unregistered vehicles will be ticketed and/or towed. Permits are issued online via the student portal. Please follow these steps:

- Go to student.smumn.edu
- In the left column, click on "Parking Permits"
- Follow the on-screen instructions, and enter your vehicle and contact information.
- Check the information for accuracy before submitting

The fee(s) for permits are automatically applied to your student account with the Business Office.

Permits will be placed in your campus P.O. box and distributed during move-in in accordance with a plan that will be announced.

Resident Student Parking

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

Commuter Student Parking

Commuter students are assigned Brown permits for the Brown lot. In the event the Brown lot is full, commuters must park in the Day/Overflow lot near the baseball field. No overnight parking is permitted; violators will be towed after 1

a.m. unless a request for an exemption is granted by Campus Safety.

Faculty and Staff Parking

There are a number of parking lots and spaces designated for faculty and staff on campus. The following Purple Lots are for faculty/staff parking ONLY: Aquinas Hall, north of LaSalle Hall, east of Heffron and Skemp Halls. In addition to these lots there are a number of faculty/staff spots in lots around campus.

Fire Lanes

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

Traffic Enforcement

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

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

All drivers are required to stop when indicated to do so by a Campus Safety Officer. Drivers are required to drive in a safe and responsible manner and obey all traffic control devices (signs, light, etc.). Campus speed limit is 15 MPH. Driving or parking on lawns, grass, and sidewalks is strictly prohibited. Drivers/operators who receive three or more traffic violations may have their on-campus driving privileges suspended or revoked. Upon a fourth violation, vehicles will be towed at the owner's expense. Suspended drivers/operators will not be allowed to park or drive on Saint Mary's University property for a period of one month. Violation of a suspension will cause a revocation of on-campus driving/parking privileges. Revocations last for the period of one year from the violation date.

Additional notes:

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

Appeals of Traffic/Parking Violations

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

Academic Breaks

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

SNOW REMOVAL POLICY

During the winter months all parking lots on campus are completely cleared of snow after a snowfall. Snow removal procedures are outlined in the snow removal policy available on the campus safety webpage safety.smumn.edu.

Special Circumstances

When a vehicle cannot be moved due to mechanical problems, it is the owner's responsibility to make arrangements to move the vehicle. Vehicles that are not moved will be towed to the lower road during a snow emergency and assessed a \$50 snow removal ticket.

Students who must leave their vehicle for more than 24 hours must notify Campus Safety. Students must register their vehicle and park where they are instructed. Vehicles not moved are subject to tow.

Faculty and staff anticipating leaving their vehicles for more than 24 hours must notify Campus Safety and park in Chapel Row (narrow strip between Saint Thomas More Chapel and Aquinas Hall).

The snow removal policy will be enforced seven days a week during the winter months. Vehicle owners will NOT be reminded to move their vehicles.

Student vehicles are not allowed in the following lots seven days a week: faculty/staff (purple lots) and commuter (brown lot). The commuter lot is only for the students commuting to campus.

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

Career Services VLAZNY HALL 111; 507-457-6695; CAREERSERVICES@SMUMN.EDU

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

- Handshake career management system to connect students with employers, learn about and sign up to attend career development-related programs, schedule appointments and apply for work-study, internships, and employment opportunities..
- Resources on choosing a major
- Internships and field exploration
- Assistance with search-related materials such as cover letters, résumés, Handshake, and LinkedIn profiles.
- Job and internship search strategies
- Career-readiness training
- Interview preparation and practice
- Career fairs and employer relations
- How to apply to graduate school
- One-on-one career coaching
- Assessments and career discernment
- Courses for academic credit such as PD101 Career Exploration (for freshmen and sophomores) and PD301 Career Strategies (for juniors and seniors)
- Annual First Destination survey and reporting on post-graduation outcomes of students

Food Services TONER STUDENT CENTER 212; 507-457-1678

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

Meal plans

Saint Mary's University of Minnesota, through Chartwells, provides four new meal plan options for its residential students

The Essentials 19 Plan—This plan is a first year freshman default meal plan. It allows you 19 meal swipes per week at the dining hall and one meal exchange per week to use at Cardinal Club's two retail dining concepts: Bowl Life and Burger 507.

The All Access Plan—This plan is the premium dining experience option, providing unlimited meals per day at the dining hall, one meal exchange per day at Cardinal Club's two retail dining concepts, \$150 in flex dollars to use at any dining location, and one Cardinal Coffee beverage per week.

The Lifestyle 15 Plan—This plan allows you 15 meals per week at the dining hall, one meal exchange per week at Cardinal Club's two retail dining concepts, \$200 in flex dollars to use at any dining location, and two guest passes to

use at the dining hall.

The Lifestyle 12 Plan—This plan allows you 12 meals per week at the dining hall, one meal exchange per week at Cardinal Club's two retail dining concepts, \$250 in flex dollars to use at any dining location, and two guest passes to use at the dining hall.

Freshmen are required to purchase the Essentials 19 Plan or the All Access during their first semester on campus, with the option to change meal plans at semester. All other students can choose from any one of the other plans. Commuter students can choose one of these residential plans or are eligible to choose the commuter plans below. Students are eligible to switch plans during the first week of each semester. Changes in meal plans can be done via eRezLife, while additions and exemptions can be handled through the Office of Student Affairs.

Declining balance dollars may be purchased through Food Services.

