

August 2017

Dear Rockhurst Student:

Welcome to Rockhurst! Whether you are a new or returning full-time undergraduate student, a transfer student from another university, a graduate student pursuing your masters or doctoral degree, or a part-time student joining us for a class or two, we are glad that you have chosen Rockhurst University – and hope that your experience exceeds your expectations. Given our Catholic and Jesuit heritage, you are joining a caring community of fellow learners who are committed to finding God in all things, expressing excellence in all endeavors, engaging in reflection and discernment, and growing in wisdom.

A quick glance at the 2017-2018 student planner will tell you that we have a great year ahead. Your in-class and out-of-class experiences and relationships will provide numerous opportunities for developing yourself as a leader and learning to serve others. Rockhurst is eager to be a part of your experience as you transform your life in big and small ways.

Student Development is one of many departments on campus who seek to enrich your student experience – and assist you to accomplish the goals that you have set for yourself here at Rockhurst. This planner is one of many sources of information from our department about resources, policies, and events that will be important to your student experience. Please take a few moments to explore the planner's contents and follow up with the appropriate University office to find out more or get involved. We are always happy to answer your questions in the Lower Level of Massman Hall (Rooms 1 or 3)!

Given that we are a vibrant and dynamic community, things change over time for the University and our students during the course of an academic year. Knowing this, I would encourage you to stay “in tune” with Rockhurst happenings by regularly checking your Rockhurst email account, checking the University Calendar found on the homepage (www.rockhurst.edu), and keeping your address and phone number up to date with the Registrar's Office. Any significant changes to events or policies found within the printed version of this planner will be conveyed to students via email, the University calendar, or other means.

Best wishes for a safe year filled with many blessings –

A handwritten signature in dark ink, reading "Matthew D. Quick". The signature is written in a cursive, slightly slanted style.

Matthew D. Quick, Ph.D.

Dean of Students & Vice President for Student Development/Athletics

INTRODUCTION

ROCKHURST UNIVERSITY VISION

Rockhurst University will be nationally recognized for transforming lives and forming leaders in the Jesuit tradition. Inspired by the example of St. Ignatius of Loyola, this Catholic university community seeks to make God's good world better through learning, leadership, service, and the pursuit of justice.

MISSION

Rockhurst University exists to transform lives by creating a learning community centered on excellence in undergraduate liberal education and graduate education. Rockhurst is Catholic and Jesuit, involved in the life and growth of the city and the region, and committed to the service of the contemporary world.

CORE VALUES:

- Finding God in All Things
- Magis (e.g., Excellence in All Endeavors)
- Reflection and Discernment
- Cura Personalis (i.e. Care for the Whole Person)
- Contemplation in Action
- Wisdom (as the product of the search for God in all things, the striving for more, and the care of the whole person)

HISTORIC OVERVIEW

Rockhurst University and High School was founded in 1910 after Rev. Michael Dowling S.J. purchased 25 acres of land at 53rd and Troost for \$50,000. In that same year, the State of Missouri granted Rockhurst University a Charter for awarding degrees. However, it was in 1914 that academic life actually began with the completion of Sedgwick Hall for the high school. In 1917, the first university classes began with Rev. Alphonse Schwitalla, S.J., as the only faculty member. More information can be found in the Rockhurst Catalog.

ROCKHURST SEAL

The Rockhurst University Seal, adopted in 1945 and updated to reflect our name change from college to university in 1999, summarizes pictorially the inspiration and history of the University. The shield in the center comprises four quarters separated by a cross with seven pillars, symbolizing the seven pillars of wisdom and the seven liberal arts. Reading clockwise, the moorcock is from the family shield of Saint Thomas More, patron saint of Rockhurst. The stony, wooded hill portrays the ground on which Rockhurst was built and for which it was named. The holly sprig is from the coat of arms of the Dowling family, in honor of the University's founder. The quarter-bars are from the family shield of St. Ignatius of Loyola, founder of the Society of Jesus. The Latin words encircling the shield translate, "Wisdom has built herself a home."

ROCKHURST COLORS

Blue (Pantone 286) and White

MASCOT

The Hawk

ALMA MATER

Rockhurst is our alma mater.
Home of wisdom, heart so true.
Loyal friends are here together.
'Neath our colors white and blue.
Guide us with your truth and honor.
Keep us strong in unity.
On this Rock we build our future.
Rockhurst University.

CAMPUS RESOURCES

ACADEMIC SERVICES

College of Arts and Sciences (A & S)

Van Ackeren Hall • Rm. 215 • Ext. 4075

Helzberg School of Management (Helzberg)

Conway Hall • Rm. 201 • Ext. 4200

College of Health and Human Services (HHS)

Van Ackeren • Rm. 300 • Ext. 4767

Research College of Nursing

2525 E. Meyer Blvd • (816) 995-2800

Vice President for Academic Affairs

Massman Hall • Room 109 • Ext. 4617

All aspects of a student's academic progress are the concern of the Academic Deans' offices. A Vice President for Academic Affairs and four Deans supervise the various academic programs at the University. Most students will be served initially through the College of Arts and Sciences. Nursing students are served jointly through the College of Arts and Sciences and the Research College of Nursing. Students pursuing a business-related degree will enter the Helzberg School of Management following their declaration of major. The Rockhurst University College of Health and Human Services (HHS) offers a variety of baccalaureate, certificate and graduate programs. HHS houses the allied health, education graduate and undergraduate programs.

ACCESS SERVICES

Massman Hall • Rm 7 • Ext. 4689

www.rockhurst.edu/access

(816) 501-4689 (Access office)

Rockhurst University is committed to providing equal access and reasonable accommodations to all students with documented disabilities. These accommodations are designed to ensure that students with disabilities have the opportunity to be involved in academic and nonacademic life at Rockhurst. The Access Office assists Rockhurst University in complying with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

ATHLETICS AND INTRAMURALS

Convocation Center • Ext. 4141

www.rockhurst.edu/athletics

Regular Hours

Monday - Thursday Noon - 10 p.m.

Friday Noon - 8 p.m.

Saturday Noon - 5 p.m.

Sunday 2 p.m. - 10 p.m.

Summer and Vacation Hours

Monday - Friday Noon - 4:30 p.m.

Saturday and Sunday Closed

Student Body Exercise and Weight Room in Massman Hall: 24 hour swipe card access

Mason Halpin Exercise and Weight Room – open during the regular hours listed above.

The Convocation Center is home to the offices for the Athletic Department coaches/staff, basketball/volleyball courts for intramurals/recreation, racquetball courts, weight room, and locker rooms for general student use. The courts and locker rooms are not available for use during intercollegiate contests in soccer, volleyball, basketball and men and women's lacrosse..

Please contact the intramural director by calling x4141 for the intramural sports schedule and sport offerings.

Rockhurst is an NCAA Division II member with varsity intercollegiate athletics teams in baseball, men's & women's basketball, men's & women's golf, men's & women's soccer, softball, men's and women's tennis, volleyball, women's cross country, and men's and women's lacrosse.

BOOKSTORE

Massman Hall • Lower Level • Ext. 4801

<http://rockhurst.bncollege.com>

The Rockhurst University Bookstore, a Barnes & Noble College Bookstore, is the exclusive textbook supplier to

the Rockhurst Community. In addition to selling NEW and USED textbooks, the bookstore also offers a textbook RENTAL program and DIGITAL textbooks. Save over 60% when you rent or go digital! You can check out your textbook list on our website <http://rockhurst.bncollege.com>. Textbooks are not the only things the Bookstore has in stock. Stop by the store to check out Rockhurst apparel and gift items, medicine, snacks, and greeting cards. The Rockhurst University Bookstore accepts cash, checks, Visa, MasterCard, American Express, Discover, and Barnes & Noble gift cards. Store hours are available on our website <http://rockhurst.bncollege.com>.

CAMPUS MINISTRY

Massman Hall • Rm. 4 • Ext. 4303

<http://www.rockhurst.edu/campusministry>

Monday and Wednesday

10:10 p.m.in Mabee Chapel on Campus

Tuesday – Friday

7 a.m, 12 p.m. St. Francis Xavier Chapel (SFX)

Sunday Student Mass

6 p.m. St. Francis Xavier Church (SFX)

As a Catholic , Jesuit University, Campus Ministry values faith and spirituality as essential components of one's education. The Campus Ministry staff espouses an inclusive and invitational approach to ministry. The department exists to serve all members of the Rockhurst community through retreats, service opportunities, liturgies, faith-sharing, bible studies, discernment, praise & worship, prayer and fellowship opportunities. Additionally, the staff is readily available to listen and offer pastoral guidance to students as they navigate their time at Rockhurst and discern all aspects of life. Visit Campus Ministry's website for a complete calendar of liturgies, programs and other offerings.

CAREER SERVICES/COOPERATIVE EDUCATION (CO-OP) PROGRAM

Massman Hall • Rm 3 • Ext. 4061

www.rockhurst.edu/career

The mission of Career Services is to assist Rockhurst University students and alumni through all phases of their career development, provide leadership to the Rockhurst University community on career development issues and develop positive relationships with employer partners and other external constituencies of the institution.