Commuter plans

The following plans are only for commuter and off-campus students.

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

Lifestyle 8 Plan—This plan allows you eight meals per week during the semester at the dining hall, one meal exchange per week to use at the Cardinal Club's two retail dining concepts, and \$75 in flex dollars. You may use your flex dollars at any one of our food locations for snacks or additional meals.

Base 50 Plan—This plan allows you 50 meals during the semester at the dining hall or Cardinal Club and \$100 in flex dollars. You may use your flex dollars at any one of our food locations for snacks or additional meals.

Base 100 Plan—This plan allows you 100 meals during the semester at the dining hall or Cardinal Club and \$75 in flex dollars. You may use your flex dollars at any one of our food locations for snacks or additional meals.

Off-campus plans can only be purchased via an online form.

Special Dietary Needs

Chartwells and Saint Mary's University of Minnesota Student Health Services will work closely with one another to accommodate special dietary needs students may require. If you have specific dietary needs, please contact the Office of Student Affairs.

Hours of Operation can be found on the Chartwells website. Hours of operation during the summer and during breaks will be posted for your convenience.

Group Pack-out

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

Special Group Dinners

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

Food Service Policies

Chartwells, in conjunction with the Culinary Council and the Office of Student Affairs, establishes dining hall policies. Food service personnel reserve the right to refuse service to anyone without shoes or shirts. Disruptive behavior in the dining areas may result in disciplinary action. Student ID cards are required at the dining hall, Cardinal Club, and Cardinal Coffee at all times. Student IDs and meal plans are not transferable to other students. The Toner Eatery (Cafe) is an all-you-can-eat-in facility not an all-you-can-take-out facility. There is a green "To Go" Program, through which, when purchasing a container privilege for the year, you must come in, fill up, and then leave the establishment. You are not allowed to eat in and then take food out.

Exclusive Catering Partner

Chartwells is the university's exclusive catering partner for the Winona Campus, including facilities located on the former Saint Teresa campus. Chartwells is committed to working with departments and student groups to provide catering service for all events, as well as daily meal service and coffee in the Toner Student Center (dining hall, Cardinal Club, and Cardinal Coffee). As an exclusive partner, all food and beverages for university events must be purchased

through Chartwells. Call 507-457-1655 to plan your next event.

Residence Life VLAZNY HALL 105; 507-457-1640

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

Living in a residence hall or apartment allows both the freedom and the responsibility of being an adult.

You have the freedom to sleep and study without disturbance by others in the hall. You also have the responsibility to control noise and your behavior so that you don't disturb others.

You have the freedom of privacy. You also have the responsibility to respect the privacy of others.

You have the right to a clean living environment; you also have the responsibility to assist in maintaining the environment in both public and private areas.

You are an important part of the residence life community. You can affect everyone here either positively or negatively. When you live with 30 or more people, you discover a wide variety of backgrounds and viewpoints. You are encouraged to take this opportunity to establish new friendships. Attending a university is not only an academic learning experience, but also a social and interpersonal learning experience. Respect and consideration for the attitude, feelings, health, safety, interests, and general welfare of other community members are good guidelines to follow.

Resident assistants (RAs) and residence hall directors (HDs) live in the residence halls and apartments to oversee the community development. Each area has a HD who supervises the RAs and serves as the administrator for the residence hall or apartment.

The HD is available as a source of counsel to the students and works with the RAs to enforce the university community expectations. The residence life staff attempts to foster an atmosphere in which residents come to rely on staff and one another as sources of support and friendship. Hall programs are aimed at enhancing the quality of life for students. Students who live in residence halls/apartments agree, by contract, to live by the terms and policies of the Saint Mary's University of Minnesota Room and Board Agreement.

ROOM AND BOARD AGREEMENT

Terms of Contract

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

Students will not be allowed to return to campus before the scheduled return dates without the express written consent of the university. Students who do return prior to opening day and/or remain after closing will be charged \$35 per day.

The university reserves the right to deny housing or dismiss from housing any student who is convicted of a felony that is related to the safety or security of other students in the residence hall.

Contractual Relationship

Notwithstanding anything to the contrary which may be contained in this written agreement, expressly, implicitly, or otherwise, it is specifically understood and agreed by and between the parties that it is not the intention of the university nor the student to create a landlord-tenant relationship. The parties intend to contract for housing, and not for a specific apartment or room, and for utilities and other ancillary support services provided by the university. The university reserves the right to reassign residents. It also reserves the right to pack up and move belongings to a secure location in emergencies. The university reserves the right to cancel a housing contract or remove a student due to policy violations.

This contract is for a space on-campus, not for a specific room. The university reserves the right to make room assignments and reassign students. Whenever a vacancy occurs in a double, triple, quad or apartment, Office of Residence Life staff may assign another student to that space at any time. When a roommate cancels a housing contract, the student(s) left in the room may be reassigned to other rooms, halls, or apartments as necessary to

accommodate housing needs. The university will make every effort to honor assignment preferences. Failure to honor an assignment preference will not void this contract. The student is not permitted to sublease, sell, assign, or transfer any interest in this contract or right to occupancy of his or her space. Additionally, a student may not refuse a roommate. Doing so may subject the student to conduct action and or assessment of the cost of the entire room/apartment space.

Food Service Regulations

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

Housing Regulations

This contract does not cover room and board during breaks which include the fall, Thanksgiving, winter, spring, or Easter when the residence halls will be closed.