Services for all students and alumni include: Individual Career Advising; Resume and Interview Preparation; Cooperative Education Experiences; Campus Interviewing; Career Fairs; Networking Opportunities; Local and National Job Listings; Graduate School Assistance; Career Resource Center; Web Based Resume Posting. If you have questions on any of these topics, please call Career Services.

A credit-bearing class is offered to assist Rockhurst University students with their career development process. Career Planning (CT 1120) assists students in determining a major and defining a career path.

The Cooperative Education Program is a structured, paid internship program in which students can work in a career-related position while earning money and academic credit. The number of credit hours earned is based upon the number of hours worked during the academic term. The Co-op Program Coordinator makes a site visit to the employer while the student keeps a reflection journal, gains feedback from their supervisor and writes a final paper describing the experience.

CENTER FOR ARTS & LETTERS

Arrupe Hall • Rm. 118 • Ext. 4607

www.rockhurst.edu/artsandletters

The Center for Arts & Letters is an alliance of Rockhurst's cultural organizations. The Center's cultural programs include:

- Center Study Trips
- Chorus, Chamber Singers & Women's Chorale
- Film Series
- Greenlease Gallery
- Midwest Poets Series
- Musica Sacra Chorus & Orchestra
- Plays-in-Progress Workshop
- Return to the Classics

- *Rockhurst Review*
- Rockhurst Theatre
- Visiting Scholar Lecture Series

The Center for Arts & Letters supports Rockhurst in its mission to foster a love of learning and an awareness of moral responsibility. The Center advocates cultural involvement throughout one's life by cultivating the participation of students, alumni, and faculty, staff and community members in its cultural programs.

COMPUTER SERVICES

Conway Hall • 4th floor • Helpdesk • Ext. 4357 (or 816-501-4357 from off campus)

Monday - Friday 8 a.m. - 6:00 p.m.

On-line help and information can be found on the web at www.rockhurst.edu/compliance/computer-use-policy.

There are several computer labs on campus that offer a variety of software. Below is a list of computer labs on campus. The labs that are 24 hours will require that you have your student ID to gain access to the room.

Ricoh multi-function devices are available in every computer lab for printing, copying or scanning in black and white or color. Students are given 500 impressions each semester for free with their network account.

Building	Room	Special Notes
Arrupe	220	24 hours, Available for classes
Arrupe	310	24 hours, Available for classes
Conway	004	Computer-less lab
Conway	402	24 Hours - color scanner
Library	Mezzanine	ADA Station (main floor)
Science Center	110	Physical Therapy Student Computer Lab
Science Center	203	24 hours Available for classes
Science Center	205	24 hours Available for classes
Van Ackeren	200	Learning Center
Van Ackeren	310	Available for classes
Van Ackeren	401	Psychology Lab Available for classes

Students also have access to smaller computer labs located in their residence halls, the THV Community Center or the Rockroom in the lower level of Massman Hall. Students are required to have network accounts for accessing the Rockhurst computers, network services, and email. In addition, students have a Rockweb account for web access to grades, class schedules, registration and other official business. Some of the network services include campus portal access (<https://my.rockhurst.edu>), which also allows access to the library databases remotely, remote e-mail access, and access to the Blackboard on-line courses.

COPY CAVE/MAIL CENTER

Massman Hall • Lower Level • Ext.4665

ikon@rockhurst.edu

The Copy Cave handles all incoming and outgoing mail for Rockhurst University staff, faculty, and students living on campus. Students who live in off campus housing are responsible for their own mail. We can handle USPS regular mail, certified, delivery confirmation and signature confirmation. We also handle both incoming and outgoing UPS parcels.

All on-campus students will be assigned a mailbox. The staff of the Copy Cave can assist you in finding your mailbox and help with your combination lock.

The Copy Cave also maintains a fleet of copiers throughout the campus as well as providing a full suite of printing options for both staff and students. All copiers on campus are capable of printing color or black and white. Books of stamps and UPS service are also available at the Mail Center. White mail pick-up boxes are provided at the entrances to Massman Hall, Sedgwick Hall, Van Ackeren Hall and Science Center.

COUNSELING CENTER

Massman Hall • Rm. 3 • Ext. 4275

www.rockhurst.edu/studentlife/counsel

The college years offer exceptional opportunities for intellectual discovery, social development, and personal growth. The challenges encountered during this time can be stressful and demanding as well. As students explore and establish more independence and autonomy, they often seek assistance from the counseling center as they develop the skills and strategies needed to navigate the transitions inherent in this period of their lives. Staffed by licensed psychologists, the counseling center is a supportive professional resource helping students address a range of mental health and relationship concerns to obtain the maximum benefit from their college experience. Individual and group therapy are available to address student needs in a confidential setting. Common concerns addressed by the counseling center staff range from homesickness/adjustment to college, test anxiety, relational issues and stress/tension, to family issues, past trauma, depression, social anxiety, eating disorders, self-harming behaviors, and addictive behaviors. Counseling center staff is available to consult with faculty, staff, students, and parents regarding student mental health issues and/or concerns. A range of consulting services are also available to all students, faculty, and staff. The center promotes healthy development and overall wellness through our website resources and ongoing outreach programs to residence halls, student organizations, and classroom presentations.

CRISIS MANAGEMENT

Massman Hall Rm 1 • Ext 4030

www.rockhurst.edu/emergency

Security Department, Community Ctr • Ext 4010

Campus Safety

Rockhurst University seeks to provide a safe and secure atmosphere for all members of the campus community and guests. The Office of Safety and Security takes the lead in these efforts. In addition, the Crisis Management Work Group advises senior leadership on emergency procedures and business continuity planning. This involves conducting routine training and preparedness exercises, coordinating with external response organizations and making recommendations regarding resources to enhance the University's emergency response capacity. The chief of security and the vice president for student development and athletics co-chair this work group.

Phone Numbers

Add all important phone numbers to your cell phone contacts list and consider designating them on speed dial.

Campus Security

- Red phones and code blue phones throughout the campus will connect you directly to security.
- From campus land line: 4010.
- From cell phone or off campus: 816-501-4010.

All Other Departments

- From campus land line: dial 0 and say the department name or the individual's name if you know it.
- From cell phone or off campus: dial 816-501-4000 and say the department name or the individual's name if you know it.

What's the Plan?

When an emergency happens, our response is guided by the Rockhurst University Emergency Operations Plan. This detailed document designates a team of administrators and staff members from a cross-section of the campus to serve in the event of an emergency, and provides directions for how the team will operate and communicate with the campus and the public.

What Can You Do?

- Register for the campus emergency notification system, Rock@lerts, by visiting www.rockhurst.edu/rock@lerts. You can choose several notification methods, including text message, e-mail and voice mail.
- Listen for the tone from the Rockhurst bell tower that signals you to check the emergency notification methods for which you have registered through Rock@lerts. You can also check www.rockhurst.edu for additional information.

- Keep your emergency contact information current:
- Students – Log on to your Rockweb account at Rockhurst.edu to update your information
- Faculty and staff – Contact Human Resources at 816-501-4834
- Cooperatively participate in and learn from routine safety drills.
- In an emergency, try to remain calm and think clearly. Be prepared to follow directions from first responders such as local law enforcement, Rockhurst Security, building emergency coordinators or Residence Life staff.
- Don't crowd around the scene of an accident or emergency unless you have been asked to provide help. Too many people at the scene as onlookers or trying to help can interfere with the work of emergency personnel.
- Go to www.rockhurst.edu/emergency to access this information.
- Enter Security's phone number (816-501-4010) into your cell phone's contacts.

WHAT IF?

Fire

- Pull fire alarm.
- Notify Security by red phone, code blue phone, dialing 4911 or 4010 from a campus land line, or calling 816-501-4010 from your cell phone.
- Follow evacuation plans posted in campus buildings.
- Go to nearest exit or stairs. Do not use elevators.
- If smoke is present, remain low to ground during evacuation.

Armed Intruder

Follow **Run Hide Fight** procedure.

Run – Have an escape route and plan in mind * Leave your belongings behind * Keep your hands visible

Hide – Hide in an area out of the shooter's view * Block entry to your hiding place and lock the door * Silence your cell phone and/or pager

Fight – As a last resort and only when your life is in imminent danger * Act with aggression and throw items at active shooter * attempt to incapacitate the shooter

- If you can make a phone call without attracting attention, contact Security (ext. 4911) from a campus land line or 816-501-4010 from your cell phone. Or send a text message to a friend and ask that person to make the call.

Illness or Serious Injury

- Do not move the injured person unless absolutely necessary.
- Notify security by red phone, code blue phone, dialing 4911 or 4010 from a campus land line, or calling 816-501-4010 from your cell phone.
- Give the exact location of the victim (building and room number), apparent nature of illness or injury and your name and phone number
- Remain with the person until assistance arrives.

Tornado

- If city sirens sound, take shelter in lowest level of the building away from windows and doors.
- Rockhurst Security officers will circulate through campus buildings and tell people to seek immediate shelter. If you hear a siren, seek shelter immediately and do not wait for an officer.
- Residence hall staff will notify residents through the public address system. Students living in Town House Village and On Campus Houses should monitor their University-issued weather radios, watch local news reports, and listen for city tornado sirens. All students in University housing must take immediate shelter when a tornado siren is activated; a tornado warning is issued by the National Weather Service, or instructed by University personnel.
- Remain in the sheltered area until an all-clear signal is given.