All residence halls will close by 7 p.m. on the last day of scheduled classes/exams at the end of each semester unless otherwise communicated from the Office of Residence Life. Students must vacate the premises within 24 hours after their final exam and/or by hall closing.

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

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

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

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

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

Unauthorized room changes or failure to move out of a room when required may result in additional charges as determined by the university. A student assumes responsibility for the care and use of the assigned room and its furnishings.

Any requests for repairs and maintenance due to normal wear-and-tear must be directed to the Office of Residence Life, with the cost of such repairs being borne by the university. Students may not perform repair work on their rooms or their furnishings.

Furniture owned by the university may not be removed from the room. At no time is furniture to be left outdoors. A student may not make any alterations to the interior or exterior of his or her room.

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

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

Lost room keys will result in a student's lock being changed. Cost of lock changes and key replacements will be charged to the student's account (minimum replacement fine of \$75).

Students may not have pets (other than fish) in the residence halls at any time under any circumstances. If a student requires a service dog or emotional support animal to be on campus, please contact the Office of Student Affairs.

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

Check-in and Check-out

Each student is considered checked in when they obtain a room key. When moving into the assigned room, the student must complete an online check-in form within one week from the date of check-in. When vacating the assigned room/apartment, the student must check out with a residence life staff member or their designee. Each student will follow the proper check-out procedure when vacating the premises or relocating to a new room/apartment. Failure to follow established checkout procedures may result in check-out charges as determined by the university.

Inspection of Room

The university reserves the right to inspect rooms for cleanliness, to make repairs to rooms, to enter rooms without consent and search anything therein (including personal belongings) for the purpose of maintaining security, discipline, the health and well-being of its students, and the orderly operation of an educational institution. The university reserves the right to remove stolen property or other property in violation of university rules and regulations (e.g., fireworks, alcohol, drugs, candles, weapons, etc.) from a student's room.

Break Housing

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

Force Majeure

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

Termination of Contract

Cancellation by student: This contract may be canceled by the student if written notice of cancellation is received by the Office of Residence Life. The contract may not be canceled by the student without forfeiture of the \$250 housing deposit.

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

Assignment of a room and/or receipt of keys does not constitute acceptance by the university of a student's residency status until the student has completed his or her housing application and that application has been accepted by the university.

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

RECREATION, INVOLVEMENT, AND STUDENT ENGAGEMENT

VLAZNY HALL 106; 507-457-1686

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

Recreation, Involvement, and Student Engagement are a way for students to connect with other students with similar views, aspirations, and concerns, and develop character and leadership abilities. It provides a framework for those students to work together for a common goal, whether that goal is social, recreational, cultural, or political. The

university directly and indirectly encourages and provides for a wide variety of such activities. Campus organizations and clubs provide students with many avenues for personal, vocational, and social growth.

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

As a Lasallian Catholic institution of higher education, the university believes in the inherent dignity and worth of every student and employee. As such, the university strives to create an environment where the dignity of each person is respected and honored. All variety shows and activities should adhere to the dignity of the person and are consistent with the mission and values of the university. If there is a question as to whether the event/activity meets the university standards, a group can submit a proposal to the student affairs office and a committee of individuals will review.

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

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

Student Activities Committee

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

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

Participation from the entire student body is encouraged and all program ideas are considered. Committee meetings are held on a regular basis, and events are on-going throughout the academic year.

STUDENT ORGANIZATIONS

The following is a listing of campus organizations which provide a number of different experiences for students. Included in the list are Student Senate-recognized student groups, academic honor societies and clubs, campus ministry groups, and athletic groups. Organizational meetings are announced early in the new academic year. A student organization's directory can be obtained from the Office of Recreation, Involvement, and Student Engagement.

A full list of clubs and organizations can be found at <https://studentactivities.smumn.edu/all-clubs-and-organizations>

Student Senate at Saint Mary's University of Minnesota

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

Honor Societies

Alpha Kappa Delta (sociology)
Beta Beta Beta (biology)
Kappa Delta Pi (education)
Pi Mu Epsilon (mathematics)

Alpha Mu Gamma (modern and classical languages)
Delta Epsilon Sigma (Catholic)
Phi Alpha Theta (history)
Pi Sigma Alpha (political science)

Alpha Psi Omega (theatre)
Delta Mu Delta (business)
Pi Gamma Mu (social science)
Psi Chi (psychology)

Campfires

No person may start or maintain any type of campfire on university property without advance authorization of Campus Safety (see the Fire Pits section for details).

Game Room

The game room is located in the basement of the Toner Student Center. Games and equipment available for students include ping-pong, billiards, bubble hockey, foosball, arcade-style games, and use of the lounge area, which includes a 50" plasma television and many comfortable couches and chairs. Game room equipment can be checked out at the Campus Safety desk. The checkout policy requires a Saint Mary's University of Minnesota ID card. Your account will be charged for any lost or damaged equipment.

INTRAMURAL/COMPETITIVE SPORTS VLAZNY HALL 102

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

Intramural Activities

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

OUTDOOR LEADERSHIP

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

Ski/Hike/Running Trail

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

ENVIRONMENTAL AWARENESS CENTER 507-457-1404

Equipment used for canoeing, camping, and backpacking is available from the Environmental Awareness Center for students to use. This includes tents, sleeping bags, cooking equipment, and canoes. Contact Brother John Grover in Vlazny 116 at least 24 hours ahead of time to reserve camping and canoeing equipment. Cross-country skis, poles, and boots are also available when there is enough snow covering the ski trail.