DINING SERVICES*

Massman Hall • First Floor • Ext. 4011

www.dineoncampus.com/rockhurst.com

Thomas More Dining Room Hours

Monday - Thursday	7:15 a.m. – 8:00 p.m.
Friday	7:15 a.m. – 6:30 p.m.
Saturday	11am - 2pm; <i>closed from 2pm - 4:30pm</i> ; 4:30pm - 6:30pm
Sunday	11am - 2pm; <i>closed from 2pm - 4:30pm</i> ; 4:30pm - 8pm

Einsteins • Massman Hall • First Floor South

Monday - Friday	7:30 a.m. – 3:00 p.m.
Saturday - Sunday	Closed

Rock Room • Massman Hall • Lower Level

Subway

Monday - Thursday	11:00 a.m. – Midnight
Friday	11:00 a.m. – 10:00 p.m.
Saturday	11:00 a.m. – 8:00 p.m.
Sunday	11:00 a.m. – 11:00 p.m.

Outtakes (convenience market)

Monday - Thursday	11:00 a.m. – Midnight
Friday	11:00 a.m. – 10:00 p.m.
Saturday	11:00 a.m. – 8:00 p.m.
Sunday	11:00 a.m. – 11:00 p.m.

Roasterie Café • Arrupe Hall

Monday - Friday	7:30 a.m. – 3:00 p.m.
Saturday - Sunday	closed

*Hours subject to changes

Campus Dining provides meals in the Thomas More Dining Room, Einstein Bros. Bagels, the Rock Room (Subway and Outtakes), and at Roasterie Coffee Shoppe in Arrupe Hall. The Thomas More Dining Room is an all-you-care-to-eat venue offering multiple options for Breakfast, Lunch and Dinner 7 days a week. All students, faculty and staff may purchase meals in the Thomas More Dining Room by utilizing a meal plan, flex dollars, cash or debit/credit card. Einstein Bros. Bagels, Roasterie Coffee or the Rock Room Retail spaces will take flex dollars, cash or debit/credit card. Faculty Staff and Students must present their Rockhurst ID for access into the dining room or to purchase an item at any of the other dining locations. For menus and comprehensive information regarding food service at Rockhurst University, please check out our website at

www.dineoncampus.com/rockhurst

*Meal and service hours may change during the course of the academic year in order to meet the needs of the student community. For an updated list of meal times, consult the hours posted outside each location or

www.dineoncampus.com/rockhurst

DIVERSITY

Massman Hall • Room 13 • Ext. 3571

www.rockhurst.edu/studentlife

Rockhurst University envisions a campus that is dynamic, challenging and welcoming to its diverse constituents. The Residence Life professional and student staff work diligently to provide leadership and support to international students and students of color. Additionally, Rockhurst strives to enhance each student's experience through the understanding and appreciation of peoples, traditions, and cultures while promoting academic inquiry and self-reflection. Rockhurst is committed to developing leaders that are culturally competent and poised to create communities that encourage, respect, and celebrate the unique differences of the individual.

FACILITIES RESERVATIONS

Conway Hall 4th floor • Ext. 4566

Recognized student clubs/organizations and University departments are allowed to reserve space in Massman Hall and other areas for meetings and special events as well as reserve table space for promoting their activities. The Physical Plant Office will also assist in coordinating physical set-up. Link and instructions can be found on plant.rockhurst.edu or reservations can be made online at www.myschoolbuilding.com using the schedule tab. Set ups must be made through a workorder on the maintenance tab; otherwise, there is no guarantee it will be ready.

FINANCIAL AID

Massman Hall • Rm. 109 • Ext. 4600

www.rockhurst.edu/admission/finaid.asp

The Financial Aid Office is here to assist students and their families in paying for a quality, private Jesuit education. We provide access to scholarships, grants, loans and student employment. Students interested in receiving financial aid are encouraged to complete the Free Application for Federal Financial Aid.

GREEK LIFE

Massman Hall • Rm. 1 • Ext. 4398

www.rockhurst.edu/campuslife

The Office of Student life staff provides guidance to Fraternities and Sororities on Rockhurst's campus. Student Life staff also oversees all aspects of recruitment and chapter planning. For further information, please stop by the Office of Student Life.

Rockhurst is home to 4 nationally affiliated social fraternities for men: Alpha Delta Gamma, Beta Theta Pi, Pi Kappa Alpha, and Sigma Alpha Epsilon. Rockhurst also supports four nationally affiliated sororities: Alpha Sigma Alpha, Gamma Phi Beta, Theta Phi Alpha and Zeta Tau Alpha which are affiliated with the National Panhellenic Conference. Each of these organizations dedicates themselves to developing character, friendship, service, leadership, and scholarship. More information is available on the Student Life website.

The Interfraternity Council (fraternities) and Panhellenic Council (sororities) are separate governing councils that oversee the regulations and policies of Rockhurst fraternities and sororities. The councils function as a communication link among the organizations, examine mutual problems, and propose resolutions.

Recruitment is a mutual selection process for joining one of Rockhurst's fraternities and sororities. By participating, you will gain insights in to the benefits of fraternity or sorority membership. Rockhurst observes a deferred recruitment system; students must complete 12 hours with a 2.5 GPA in order to be eligible. First year students may not join until their second semester on campus. Interested students must also be enrolled full time and may not be on disciplinary probation.

Rockhurst has a zero tolerance policy with regard to hazing in accordance with National Panhellenic Conference and North American Interfraternity Conference standards. Hazing is defined as any action taken or situation created intentionally, by an active member, alumnus member, or new member, whether on or off chapter premises, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. More specific examples can be found in Rockhurst's Anti-Hazing Policy which all members are required to sign.

HEALTH SERVICES/INSURANCE

Neighborhood Walk-in Family Care, North Parking Garage • 816-237-1616 www.rockhurst.edu/healthinsurance

Goppert Trinity Family Care • 6675 Holmes

Massman Hall 1 • 501-4127 (questions/concerns)

mymidwestphysician.com/location/neighborhood-walk-in-and-family-care

mymidwestphysician.com/location/goppert-trinity-family-care

Health Services for Rockhurst University students are currently provided by Neighborhood Walk-in Family Care located in the North Parking Garage on campus and staffed by a board certified physician along with a nurse practitioner. For urgent after-hours health care needs outside of NWFC normal hours of operation, students are encouraged to contact the resident physician on call for Goppert Trinity Family Care (816-276-7600).

Students who have the Rockhurst University sponsored health insurance obtain covered services at Neighborhood Walk-in Family Care and Goppert at the highest level of benefit.

If a student needs immediate emergency treatment, they are encouraged to call Security (501-4010) or go to the closest emergency room. Research Hospital – Brookside Campus emergency room is located next to Goppert and is often the most convenient.

In case of an emergency, students should call Rockhurst campus security by dialing “4010” or by picking up a red or blue campus phone.

Health Insurance – Rockhurst University Student Health Insurance Policy

Full-time undergraduate (12 hours or more) and graduate (9 hours or more) students are **required** to participate in the plan OR **waive** it by providing proof of health insurance. Your student account will be billed and the charge will not be removed until you have completed the waiver process. To waive out of the health insurance plan, you must visit the On-Line Waiver/Enrollment System and submit the required information. The insurance can only be waived using the on-line system by the designated deadlines.

Part time (undergraduate and graduate), Accelerated Option, Executive MBA, DO/MBA, Post-Baccalaureate, and other Non-Degree Seeking students and dependents may **voluntarily** apply for student health insurance by accessing the On-Line Enrollment/Waiver System. Payment will be due at the time of enrollment by credit card.

All international students are required to purchase the University sponsored health insurance plan

IMMUNIZATION REQUIREMENTS

Rockhurst University requires all first time and residential students to provide proof of the following vaccinations thru our on line submission process. www.rockhurst.edu/healthinsurance

TB Screen:

- Section 199.290 of the Missouri Revised Statutes requires that students attending any college or university in the state of Missouri be screened to identify those at high risk for Tuberculosis (TB). This screening includes testing of identified high risk populations to determine those that would benefit from treatment. The screening follows Center for Disease Control protocols and requires completion of a TB screening questionnaire and possibly testing. The statute requires colleges and universities to ***place a hold on a student's registration if the student does not complete the TB screening within the student's first semester at a Missouri college or university.***

If a student answers **no** to all of the questions found on the TB questionnaire, the student is considered to have been effectively screened and no further action is needed. Each student shall attest that the information submitted on his/her TB screening questionnaire is true to the best of his/her knowledge and shall submit the signed screening test results to Rockhurst University. If a student answers **yes** to any of the statements found on the TB screening questionnaire, Rockhurst University requires that a TB risk assessment by a health care provider be completed within 6 months or prior to the student's enrollment for the subsequent semester.

Each student required to undergo a TB risk assessment by a health care provider shall submit appropriate written documentation of his/her TB risk assessment results, including but not limited to any skin test results, blood test results or chest x-ray results signed by an appropriate health care provider.

Students may also complete any TB screening/testing at the Neighborhood Walk-in Family Care located in the North Parking Garage on the Rockhurst University campus.

Measles, Mumps, & Rubella (MMR) Documentation of two measles, mumps, and rubella vaccination is required for all residential students.

Meningococcal Meningitis Disease and Immunization

Rockhurst University requires students who will reside on campus to provide proof of a meningitis vaccination or sign a waiver that you understand the risk involved in not receiving this vaccine. The University reserves the right to change or modify its vaccination requirements. Failure to comply with vaccination requirements may result in immediate eviction from any University housing.

Rockhurst University encourages all other students to consider this vaccination as well as to become knowledgeable about meningitis and its symptoms in order to reduce their personal risk.

IDENTIFICATION CARD

Admissions Front Desk (2nd Floor Massman Hall)

Help Desk (4th Floor Conway Hall)

Students, faculty and staff of Rockhurst are issued a Rockhurst Photo ID, which should be carried at all times when on campus. This card provides access to services both on and off campus, including:

- Access control to student residence halls and academic buildings
- Access control to the 24-hour computer labs
- Tracks declining balance debit card for cafeteria use, printing and copying services
- Library card for the Greelease Library, as well as other library systems
- Grants access to Massman Hall's "Student Body" Workout facilities
- Athletic equipment check out
- Admittance to Rockhurst Theater and athletic events

The first ID is provided free of charge. Replacement cost of lost or stolen cards is \$25.00. If a student has a history of losing their card, additional charges will be added.

LEARNING CENTER (AYLWARD-DUNN)

Van Ackeren Hall • Room 200 • Ext. 4052

www.rockhurst.edu/services/learning

The Aylward-Dunn Learning Center is open and free to all Rockhurst students, faculty, staff and alumni. The center is staffed with professional and peer tutors. Services are available on a drop-in or appointment basis.

The Aylward-Dunn Learning Center provides tutoring in many subject areas across the curriculum plus it has tutors for writing and communication assistance. Supplemental Instruction is offered in conjunction with particular courses. Essentials needed for academic success such as time management, study skills, and computers skills are standard offerings. The Aylward-Dunn Learning Center has a computer lab and study areas for individuals or groups. Standardized test preparation is available for several licensure exams, graduate school entrance exams, and professional school exams. For more information about services or to access the tutoring and SI schedules, visit the website at www.rockhurst.edu/service/learning. If a particular area is not listed, ask the professional staff for help in obtaining that support. To schedule an appointment stop by the Aylward-Dunn Learning Center in Van Ackeren 200 or call x 4052.

LIBRARY

Greenlease Library • Ext. 4142

www.rockhurst.edu/library

Fall and Spring Semester Hours

Facebook: Rockhurst University Library

Monday - Thursday

8 a.m. - 12 midnight

Friday

8 a.m. - 4:30 p.m.

Saturday

12 noon - 4:30 p.m.

Sunday

12 noon - 12 midnight

Located on the northwest corner of the quadrangle, the collection contains over 300,000 items in a variety of formats: print and electronic books, journals and newspapers; CDs, DVDs and more. Librarians provide research assistance during all business hours at an onsite help desk, a 24/7 Ask-a-Librarian text/chat service, online research guides and through information literacy instruction in courses. Over 100 research databases provide online access to articles, books and other materials through EBSCO, JSTOR, Lexis-Nexis, Credo Reference, Gale, and many more.

Online resources are available from on campus, home or work. As a member of the MOBIUS library consortium, students, faculty and staff have access to over 27 million items from libraries across Missouri, Oklahoma, Colorado, Texas, Iowa and Wyoming. Additional materials are provided by participation in national interlibrary loan agreements. The library provides access to publications offered through the United States Federal Depository Library Program. Facilities include spaces to complement student study needs, whether individual, group or quiet study; a computer lab; an assistive technology workstation and printer/copiers. Intersession and holiday hours are posted on the website.

REGISTRAR

Massman Hall • Rm. 109 • Ext. 4057

www.rockhurst.edu/academics/registrar

All questions concerning student records (grades, transcripts, registration, drop/add, academic calendar, classrooms, course schedules, catalog, transfer credit, student rights under FERPA, graduation applications, and degree audits) should be directed to office of registrar.

Transcript requests should be made on-line through Rockweb.

Drop/Add forms should be turned in at the front desk with proper signatures.

ROCKSTOP

Massman Hall • First Floor • Rm. 109 • Ext. 4175

Rockstop provides a variety of services including Financial Aid, Student Accounts, and Registrar. All questions or concerns pertaining to individual student accounts should be directed to Rock Stop and with questions regarding Veterans Benefits.

General information:

In order to receive services students must present current Rockhurst ID or Drivers license.

All questions or concerns should be directed to the Information Specialists at the Front Desk of Rockstop who will direct you to the appropriate person for assistance.

Students will be notified by student accounts via e-mail when checks are available.

Student Payroll: All Work Study students are paid once a month: see the pay schedule (on the back of the time card) or in the Financial Aid Office. All students must have current federal and state W-4 and an I-9 form on file with the Financial aid Office in order to be paid.

Check Cashing: Students may cash checks up to \$25.00 Monday-Friday 9:30-3:00. Rockstop will only cash two party checks from parents or grandparents.

SAFETY AND SECURITY DEPARTMENT

Rockhurst University Community Center Bldg.

www.rockhurst.edu/services/security

5401 Troost

Main Campus Entry at 54th & Troost

To Contact: For any security related service either emergency or non-emergency call via the campus security phone system (RED PHONES, CODE BLUE PHONES OR BY DIALING 4010 ON ANY CAMPUS PHONE) which are answered by Security Department Dispatch 24 hours per day, 7 days per week, 365 days per year. For non-emergency information on security services or activities or on parking concerns call the Security Department Administrative Office at ext 4659. Monday through Friday 8:00 a.m. to 4:30 p.m.

4010 can be accessed from on campus. If calling from off campus to the dispatcher call (816) 501-4010. It is also recommended that you put the area code (816) 501-4010 on the speed dial of your cell phone. Use the system for requests for both emergency and non-emergency services; e.g., jump starts, car unlocks, room unlocks, security reporting etc. Of course in the event of an emergency the system is always available; e.g., crimes in progress, medical emergency, suspicious persons or activity reporting etc. For information on both Security and Crisis Management pick up a copy of the annual security report or view it on line.

ROCK@LERTS

The Rock@lert system has been established so the University can notify students, faculty and staff of emergencies more efficiently. Please be assured that Rockhurst will only send text alerts in the case of an emergency or school closure. This system will not be used for routine announcements. If you have not already registered for this service, you can do so at <http://www.rockhurst.edu/rockalerts>. This is a 24-hour service and you may receive emergency/weather alerts during the overnight hours. You can choose to have the messages sent to your mobile phone, pager, PDA or e-mail account.

SECURITY DEPARTMENT OPERATIONS

The Rockhurst University Safety and Security Department provides full-time, around the clock protective services to the campus community. The department assists in the enforcement of the University's Rules and Regulations for students and staff. The department is trained and prepared to respond to both emergency and non-emergency calls for security related services and information. The department also conducts investigations into reported crimes, policy and procedural violations or as requested and directed by the Staff of the University.

A major part of the Safety and Security Department's efforts at providing protective services is to educate the members of the campus community in the areas of crime prevention, crime reporting and safety. This is done through programming in residence facilities or by special request of other campus departments especially during orientation sessions. Information on security department educational programming can be obtained from the department administrative office at ext. 4659.

Prevention of crime and accidents is one main function of the Security Department. The second part of the department's primary function is the response to occurrences of crime, medical emergencies or other request for service from the campus community. In order to carry out this function efficiently and in accordance with the dictates of the Kansas City, MO Police Department, all members of the Rockhurst University Safety and Security Department are commissioned as private police officers through the Police Department. Those officers assigned to field operations are armed (trained by the University and tested by the City Police Department). All department personnel except for the secretary have the power of arrest on all Rockhurst University Property.

Rockhurst University is and has always been very committed to the City of Kansas City, MO as well as our immediate neighborhood and the mid-town area of the city. As a part of this commitment the Safety and Security Department works closely with the 49-63 Neighborhood Association and the Community Police Officers located in the neighborhood. Because of this cooperation the security of the campus is enhanced as is that of the surrounding neighborhood.

Some of the services provided by the Rockhurst University Security Department are listed below; for a complete list see the University's "Annual Security Report" (a copy of the report is available at www.rockhurst.edu/services/security).

- Escorts (24 hours per day) - Students can obtain security escorts anytime of the day or night from one location on campus to the next. These escorts are provided as security for students. Some nearby locations can also be escorted to by security with prior approval.
- Lost & Found - Should you find property on campus contact the security department who will retrieve it from you and place in the property locker at the Security Station. Property can be picked up from the Property Locker at the Security Station by contacting the sergeant in charge of property who will arrange a time for pick up to be made. This sergeant can be contacted by calling ext. 3559.
- Motorist Assist - The department can assist with jump starts and vehicle unlocks.