Jay Johnson Wellness Center VLAZNY HALL 131; 507-457-1492

The Jay Johnson Wellness Center of Saint Mary's University of Minnesota promotes the development of the whole person and fosters biological, psychological, social, and spiritual wellbeing. Counseling and health services are offered.

As caring professionals, Jay Johnson Wellness Center staff assist students as they attend to their physical and mental health needs. Health and counseling staff respond to the needs of students as they live and learn at Saint Mary's University so that they ultimately enter the world more competently equipped to fulfill their vocations.

Hours

By appointment when classes are in session.

- Health services 507-457-1492 (via Winona Health)
- Counseling services 507-454-2270, Dial 0 for the receptionist, and indicate you are a Saint Mary's student (via Catholic Charities)

After Hours and Emergencies

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

Cost

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

Confidentiality

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

Insurance

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

Excuse Note Policy

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

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

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

COUNSELING SERVICES 507-454-2270, Dial 0 for the receptionist, and indicate you are a Saint Mary's student

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

Concerns that students experience are diverse, and often include:

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

Testing

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

Disclaimer

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

Alcohol and Other Drug Education

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

Alcohol/Drug Programs: Our alcohol education programs focus on making healthy choices when considering whether to drink or not to drink. Our other drug education program provides students with information about the risks and effects to consider when choosing to use these substances. We focus on prevention and harm reduction in our approach to these areas. If counseling is part of a disciplinary sanction, the Office of Student Affairs/Residence Life will be notified only whether or not you have kept your appointments. **Referrals to other professional resources are available.**

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

HEALTH SERVICES 507-457-1492

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

Reasonable Accommodation for Students with Disabilities and Related Health Needs

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

Chronic or Long Term Health Concerns

Students should contact the director of health services to discuss their concerns and begin a process to receive the services and accommodations needed. The director will work with the student, other offices on campus and, in some cases, the student's personal physician to establish reasonable accommodations in the student's living and learning environment.

Short Term Illness or Injury Resulting in Missed Classes

In general it is the student's responsibility to notify an instructor if they are missing a class. In situations where a student may miss several days of class due to illness or injury and the student has been in contact with one of the professional nurses in Health Services, we will assist them in notifying instructors at their request. Even with this assistance, it is the student's responsibility to follow up with the instructor regarding missed assignments.

Student Health Insurance

Although not required, Saint Mary's University recommends that students have health insurance. In addition to carrying a copy of their health insurance card, we request that a copy of the student's insurance information be

provided to Health Services along with the appropriate forms. These forms/information help to facilitate care if the student requires off-campus services or prescriptions.

For Domestic Students: If you are covered under a health insurance policy through your parents or guardian, please confirm that coverage will continue while you are at Saint Mary's University of Minnesota. Also confirm that services obtained in Winona will be covered by your health insurance plan.

Saint Mary's University of Minnesota does not offer a student health insurance plan. If you are in need of insurance, you may find it beneficial to check with an independent insurance agent who can assist you in finding coverage to meet your needs. You may also want to consult various websites geared toward student health plans.

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

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

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

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

Health Education and Counseling

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

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

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

Student Health Consumers' Rights and Responsibilities

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

You have the right to:

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

You have the responsibility to:

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

ACADEMIC SUPPORT SERVICES

Office of Student Success and First-Generation Initiative

GRIFFIN HALL 70; 507-457-6994

studentsuccess@smumn.edu

Academic programs at Saint Mary's University are stimulating and challenging. To reach academic and personal success, take advantage of the Student Success and First Generation Initiative (FGI) Center. Our services include academic advising, peer tutoring, learning assistance, and academic accommodations.

ACADEMIC ADVISING SERVICES smumn.edu/academicadvising

Academic Advising

The advising team works closely with faculty advisers and other campus departments to provide a comprehensive learning experience for all students. You can contact the advising team with any questions at advising@smumn.edu.

Advising support for academic development includes:

- Course planning and scheduling/registration
- Academic planning and evaluation of degree requirements
- Understanding undergraduate academic policies and procedures
- Major exploration and declaration
- Change of adviser
- Overcoming academic difficulty
- Withdrawal (from a course or from the university)

Advising support for personal development includes:

- Habit management and organizing time
- Identifying and achieving personal goals
- Addressing personal concerns impacting academic performance
- Developing strategies for academic success and life skills

Faculty Advising

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

Faculty advisers assist students in:

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

ACCESS SERVICES

Access Services provides reasonable accommodations to students with a documented disability. Qualified students who require accommodation(s) due to a documented disability are responsible for requesting accommodations and providing documentation. For more information, contact Saint Mary's University office of Access Services by going to accessservices.smumn.edu.

Qualified students may receive assistance with:

- Alternate format textbooks
- Assistive technology
- Testing accommodations
- Liaison with faculty as needed

LEARNING ASSISTANCE SERVICES

All students can receive free academic tutoring in subject areas, learn study skills and strategies, and participate in workshops that guide the learning process.