Parking Permit Hang Tags – All Parking permit Hang Tags can be picked up from the Safety and Security Department at the Security Station. Parking Permit Hang Tags are \$125.00 per semester and are valid for one semester, Fall or Spring. There is no permit enforcement during the summer term, although other parking violations are enforced during the summer. The fee for students will be automatically included on a student's bill along with tuition and fee charges. If a student does not wish to purchase a permit there is an "Opt Out" box on the student bill that can be checked to have the fee removed during registration. A student may also email a Student Accounts Representative or come by Massman Hall, Room 109 and complete a form to have the parking permit charge removed. Students will obtain their permit during registration or by picking it up at the Security Department located at 5401 Troost. A student applies for a permit when they complete their vehicle information form on-line. The printed "Confirmation of Application" should be brought to the Security Office or Registration. As soon as the Security Department verifies that the student has completed their form the hang tag can be issued to them, registering their vehicle at this point. Permits are renewed each semester before classes start for the term. General Parking Permit Hang Tags are good in any parking lot on campus except for the gated THV Area and RockRow. If the student is housed in the Townhouse Village they will be issued a different color Parking Permit Hang Tag for Mayer, Miki or Murray Lots (all located within the THV Area). A THV Parking Permit Hang Tag is good for all other University lots. RockRow residents will be issued a different color Parking Permit that is good for all other University lots.

- Faculty and staff are also required to purchase and display a current Rockhurst Parking Permit Hang Tag when using Rockhurst University Parking Facilities.

- Parking enforcement on the campus is by parking ticket only. Parking tickets are issued to vehicles for variety of reasons including failing to display a current Parking Permit Hang Tag, as well as other parking violations that constitute illegal parking. These tickets carry a \$25.00 fine. If not paid within a specified number of days (as shown on ticket) or not appealed they will accrue an additional fine each week. Complete failure to pay the ticket will result in the fine being placed against the vehicle owner's student account. Three or more unpaid tickets will result in the placement of a wheel immobilizer "boot" on the offending vehicle. Parking regulations can be viewed on line by visiting www.rockhurst.edu/services/security/index.asp.

SERVICE LEARNING

VanAckeren • Room 200G • Ext. 4545

www.rockhurst.edu/services/service

Service is an integral part of the student experience at Rockhurst University. Service is **NOT** required for graduation; however, the mission of the university invites all students, staff and faculty to commit "to service of the contemporary world." The Center for Service Learning (CSL) offers several resources for students including the Of Service volunteer listing, Service Reflection Sessions, and Service Saturday Projects. Additionally, the CSL collaborates with other campus offices to support programs such as Martin Luther King, Jr. Day of Service and Celebration, Nonprofit Networking, and Kansas City Immersion.

The Service Transcript Program helps Rockhurst students build a record of service activities during their college careers. Service transcripts may come in handy when completing scholarship applications, housing applications, graduate school applications or during internship or employment interviews.

HOW TO BUILD A SERVICE TRANSCRIPT

- 1) Pick up form at the CSL or download from the CSL website
- 2) Complete the forms for each community service or service-learning project in which you participate — remember to get the form signed by a supervisor, instructor or project leader; and
- 3) Return completed form to CSL.

SERVICE-IMMERSION TRIPS

Massman Hall • Rm. 3 • Ext. 4855

<http://www.rockhurst.edu/campus-ministry/service-immersion-trips/>

Service-immersion trips invite students to live Rockhurst University's Jesuit mission, a mission articulated in the former Jesuit Superior General Fr. Peter Hans Kolvenbach's famous 1997 speech, which is partially etched into the stone of Rockhurst's bell tower: "Students must let the gritty reality of this world into their lives so they can learn to feel it, think about it critically, respond to its suffering, and engage it constructively." These week-long experiences, which include manual labor, cultural immersion activities, relationship-building, and daily prayer and reflection, move students to a deeper understanding of the Gospel's call to solidarity and justice. Extensive trip preparation and follow-up lead students toward the life-long path of becoming women and men for and with others.

Previous Service-Immersion Trips have previously included:

- New York City – house rehab
- Nicaragua – water supply/sanitation
- Jamaica – medical clinics, home construction
- Philadelphia – urban schools, emergency feeding centers
- Dominican Republic – sanitation, economic development
- Guatemala – construction, economic development

Dates for the 2018 service-immersion trips will include:

- Winter Break (December 30 – January 6)
- Spring (March 3 – 10)
- Summer (May 20 – 27)

Rockhurst University generously subsidizes the student's trip expenses. Information sessions, which kick-off the 2018 application process for the trips, are set for September 13 and 14 at 5:30pm in Massman 250 (attend one). Applications are due September 29. Call 816-501-4855 for more information.

STUDENT LIFE

Massman Hall • Rm. 1 • Ext. 4541

www.rockhurst.edu/getinvolved

The Student Life office oversees the following areas: new student and transfer orientation, fraternity and sorority life, Social Activities Board, all student organizations, leadership programs, Family and Alumni weekend, health and wellness and alcohol education. This office is the focal point for the planning and implementation of student events, the authorization of student social functions, filing petitions for all student offices and determining eligibility for participation on campus. The office supervises the formation and recognition of new organizations and maintains a file of all campus organizations.

The Student Life Office provides students with opportunities for participation and involvement in college life which are designed to enhance and supplement the curriculum. Student organizations that serve all undergraduate students are classified as "General Interest Groups." All student organizations' level of activity is dependent on student participation and interest thus not all of the organizations listed below may be active during any given academic year. Stop by or contact the Office of Student Life with any questions regarding student activities and organizations at Rockhurst.

GENERAL INTEREST

The Sentinel

Student Activities Board (SAB)

Student Senate

ACADEMIC HONORARIES

Alpha Psi Omega National Theatre Honor Society

Alpha Sigma Nu Jesuit Honor Society

Beta Beta Beta Biology Honor Society

Beta Gamma Sigma Business Honor Society

Chi Alpha Sigma National Athletic Honor Society

Kappa Delta Pi National Education Honor Society

Phi Alpha Theta National History Honor Society

Phi Lambda Upsilon National Chemistry Honor Society

Phi Sigma Tau International Philosophy Honor Society

Pi Delta Phi French National Honor Society

Pi Theta Epsilon Occupational Therapy National Honor Society

Psi Chi Psychology National Honor Society

Sigma Delta Pi Nationale Hispanic Honor Society

Sigma Pi Sigma Physical Honor Society

Sigma Tau Delta National English Honor Society

Sigma Theta Tau International Nursing Honor Society

Theta Alpha Kappa National Theology and Religious Studies Honor Society

FRATERNITIES

Alpha Delta Gamma

Beta Theta Pi

Pi Kappa Alpha

Sigma Alpha Epsilon

SORORITIES

Alpha Sigma Alpha

Gamma Phi Beta

Theta Phi Alpha

Zeta Tau Alpha

SPECIAL INTEREST

Active Minds

Alpha Phi Omega (APO)

American chemical Society

ASIA

Biology Club

Black Student Union (BSU)

Coalition of Board, Card and Video Gaming

Cheerleading Team

Chemistry Club

Chorus

College Democrats

College Republicans

Colleges Against Cancer

Dance Team

Delta Sigma Pi (DSP)

Economics Club

Education Club

Enactus

English Club (Walter J. Ong Society for Literary Study)

Exercise and Sport Science Club

Finance and Accounting Student Body (FA\$B)

French Club

Green Club

Hockey Club Team

Infectus (formerly Readers and Writers Club)

Innovate at the Rock

International Club

KC Metro American Public Works Association

Math and Physics Club

Model United Nations

P.E.E.R.S. (Positively Educating Each Rockhurst Student)

Performing Arts Society

Players

Pre-Dental Club

Pre-Law Club

Pre-Med Club

PURPOSE

Psychology Club

RAKERS (Random Acts of Kindness Sharers)

Recreational Dance Club

Respect Life
Rockhurst Transformation Alliance (Commuters,
Transfers and Non Traditional Students)
Running Club
SAA (Student Alumni Association)
SAAC (Student Athlete Advisory Committee)
Student Giving Committee
Student Occupational Therapy Association (SOTA)
Student Organization of Latinos (SOL)
Tennis Club
Ultimate Frisbee Team
Undergraduate Speech Therapy Club
UNITY
VOICES for JUSTICE (VOICES)

SPECIAL COMMITTEE

Family Weekend

STUDENT SUCCESS AND RETENTION

Massman Hall • Rm. 7 • Ext. 4689

www.rockhurst.edu/newstudents

The Student Success and Retention office seeks to support students who want to manage their academic and personal lives and reach their goals. Meeting with a staff member can help a student develop a success plan and connect them with various resources on campus. In addition, if a student is dealing with any difficult situation or transition, the office is available to help problem solve. Our goal is to help students be successful and have a full and meaningful experience while at Rockhurst.

TICKET INFORMATION

Arrupe Hall • Rm. 118 • Ext. 4828

For information regarding The Center for Arts and Letters' cultural programs and to register your attendance to cultural events, call the Cultural Information Line at ext 4828. A listing of the cultural programs can be found in the section, "Center for Arts and Letters" or at or at www.rockhurst.edu/artsandletters.

RESIDENCE LIFE POLICIES

Massman Hall • Rm. 3 • Ext. 4663

<http://www.rockhurst.edu/housing/>

THE MISSION STATEMENT OF THE OFFICE OF RESIDENCE LIFE IS TO PROVIDE:

- Living communities which are clean, attractive, and reasonably priced, meeting current standards of comfort and care
- Orderly and efficient administration of the Residence Life program through effective management
- An engaging living environment and related programs which promote learning, leadership, and service in the Jesuit tradition

At Rockhurst University, a residence hall is more than just a place to live. It is a place to learn. By living and interacting with diverse types of people, you'll take your education beyond the classroom. In your community, other residents may be facing the same challenges as you with new teachers, new classes, new subjects, and new adjustments. Many of these people will become your friends and a support group in times of need. Living at Rockhurst will make you feel like part of the campus community.

RESIDENTIAL LIVING REQUIREMENTS

Rockhurst University has a residency requirement that requires all full-time students to live with their parents or on campus unless students meet the following conditions:

- Students classified as juniors having completed 60 hours post high school with at least a “C” average.
- Students who have lived on campus for four semesters.
- Students who are age 23 or older.
- Students who have completed active, full-time military service.
- Students who have a spouse or dependents living with them.

If the student resides in one of the residence halls, Residency includes participating in the regular meal plan provided by the University food service for both fall and spring semester.

Juniors, seniors and graduate students may continue to live in campus housing [residence halls, Townhouse Village (THV), and On-Campus Houses (OCH) and Rock Row]. There are three traditional residential facilities located on campus. Each one provides a different form of community living. Rock Row, OCH and THV are reserved for upper class students. All incoming freshman are housed in Corcoran, McGee or Xavier-Loyola halls.

HOUSING STAFF

ASSOCIATE DEAN OF STUDENTS

The Associate Dean of Students oversees all of the residential housing operations, student code of conduct, conference services, campus dining, International student services, multicultural education, bookstore and contract management.

ASSIGNMENT AND TECHNOLOGY COORDINATOR

The Assignments and Technology Coordinator manages all of the necessary administrative needs for students (meal plans, room assignments, break housing, etc.).

ASSISTANT DIRECTOR FOR RESIDENCE LIFE/CONFERENCE COORDINATOR

The Assistant Director for Residence Life/Conference Coordinator is an educational student resource. This staff member works to educate students around the Student Code of Conduct, conducts judicial training, and hears conduct cases. This person also supervises Resident Directors. This staff person also deals with all outside conference groups who use Rockhurst facilities.

ASSOCIATE DIRECTOR FOR RESIDENCE LIFE/MULTICULTURAL EDUCATION COORDINATOR

The Associate Director for Residence Life/Multicultural Education Coordinator is a resource for all students. This staff member works to educate students around diversity and multicultural issues, assists international students with their I-20 compliance, conducts trainings, and maintains contact with various student groups along with oversight responsibilities for retention of residential students and works with our first year student programs while supervising Resident Directors and the implementation of the comprehensive residential program.

RESIDENT DIRECTOR (RD)

Each residential facility has a Resident Director who resides in the building. The RD works with individual students by serving as a resource person to confer with regarding any problems or concerns they may encounter. The RD supervises the hall staff (Resident Assistants and Desk Assistants). The RD is anxious to get to know you, so stop and visit them.

DESK ASSISTANT (DA)

Desk Assistants manage and operate a front desk in each of our traditional halls during periods of high activity. Desk staff members are responsible for serving the residents and guests who enter into their community. They provide the following services: lock out keys, check out of desk resources, contact numbers, campus information and other services that make living in the halls convenient. Desk staff members are also responsible for helping to ensure the safety of the community. All residents and guests of the community will have to show ID and check in to the community.

RESIDENT ASSISTANT (RA)

A Resident Assistant is an important component for the Residence Life staff as a paraprofessional staff member who has the most direct and constant student contact. A RA is assigned to a specific community of housing.

Their primary responsibility is to act as a facilitator for their living community and to enhance the physiological, community, affiliation, self-actualization and diversity development components of each individual. The RA articulates to the students the philosophy and policies of the Office of Residence Life.

RESIDENCE LIFE ROOM AND BOARD FEES

Students who live in one of our residence halls (McGee, Corcoran, or Xavier-Loyola) are required to purchase a All Access 5-day meal plan (Mon-Fri) or the All Access 7 day meal plan (Sun-Sat). Students must purchase a meal plan for the fall and the spring semester. Flex dollars can be carried over from fall into the spring semester. Any flex dollars not used by the end of the spring semester (last day of finals) will be forfeited. There are various other plans available for commuter students, or students residing in THV, OCH or Rock Row.

All dining options are served in the Thomas More Dining Room, Einstein Bros. Bagels, and the Rock Room in Massman Hall or in Arrupe Hall. Participation in the board plan is a contractual part of the housing agreement. For information on operating hours see "Dining Services." A validated ID card must be presented at time of service.

Dining Room Attire: Dress in the dining room must include shirts and shoes

Dining Room Behavior: Only paying customers are allowed to enter the dining room. Paying customers can dine in the dining room OR purchase a "green" to go container. If dining-in, no food can be removed from the dining room. Students are expected to behave in an adult manner in the dining areas. After eating, take your items to the dish room and clear your table of all trash. Please avoid misuse of food in the Thomas More Dining Room. Students throwing food or inciting misbehavior in the dining room will be dealt with in a serious manner. Violations of University policy are handled through the normal disciplinary channels.

Food Committee: Should you have any suggestions, problems or complaints concerning the food services, the Food Committee, which is a sub-committee of the Student Senate, is available to hear these. The committee meets weekly during the academic year.

Guests: Guests may eat in the Thomas More Dining Room. Guests may either pay with credit card, department card/pass or cash.

Meal Card: Your identification card must be presented at each entry to TMDR to utilize your meal plan or flex dollars. Each time a meal is purchased the student's identification card is electronically read by the cashier. If your identification card is lost or stolen, please contact campus dining immediately. Your card will be rendered invalid and you will need to make arrangements to have a new identification card issued. You are financially responsible for any money used on your account prior to you initiating a cancellation in the Dining Services Office. Note: a new identification card will cost \$25.00.

Housing Refunds: Housing Refunds are prorated based on the University's academic refund schedule. Students are not eligible for a refund after the fourth week of classes for room charges. Cancellations will result in a \$500 cancellation fee.

Board Plan Refund: Board refunds are prorated based on the University's academic refund schedule. Students are not eligible for a refund after the fourth week of classes. \$150 cancellation fee will be charged.

Sick Trays: Special arrangements are available for students not able to take meals in the dining room because of illness. Contact the Dining Services office at 501-4011 for specific arrangements.

Special Diets: All special diets are arranged through the personnel of Dining Services in coordination with the Access office. Voluntary diets (e.g., NutriSystems, Jenny Craig, etc.) are not acceptable as alternative diets. The student will still be charged for the board plan.

ROOM CONSOLIDATION/Vacancies

Students requesting a double room who do not have a roommate will not be billed for a private room. The open space can be filled by the university. You may not refuse a roommate in a double room. If you refuse a roommate you will be billed for a private room starting from the beginning of the semester or from the time their roommate moved out. Students creating unwelcoming and/or disruptive situations for a roommate in order to have or maintain private room may be charged under the Student Code of Conduct Disruptive Behavior policy. Room Consolidations will occur when there are students living in a room by themselves paying the double rate according to the following parameters:

- Students will be expected to consolidate with another individual on their same floor, but will not be asked to

move to a different floor

- Students may be asked to consolidate at any time during the academic semester

ROOM RESERVATION/Pre-Payment

A student requesting on-campus housing must pay \$200 pre-payment when applying for on campus housing. This pre-payment is non-refundable unless granted a contract release for one of the following reasons: graduating senior or extenuating circumstance approved by Residence Life. This pre-payment functions as a room reservation for the upcoming academic year. Cancellations of room reservations are expected to be in writing in the Office of Residence Life by the student's scheduled move-in date for the fall semester. Failure to notify the Office of Residence Life until after our scheduled move-in date will result in a \$500 cancellation fee being charged. Students leaving after opening day, housing refunds are prorated based on the University's academic refund schedule. Students are not eligible for a refund after the fourth week of classes for room charges.. Damages will be billed to their student account. Please review the Damage section for in-depth information about damage billing.

Students living in THV, On Campus Houses (OCH) or Rock Row who cancel their contract for any reason will be charged \$500.00 unless approved for a contract release by the Office of Residence Life. Students transferring from an OCH/THV or Rock Row to a Residence Hall will result in a \$500 fine.

RESIDENCE HALL AMMENITIES AND SERVICES

CABLE TV

Consolidated Cable is the cable television provider for all residence halls and THV units. Google Fiber is the cable television provider for OCH and Rock Row. Problems with service should be reported to Computer Services Help Desk (x4537). All formal and recreational lounges are equipped with televisions for the residents' convenience. Each residence hall, THV, OCH and Rock Row unit is equipped with outlets for cable access. Consolidate Cable services offers premium channels at an additional cost to residents.

LOST AND FOUND

Any items found should be turned in to Security.

MAIL SERVICE

Students living in the residence halls and THV will receive a University mailbox. Residents are responsible to check their University mailbox each day the Mail Room is open. This includes days when the United States Postal Services is closed due to official federal holidays. Mail is delivered to Massman Hall six days a week except Sundays and holidays. To ensure the timely delivery of mail to a resident, please use the address format as given:

NAME

ROCKHURST UNIVERSITY

1411 ROCKHURST ROAD, BOX #

KANSAS CITY, MO 64110

If you encounter problems with mail delivery, contact the Mail Center at x4665.