Students can take part in:

- Weekly tutoring
- Academic counseling for assistance with study skills and strategies
- Skill-based workshops

Writing Center – Winona Campus SAINT MARY'S HALL 22, 612-728-5154

write@smumn.edu

The Writing Center works with you **one-on-one** on your writing skills. In addition, we offer workshops and online resources.

Telephone: 612-728-5154

Toll-free 866-437-2788, Ext. 5154

E-mail: write@smumn.edu

Website: write.smumn.edu

Individual Consultations

In an individual consultation, your tutor will sit down with you in our center or Zoom with you, ask you what you need help with, read your paper, and then have a conversation with you in which we — together — work through the issues with your paper. You will walk away from your tutorial feeling empowered not just with that particular writing assignment, but as a writer more generally.

Consultations are free, but appointments are required; please see the Writing Center website to schedule an appointment.

Workshops

Each term the Writing Center offers free workshops on writing topics including citation style, content development and organization, and résumé writing. These workshops are described on the Writing Center's website.

Online Resources

The Writing Center website provides another means of access to our services. The website features a variety of resources, including guides to types of writing assignments, grammar and punctuation rules, information on citation style, and learning modules on various writing topics.

The Fitzgerald Library/McEney Center 507-457-1561;

wlibrary@smumn.edu

The library provides reference services, interlibrary loan, information resources, and areas for individual or group study. Our collection includes scholarly online databases, print resources, and audiovisual materials. Professional librarians

provide research assistance and help in using the library collection. The library provides for all of your technology needs, with computers, printers, scanners, and technology equipped study rooms. The Saint Mary's University of Minnesota Archives, containing documents and photographs related to the history of the university, is located in the lower level of the library and can be accessed by appointment.

Super search allows users to search not only our library collections but also the collections of many other Minnesota academic libraries, as well as scholarly open access resources. In addition, the library website provides useful links to library services and policies, on- and off-campus access to our online database subscriptions, and advanced information resources for your study and research needs.

All three floors in the library have open study areas that can be used by individuals or groups. Private individual and group study rooms are also available on each floor.

Library Hours:

Monday-Thursday	7:30 a.m. to midnight	Saturday	noon to 6 p.m.
Friday	7:30 a.m. to 6 p.m.	Sunday	3:30 p.m. to midnight

We are here to help with your research needs. You can chat with a librarian online 24/7, request an appointment for a research consultation, or walk in and receive in-person assistance from the librarian that is on duty.

Hours are subject to change without notice. Special library hours during finals week and holiday/break periods can be found on the Saint Mary's University website.

Study Abroad THE HEIGHTS; 507-457-1450; studyabroad@smumn.edu

Saint Mary's University of Minnesota encourages students to incorporate international study into their academic plans. The staff in the Study Abroad Office is available to assist students during all stages of the study abroad experience, which includes exploring various options, applying to a program, preparing for international study and returning to campus.

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

International Center THE HEIGHTS; 507-457-1450; intlcenter@smumn.edu

Support of international students is provided, in part through the International Center.

The major responsibilities of the International Center are to:

- Welcome and orientate new international students.
- Provide immigration services to international students and exchange visitors.
- Play a key role in helping international students adjust to life in the United States, on campus, and in the Winona community.
- Provide international students opportunities to share their knowledge and experiences with the campus and community.
- Advocate on behalf of international students on campus and in the community.
- Provide educational, cultural, and social activities for international students.

OTHER CAMPUS RESOURCES AND SERVICES

ATHLETICS AND RECREATION

Intercollegiate Athletics

Over 30% of the student body competes in intercollegiate athletics. Seventeen sports are sponsored by the Saint Mary's University of Minnesota Athletic Department.

Fall Sports:

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

Winter Sports:

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

Spring Sports:

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

Team Organization

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

General Requirements for Athletic Eligibility

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

As a member of a varsity team, a student-athlete must be enrolled for a minimum of 12 non-repeating credits. If a student drops below 12 credits, they become immediately ineligible.

The student-athlete must obtain a minimum cumulative grade point average of 1.8 at the end of the first and second semesters. Then maintain a 2.0 by the end of the third and all subsequent semesters.

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

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

Equity in Athletics Disclosure Statement

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

RECREATION AND ATHLETIC FACILITIES 507-457-6954

- Gostomski Fieldhouse
 - + Multi-purpose courts
 - + Weight room
- Fitness center
- + Aerobic/dance studio
- Indoor running track
- + Cardinal lounge
- Gymnasium
- Swimming pool
- Ice rink
- Racquetball courts
- Saint Yon's valley
- Running and ski trails
- Outdoor track
- Athletic fields (baseball, softball, soccer)
- Sand volleyball courts
- Lower intramural fields

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

Community with a Saint Mary's photo ID. Saint Mary's University of Minnesota students, faculty, and staff may check out skis, snowshoes, and camping equipment from the Environmental Awareness Center to use on the trails.

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

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

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

POSTING POLICY

Banners, signs, posters, etc. should never be placed on the grounds of the campus (outside) without prior approval by the vice president for student affairs or their designee, and at no time should be placed on the walking bridge over Highway 14 or the main entrance.

Postings should never be placed on tables, desks, or study carrels around campus, the dining hall or Cardinal Club without the approval from the Office of R.I.S.E.

No postings may be taped to windows, room doors, interior or exterior walls, other doors, trees, sidewalks, or any other place other than that area designated for postings. (See below.)

All postings must include the name of the sponsoring organization and may never be hung over other postings or display cases.