Students living in OCH or Rock Row will not be issued a University mailbox and should have mail sent to their street address.

RECREATION EQUIPMENT

Recreation equipment may be checked out from the front desk by leaving your ID with the hall office staff. Loss or damage to this equipment must be paid by the person who checked it out. To receive your ID, return the equipment to the hall office or staff member on duty.

ROOM AMENITIES

Each room comes equipped with two beds, two mattresses, two closets or wardrobes, two desks, two desk chairs, mirror, telephone service, cable service, and mini blinds. Students may wish to bring a wastepaper basket, pillow, blanket, towels, sheets and pillowcases as well as clothes. THV units are furnished with a dining room table and chairs, dishwasher, stove, refrigerator, entertainment center, couch, coffee table, two living room chairs, end table telephone service, and mini blinds. In each bedroom residents are provided with a bed, mattress, desk, chair, dresser and end table for each resident. Additional wardrobe space is provided in the living area of 6-person 2-bedroom Townhouses. OCH residents are provided a bed and mattress for each resident and a kitchen table and chairs. A washer and dryer are also provided for the house. Rock Row units are furnished with a bed, bar stools,

and a washer and dryer. THV residents are encouraged to bring lamps in addition to the items mentioned above. Waterbeds are not permitted. Residents are not allowed to remove or transfer any University furniture from its assigned room or unit. In addition, residents are not allowed to make any physical alterations to the rooms or furniture during the year. Any questions regarding furnishings need to be directed to your Resident Director or to the Office of Residence Life. You will be billed for any University furniture that is not in your room or unit when you check out.

SECURITY

The Safety and Security Department patrols the campus and the surrounding neighborhood where OCH and Rock Row student housing is located for your protection. Officers are on duty 24 hours daily and can be contacted by calling "ext. 4010" from a campus phone or 816-501-4010 from an OCH/Rock Row or other off campus phone. This will connect you directly to the dispatcher. Security personnel can be reached by the red security phone located in the lobby of each residence hall and on each floor. In addition to these red phones, there are other red phones located in other areas of the campus. These phones also have direct access to the dispatcher. OCH/Rock Row units are equipped with ADT alarm systems. ADT monitors these systems and alerts Rockhurst Security Dispatch if distress is indicated. There is a dispatcher on duty 24 hours a day. If you have a security problem or see someone suspicious, it is important that you contact the Safety and Security Department immediately.

The following guidelines are for your security:

1. Always lock the door to your room, even when leaving for a few minutes. This includes all residence hall rooms, THV, OCH or Rock Row.
2. Don't leave valuables in lounges or restroom areas.
3. Don't keep large amounts of money in your room.
4. Notify the residence hall staff or security of any strangers or unaccompanied guests immediately.
5. Do not prop open the outside doors of the residence hall. Doing so subjects you to a minimum fine of \$100.
6. Report any theft to a staff member and campus security as soon as it is discovered.
7. Security cameras are located in all public areas of residence halls. In addition, Corcoran, McGee and Xavier-Loyola Halls have cameras on all residence hall floors.

Safety and Security will check communal areas but it is the student's responsibility to take the initiative to protect the residence hall. To gain entry to your residence hall, you will need your Rockhurst ID. RAs do not carry building masters. Each residence hall has a front desk that is staffed each day. IDs must be presented upon entry. Visitor IDs will be kept until the visitor leaves.

RESIDENCE LIFE POLICIES

BATHROOMS

Guests of the opposite sex are not allowed to enter into communal bathrooms found in McGee, Corcoran, and Xavier-Loyola Halls. Guests must use the bathroom facilities found in the lobby or basement of those communities.

CANS/BOTTLES COLLECTIONS

For health and sanitation reasons empty cans/bottles in a student's room are prohibited. After use, all containers (cans and bottles) should be recycled appropriately. All empty containers will be disposed of immediately upon discovery. The presence of empty alcohol containers will be considered an alcohol policy violation.

COMMON AREA CLEANLINESS & CARE

It is important to respect the roles and responsibilities of the custodial staff. Residents are responsible for cleaning up after themselves (e.g., mud, hair, etc.) When you treat the building as your home and refrain from this type of behavior the custodial staff has more time available to wash windows, polish furniture, and other tasks they might not otherwise have time for. The custodial staff works only for two hours on Saturday and is off on Sunday. Please help them take pride in their work by being conscientious about trash and trash cans on the weekends. The building will look better and be a more comfortable place to live. Responsible behavior toward the building and its furnishings justify the increased expenditures on attractive and useful furnishings and aid in making the present furniture look attractive longer.

KEYS

Each resident is issued one key to his/her room. In the event that a key is lost, report the loss to a Resident Director/Office of Residence Life immediately. A fee of \$100.00 to replace the lock will be charged to the resident due to safety and security reasons. Should a student request a lock change for any reason (e.g., stolen, lost, etc.) the student's account may be charged. It is against the law for keys to be duplicated for any reason. Possession of an unauthorized room key may result in a fine of up to \$250.00 and/or a referral to the Code of Conduct process. Should a student be found in possession of any other University key other than a room key, the student will be subject to any sanctions determined by the Hearing Officer or Board. **Lockouts:** Refer to the Room Lockouts Policy.

NOISE IN LIVING AREAS

The problem of noise in any residential living area is of immense importance in the support of an environment that is conducive to the total development of students. The following statements and definitions should help you understand what is needed for a residential unit to function properly as part of an academic and social environment.

Each resident is responsible for keeping the volume of stereos, TVs, radios, voices, etc., low as to not disturb other residents. Excessive noise in the hallways will not be permitted. This includes but is not limited to, yelling up and down the hall, playing sports in the hallway, large groups conversing in the hall, and any noise heard two doors away in the hallway with the door closed. Complaints by residents living above, below or to either side of the source of the noise will classify the noise as excessive.

If a resident is disturbed, the resident should first go to the source of the noise and inform him or her of the problem. If informing the residents of the room or unit doesn't help, inform a Residence Life staff member of the problem.

Courtesy Hours (24 hours): Courtesy hours are in effect at all times. This means that stereos, radios, televisions, and other equipment should always be played at moderate volumes. Residents should refrain from making loud noises in the room, in the hallways, and in other public areas at all times. Remember that residents often try to study or sleep before Quiet Hours begin and deserve your courtesy.

Quiet Hours: Quiet hours for all living areas are from 10 p.m. to 10 a.m. Sunday through Thursday and 12 midnight to 10 a.m. Friday and Saturday unless increased by a majority vote of the floor. While quiet hours are in effect no noise should be heard outside your room or unit. You should refrain from conversation or noise in the hallways, and control noise in lounge areas of the residence halls.

OBSTRUCTING COMMUNAL AREAS

Public lounges, hallways and/or public walkways should remain clear of obstructions for the safety of all residents. Obstructions consist of, but are not limited to, playing any kind of ball sport, hacky-sac, Frisbee, roller skating and bike riding, leaving trash outside your door, etc. Such obstructions will be considered a safety hazard and will be subject to disciplinary action. In addition, furniture cannot be left in the hallways or stairwells.

OPEN FLAMES

No open flames of any type are permitted. Candles (or decorative candles) are not allowed for any reason. The burning of incense and the possession of combustible chemicals are strictly prohibited. Grills provided by the University may only be used on campus with the exception of grills used by On Campus House, THV and Rock Row residents. Portable grills are allowed at the On Campus Houses, THV and Rock Row, but must be kept outside and not used under any porch, balcony or roof overhang and must be at minimum five (5) feet from the sides any housing facility. Grills may not be store on THV patios. Fire pits are not allowed.

PAINTING - Room Painting: Physical Plant personnel complete painting in the summer. Because a great deal of effort is expended in repainting student rooms, residents are not permitted to paint their rooms or units. If a student believes their room is in need of being painted, a request should be submitted to the appropriate Resident Director. If it is determined that painting is in order, a time mutually convenient to the student and the painting staff will be arranged

PETS

For health, sanitation and cruelty reasons, no pets except aquarium fish are permitted in any residence hall, THV unit, OCH or Rock Row. Aquariums can only be 10 gallons or fewer. Students are financially responsible for extraordinary cleaning due to any pets. Visitors and parents are asked not to bring pets into the halls for any reasons. Certified assistance animals (e.g., seeing eye dogs, etc.) are welcome in the halls.

POSTING IN HALLS

Bulletin boards for official notices approved by the Office of Student Development are available in each residence

hall. All posting is to be done by the Residence Life staff. If the sign is not posted by a Residence Life staff member, the sign will be removed. A maximum of twenty-five posters or signs may be submitted for posting in the residence halls at the Office of Residence Life, Massman 3. Materials or information posted on wood surfaces, windows, stairwells, hall-side of room doors, or doors, will be removed without notice.

RELOCATING ROCKHURST PROPERTY/ROOM FURNISHINGS

Rockhurst property may not be removed from the room or building in which they are located without the express written permission of the Resident Director. This includes, but is not limited to, beds, room chairs, screens, all communal area furniture within the residence areas, and all other Rockhurst properties. The resident must not remove the original University furniture from his or her room. Removal will result in being billed for the missing furniture during check out. Rockhurst Physical Plant or Residence Life staffs are not responsible for the movement of room furniture. A fine of a minimum \$25.00 per day or \$75.00 per item can be assessed for having relocated Rockhurst furniture to or from a student's room, or removing resident's screens. Relocation of Rockhurst property may also result in disciplinary actions taking place.