All postings not within a residence hall must be approved and stamped by the Office of R.I.S.E. or be reviewed by the Office of R.I.S.E. and have an official Saint Mary's logo (university, SAC, or R.I.S.E.).

Postings in residence halls must be approved and stamped by the Office of Residence Life.

Failure to abide by these instructions will result in removal of posting.

Non-Saint Mary's sponsored clubs / organizations / academic areas or outside individuals / vendors may not promote events or products for sale using any Saint Mary's University of Minnesota bulletin board unless they are authorized to do so by the Office of R.I.S.E.

While the university welcomes various perspectives and diverse views, it reserves the right to not allow postings that are or may be contrary to the ethical standards or values of the university as determined by the Board of Trustees and the President of the university.

General Areas to post:

- Bulletin boards located throughout the campus, including the Toner Student Center. Only use push pins (i.e., not poster putty, tape, or other adhesive) to hang posters.
- The main bulletin board opposite the stairs on the first floor of Mary's Hall is reserved for current academic and administrative postings only.

Residence Hall Areas to post:

- Postings are limited to bulletin boards or areas approved by the vice president for student affairs or their designee.
- Postings are not allowed on walls.
- Postings should not be hung with anything other than sticky tack or push pins on bulletin boards.
- Residence life staff will remove non-approved items.

INFORMATION TECHNOLOGY 507-457-7800

All Saint Mary's University of Minnesota users are subject to the Appropriate Use of Information Technology Policy. This, along with other IT information, can be found on our website at TechFAQ.smumn.edu. Information Technology provides an array of support and is located in the lower level of the Hendrickson Center. The IT HelpDesk (HC #25) is your first point of contact for all IT questions related to your computer, wireless service, gaming system, and more. For any technical issue, you can reach the HelpDesk at 507-457-7800 or by using the online ticket submission found on our website.

HelpDesk Hours:

Monday-Thursday	7:30 a.m. to 11 p.m.	Saturday	9 a.m. to 5 p.m.
Friday	7:30 a.m. to 8 p.m.	Sunday	2 p.m. to 11 p.m.

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

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

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

MAILROOM **TONER STUDENT CENTER; 507-457-1571**

The campus mailroom is staffed during the following hours:

Monday–Friday	8:30 a.m. to 4 p.m.	Saturday	10 a.m. to 2 p.m.
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During break periods and summer, this schedule may be modified. Prior to these periods, the modified schedule is posted through electronic communication, and in the mailroom lobby.

If you are expecting an urgent package, such as medicine or perishable items that you are unable to pick up during normal business hours, notify the mailroom staff so that alternative arrangements can be made.

Incoming Mail/Your Mailbox

Students are assigned a mailbox in the lower level of the Toner Student Center. Students will keep the same box as long as they are enrolled as an undergraduate student at Saint Mary's University of Minnesota. It is your responsibility to check your mailbox.

Packages

All types of parcel services come through the mailroom (USPS, UPS, FedEx, etc.). You will be notified to come pick up your oversized letter or package through your Saint Mary's University of Minnesota email account. These notices will direct you to the Mailroom for pickup during business hours or to the electronic parcel locker system located in the mailroom lobby.

Regular size student packages will be placed in the parcel locker system for pick-up. The notice from Saint Mary's University of Minnesota is your indication that the package has been received, processed, and is available for pick-up. It will include information on how to retrieve your package. Please do not rely on emails from the vendor or carrier that say packages have been delivered as they are often inaccurate. Parcels not retrieved after three notifications will be removed from the parcel locker system and placed in the mailroom for regular pick-up.

For oversized or overflow packages, you will receive a notice to pick-up your package from the mailroom window. Please ensure you have your student ID for mailroom pick-up as identity verification before packages will be released.

University Address

To ensure accuracy and timeliness in your deliveries, both mail and packages, please use the following address format:

Your Name (as shown on your student ID)
Saint Mary's University of Minnesota
700 Terrace Heights # (campus mailbox number)
Winona, MN 55987-1399

Omission of any of these items, such as name or box #, may cause delays or the package to be returned to sender. Student organizations/university offices should not send candy or food to students, and all postcards/paper should be at least the size of an index card. General/mass campus mailings are not recommended.

Other Mail Services

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

The mailroom provides USPS stamps and packages with cash payment only.

We have available a limited amount of shipping supplies.

Prepaid and pre-labeled shipments for UPS and FedEx may be dropped off at the mailroom for pick-up by the carrier.

Inter-campus mail may also be deposited in the designated slot near the mailroom window for inter-campus delivery. Do not send cash in the inter-campus mail or any uninsured U.S. Postal Service.

Mailroom 21+ Signature Required Policy

Any items received that require a signature by someone of at least 21 years of age will be transferred to the Office of Student Affairs for resolution.

PERFORMANCE CENTER pagetheatre.org, 507-457-1720

The Performance Center, dedicated in 1987, is one of the finest performing arts facilities in southern Minnesota. It houses the 455-seat Joseph Page Theatre, the 116-seat Figliuolo Recital Hall, the 75-seat Studio Theatre, and the Ben Miller Lobby. The Performance Center is host to various arts events each year, including the Department of Fine and Performing Arts as well as films, speeches, and other events.

Employment

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

For sceneshop staff—507-457-1717

For technical crew staff—507-457-1720

For costume shop staff—507-457-1712

Scheduling Spaces in the Performance Center

The various spaces within the Performance Center are used for a variety of purposes. If your group or academic area wishes to reserve space please submit your request directly through Jason Underferth, junderf@smumn.edu, 507-457-1720. The Performance Center hosts many events each year (including rehearsals, plays, concerts, speakers, films, etc.) so please get your requests in as early as possible. Please seek approval from your department head prior to requesting a space.

PHOTOCOPIERS

A coin operated copy machine is available in the lobby of the Fitzgerald Library, Black and white copies are 10 cents each and color copies are 30 cents each.

RECYCLING

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

Materials Accepted:

Aluminum food and beverage containers

Glass food and beverage containers—brown, clear or green

Ferrous (Iron) cans

PET plastic containers with the symbol #1—with screw tops only, no caps

HDPE natural plastic containers with the symbol #2—narrow neck containers only (milk and water bottles)

HDPE pigmented plastic containers with the symbol #2—narrow neck containers only, without caps (detergent,

shampoo bottles, etc.)
Plastics with symbols #3, #4, #5, #6, #7–narrow and screw top containers
Newsprint
Old corrugated cardboard
Magazines and catalogs
Cereal boxes
Telephone books
Printer and copier paper
Mail

Materials Not Accepted (include but are not limited to):

All glass containers must be empty and free of metal caps and rings and contain less than 5% food debris.

All tin cans, bi-metal cans, and aluminum cans must be empty and contain less than 5% food debris.

All aerosol cans must be empty with less than 5% content.

All plastic containers must be empty, caps removed; less than 5% food debris.

All fiber must be dry and free of food debris and other contaminating material.

Tissues, paper towels, or other paper that has been in contact with food is not acceptable.

If you have questions or need more information, call the Maintenance Office at 507-457-1436 or the Office of Residence Life at 507-457-1640.

Cardinal Central SAINT MARY'S HALL 32; 507-457-6655

Cardinal Central handles student tuition, billing, and student payroll processing.

Hours are Monday-Friday, 8 a.m. to 4:30 p.m.

Cardinal Central can:

- Take payment for tuition, room, board, and other fees
- Answer questions about tuition, financial aid, student portal, work study, and student payroll

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

STUDENT ACCOUNT BILLING POLICIES

Tuition Statements

Access your tuition account through the MY BILL section of the student portal.

Payment Methods Late

Payments can be made in the following ways:

- Online through the student portal using the CASHNet payment system, with an electronic check (ACH) or credit card. **There is no fee for ACH.** CASHNet charges a 2.75% fee for credit or debit card transactions.
- By check or money order by mail to the Business Office at 700 Terrace Heights #8, Winona, MN 55987.
- In person at Cardinal Central.

A finance charge will be assessed if your account becomes past due. Students with past due balances will not be allowed to register for the following semester and, if little to no effort is made toward fulfilling the payment obligations, he or she may be suspended from extracurricular activities or from the university. In addition, requests for transcripts will not be honored. This is further explained in the STUDENT PAYMENT AGREEMENT and DISCLOSURE STATEMENT which every student is required to sign when logging in to the portal for the first time.

A \$20 non-refundable fee will be charged to the student's tuition account on all NSF (non-sufficient funds) or closed account returned checks or online transactions.

LATE REGISTRATION FEE POLICY–ALL WINONA CAMPUS UNDERGRADUATE STUDENTS

Students will be charged a late registration fee of \$50 for each course registration made after the registration change period. For semester length courses, this period ends after the first week of classes. For courses that begin later in the semester, please pick up a semester calendar at the Office of the Registrar for the exact dates.

TUITION AND FEE REFUND POLICY—ALL WINONA CAMPUS UNDERGRADUATE STUDENTS

The following policy governs tuition and fee refunds as a result of withdrawal from the university or from individual courses.

Tuition

Semester-length courses:

Tuition is 100% refundable through the end of the registration change period designated by the registrar.

Tuition is 75% refundable through the end of the third week of the semester.

Tuition is 50% refundable through the end of the sixth week of the semester.

No tuition refund after the sixth week of the semester.

Students are charged the comprehensive tuition and fees for registration from 12-18 credits. If a full-time student withdraws from a course(s) during the first six weeks of the semester and also adds credits after the registration change period designated by the registrar, the student will be charged for those added credits depending on the timing and accompanying percent of refund connected to the course withdrawal(s) and the student's registration status in relation to the comprehensive tuition package. All course registrations over 18 credits will be charged the per credit fee. Questions regarding billing in this or similar situations should be directed to Cardinal Central.

Short courses (courses that begin in the middle of a semester or after one-third or two-thirds of a semester):

Tuition is 100% refundable if the withdrawal occurs before the course begins or during the first five days after the course begins.

No refund will be made after that period.

Special course or laboratory fees

Special course or laboratory fees are 100% refundable for all courses through the end of the registration change period as designated by the registrar. (For courses that start later in the semester, please pick up a semester calendar at the Office of the Registrar.)

There is no refund after the registration change period, as designated by the registrar.

STUDENT PAYROLL

Cardinal Central processes all student worker forms, including new student worker forms (direct deposit, W-4s, and 1-9) and work permits. Supervisors request and send work permits to their student workers. Students return the completed work permits to Cardinal Central. Cardinal Central sends any new student worker new student worker forms. Students must provide acceptable forms of ID in person at Cardinal Central prior to beginning work. New student worker forms only need to be filled out once, but permits must be filled out each year and summer for each position. Students enter timesheets online through the Student Portal (My Payroll > Timesheets). Timesheets must be submitted at the end of the pay period. Supervisors receive, verify, and approve timesheets if all hours are entered correctly. Earnings are deposited into a student's bank account on the payroll dates.

Office of Financial Aid SAINT MARY'S HALL 32; 507-457-1437

The Office of Financial Aid processes all applications for financial aid at the university. This office calculates eligibility for federal and state aid, institutional aid, privately endowed scholarships, and all loan programs for higher education. If you have questions regarding your financial aid or about financing your education, make an inquiry at the Cardinal Central windows.

Office of the Registrar SAINT MARY'S HALL 32; 507-457-1501

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

athletic eligibility. The registrar will assist you in evaluating the extent to which you have completed general education and major program requirements.

Toner Student Center 507-457-1586

Introduction

The Michael H. Toner Student Center is the primary gathering place for student activities on campus. The following offices and services are located in the center: bookstore, dining hall, Cardinal Club, Mailroom, Campus Safety, the Lillian Davis Hogan Art Galleries, meeting rooms, game room, student lounge areas, and the space for Student Senate and organizations.

Hours of Operation—Michael H. Toner Student Center

Campus Safety—24/7

Identification Cards (IDs)

An identification card is necessary for many of the services available to Saint Mary's University students, both on- and off-campus. You are advised to carry the card at all times. In the event of an alleged violation of university policy or civil law, a student will present his or her identification card to the appropriate university or civil official upon request. ID cards are prepared at registration each semester. Lost or damaged ID cards can be replaced in the Office of Campus Safety throughout the year during regular business hours. A replacement fee of \$20 will be charged for lost cards. Cards that are damaged can be replaced at no charge when the damaged card is turned in. Falsification, theft, or use of another student's ID card, or the refusal to comply with a request for identification, will result in disciplinary action by Student Affairs. University identification cards are not legal identification in the local community. A photo identification card such as the official Minnesota identification card is available at the Driver and Vehicle Services licensing office. Otherwise, an official photo driver's license is generally required.

Events and Parties

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

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

University Vehicles

University vehicles are to be used for university business only. Student use will require a moderator signature and account number. The moderator must take full responsibility for the vehicle. Vehicle reservations must be made through Astra and key pickup is at the Campus Safety Office. All drivers must have completed a driver awareness session and have annual Motor Vehicle Record Checks done prior to use of university vehicles. Student trips over 300

miles round trip must have faculty or staff on the trip. No university owned or leased vehicles may be used for trips over 525 miles one way. Copies of the Vehicle Use Policy are available at the Campus Safety Office and are given to each person when they attend driver awareness.

Public Events on Campus

Events sponsored by campus organizations in the gymnasium, Gostomski Fieldhouse, or Toner Student Center that draw participants from the general public must have in attendance responsible officers of the organization, a moderator, and an off-duty police officer unless explicitly exempted by the vice president for student affairs or their designee.

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

Bookstore 507-457-1569

The university's bookstore is operated by Barnes and Noble College Bookstores, and is located on the lower level of the Toner Student Center. Shop with us online or in store for all of your textbooks and Saint Mary's University merchandise: You can find us at st-marys.bncollege.com.

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Addendum — Student Affairs: COVID-19 Residence Life Policies

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

Health and Safety. We expect that all individuals — residents, staff, and visitors — act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residential students are prohibited from creating a health or safety hazard within their residence halls. The university may request or require a resident to leave their residence hall if their continued presence in the residence hall poses a health or safety risk for community members. Residential students are required to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance adopted by the university as it relates to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine/isolation requirements (including

before or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff, and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, computer rooms, and other common spaces.

Masking Policy. Students are not required to wear a mask while on campus; however, a student may choose to wear a mask at any time.

Quarantine/Isolation/Separation. At any time, the university may request or require a resident to leave a residence hall when that resident's continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with requests from the Office of Student Affairs to leave their assigned space due to COVID-19 or other public health emergencies, and failure to do so may subject a student to emergency removal from their assigned space. Not all residential rooms or halls are appropriate for self-quarantine or self-isolation, for example, and in those situations where a student is recommended to self-quarantine or self-isolate, students may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements as needed. Removal from a residence hall to isolate or quarantine does not constitute a termination of a residential student's housing contract.

De-Densifying Efforts. Residential students are required to comply with any de-densifying efforts needed on campus due to COVID-19 or other public health emergencies.

Dining Services. Dining service, including where and how it will be offered to residential students, is subject to the discretion of the university and is subject to modification to address public health concerns. Due to health and safety guidance, the university may limit the occupancy of dining halls, limit the amount of time students may reside within dining halls, or make other operational adjustments needed to address health and safety concerns.

Cleaning. The university will continue to implement and modify its cleaning protocols to address COVID-19 or other public health emergencies in the interest of minimizing the spread of disease. The Office of Student Affairs will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.

Termination. Upon reasonable notice, the university reserves the right to terminate housing contracts due to public health emergency needs, including COVID-19.

Guest Policy and Room Access. The guest policy is subject to change dependent on COVID-19 status on campus and in Winona County.

Signage. All students are expected to comply with all directional signage relating to COVID-19 posted on campus.