RESTRICTED APPLIANCES/ITEMS

University fire, safety and sanitation regulations prohibit the use of certain items and appliances in student housing units. Items not allowed are the following: exposed heating coils (e.g., hot plates and toaster ovens), extension cords, air conditioners, waterbeds, ceiling fans, and halogen lamps. The residence hall rooms were not designed for cooking. Only small appliances with completely enclosed coils are permitted (e.g., hot pots, coffee pots, and foreman grills). You are encouraged to plug your appliances into an outlet strip with a breaker that is U.L. approved. The University is not responsible for damage to appliances due to power outages or surges. We recommend the purchase of a surge protector for computer and stereo equipment. Toasters or toaster ovens are allowed in OCH, THV and Rock Row kitchens.

ROOM CLEANLINESS

Residents are responsible for the cleanliness of their rooms, units and communal areas. Every residence hall has are vacuum cleaners and other cleaning supplies which can be checked out from the front desk.

ENTRY OF PREMISES

It is the University's intention to ensure privacy in students' premises. The University reserves the right to enter student premises at any time for the purposes of inspecting the premises to determine whether a condition exists that may present a risk to the health or safety of the occupants or others in the student residential community. Additionally, the University reserves the right to enter student premises when an authorized agent of the University has reasonable belief, including but not limited to the following: an occupant of the room may be physically harmed or endangered, the University's property is damaged, a law or University policy is being violated, or maintenance and/or repair is necessary. If practical, the University will not enter a student's room unless accompanied by the student or a second authorized representative of the University.

SMOKE DETECTORS/FIRE SAFETY

Residents/guests are not allowed to tamper with or disarm any smoke detector, CO detector or fire safety device in any residence hall room, THV, OCH, Rock Row Unit or common area. Residents who do not have a working smoke detector because of tampering will be fined \$200.00 and will be sanctioned through the Code of Conduct process. The University also does not allow students to have or to use any candles or incense in the residence halls, OCH, THV or Rock Row. Students found in violation of this policy will have a \$75 dollar fine per candle billed to their student account.

SMOKE/TOBACCO FREE FACILITIES

Rockhurst University is a smoke and tobacco free campus. No smoking is allowed in any facility or on the grounds, including electronic cigarettes and vaporizers. This includes the individual student rooms, units, bathroom/shower facilities, OCH, Rock Row, THV and public areas. Violation will result in a monetary fine at a minimum. All buildings have posted signage notifying residents and guests of appropriate distances smoking is allowed from on campus buildings. All vaporizers and e cig devices are prohibited in residential facilities.

VISITATION POLICY AND GUEST RULES

Visitation hours are listed below. It is the student's responsibility to know and understand this policy. If a student is unclear about any aspect of the Visitation Policy, they are to contact a residence life staff member for clarification. Guests of the opposite sex are permitted in the following facilities during the following times:

Corcoran and McGee Hall

Sunday - Thursday	10 a.m. - 12 a.m.
Friday - Sunday	10 a.m. - 2 a.m.
After fall break:	24 hour visitation starting Friday at 11 a.m. until Sunday at 12 a.m.

Townhouse Village/OCH/Rock Row

Monday - Sunday	24 hour visitation, 7 days a week
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Xavier-Loyola Hall

Monday - Wednesday	10 a.m. - 12 a.m.
Thursday - Sunday	24 hour visitation starting Thursday at 11 a.m. until Sunday at 12 a.m.

- Guest must register and present ID at front desk immediately upon entering the building.
- Guests should always be escorted by their host.
- All guest policies apply to Rockhurst students visiting a facility they do not live in as well as outside guests.
- Residents are to entertain no more than three visitors at one time (in student rooms, THV, OCH, Rock Row or communal areas).
- All overnight guests must be registered with the Desk Assistant at the main desk of hosting resident's building. Guests must be registered prior to midnight of the day of arrival at the residence hall front desk. If a guest has not been registered, they will be asked to leave the building immediately.
- Guests may not stay for more than two consecutive nights (48 hours) unless permission is obtained from the Resident Director.
- Guests of the opposite sex should not return to the building before the beginning of the next visitation period.
- Guests may not occupy any bed without the consent of the person to whom the bed is assigned.
- Guests are never issued University keys for any reason.
- If roommates cannot reach an agreement on sharing the room with a guest, the rights of the roommate not hosting a guest will prevail.
- All residents are expected to go to the front door to allow their guests entry.
- Guests are required to produce photo identification. If the individual does not have identification he or she may be asked to leave the property.
- Guests found violating University policy (particularly Visitation, Noise, and Alcohol) or whose behavior is construed as disruptive, reckless, inappropriate or threatening will be asked to leave immediately. In such cases, the guest might be escorted off campus and/or a no trespass warning may be issued if University officials deem this appropriate.
- Residents are responsible for the action of their guests while they are in the residence hall and for activities in their room. Should a violation of University policy take place in a room by a student's guest, the residents of that room are held equally responsible. If a guest violates University policies and/or causes disturbances, the guest is the resident's responsibility. Likewise, the resident will also be responsible for any damages to University premises caused by guests.
- Residents should always assist interactions between University staff and their guests.
- Residents are responsible for ensuring that guests are aware of fire evacuation and safety procedures in the event of an emergency.
- Children under the age of ten cannot spend the night in campus housing.

RESIDENCE LIFE PROCEDURES

CHECKING IN AND OUT OF COMMUNITIES

Students are required to check in and check out of their residence hall room, unit or house with a residence hall staff member as buildings close for breaks. This includes checking in and out of rooms or units when making a room change. Failure to check in and out of a room properly (or in a timely manner), through a staff member, will result in the student being assessed a \$100.00 improper check-out fee. If the room key is not returned an additional \$100.00 will be billed to the student's account.

Damage charges assessed to a student account should be paid to the Business Office within 10 days of the notification of the amount. All financial commitments (including all 30 day past due billings) must be rectified with the Business Office prior to the release of semester grades and transcripts.

GRADUATING SENIORS LIVING IN RESIDENTIAL FACILITIES

Graduating seniors will be allowed to stay in their assignment until Noon, the day after graduation.

HEALTH AND SAFETY INSPECTIONS

Officials of Rockhurst University reserve the right to conduct health and safety inspections of student rooms in all University-owned residence housing. Advance notice to residents will ordinarily be given prior to such inspections. Residents are encouraged to be present while the inspections are made but rooms and units will be inspected on the designated date regardless of the resident's presence. Residence Life staff members will inspect all rooms units and houses at the end of each semester and prior to breaks. Residents are to have their room or unit clean upon inspection. If, upon entry, a violation is visible (e.g., lounge furniture, alcohol, etc.) it will be handled through the discipline process. Prohibited items may be confiscated to promote safety and compliance with campus policy. Anything in plain view that is considered a violation of local, state or federal law may be investigated or referred to the Rockhurst University Security Department. Rooms should be found to be kept in a clean, orderly manner. The custodial personnel in each building should be able to help make available any cleaning supplies that may be needed.

Health and Safety Fines:

Excessive Dirtiness	\$50.00
Candles (each)	\$75.00
Extension cords	\$25.00
Biohazard	\$160.00 (or more depending on the required clean up)
Tampered Smoke Detectors	\$200.00

MAINTENANCE ROOM ENTRY

The University reserves the right to enter at any time in order to make repairs or conduct maintenance upon University-owned property. Entry is also permitted for actions necessary or appropriate in emergencies and those necessary to maintain order in an appropriate living environment.

ROOM CHANGES

Students desiring to change rooms or roommates must complete a "Room Change Request Form." This form is available from the Office of Residence Life and online. When changing rooms, it is required that you and a building staff member complete a new room condition form and check out form. All students must be in agreement to a room change. Any student who makes an unauthorized room change will be assessed a \$100 improper check-out fee. If your roommate moves out, it may be possible to keep your room as a private room assuming there is space available; this is determined by the Residence Life Office. If your roommate moves out you may have to consolidate with another student. Residence Life reserves the right to **not** assign requested spaces for administrative purposes.

ROOM CHANGE FEES

Improper Room Change (not completed in allocated time): \$100.00

Unapproved Room Change (Room change fine and lock change): \$200.00

ROOM DAMAGES AND CONDITION

When you check into the room, you should note all observed damages or markings, even the most minor items, on the room check-in form. Any damages incurred since check-in, (including marks on the outside of the room door, stickers and tape residue on the walls or mirrors, marks on the walls, drawers with broken hinges or chains, broken mini blind cords, etc.) are assessed by the building staff and verified by the Office of Residence Life. You may pay these charges in the Student Accounts Office to avoid having grades or transcript requests withheld.

Remember that you are responsible for your room and its condition when you check out, so treat it with care. Students are required to check out of the residence hall following proper procedures by the deadlines given. At the end of each semester, you must check out immediately after your last final

Common Area Damages: Damages to common areas (hallways, lounges, bathrooms, stairwell, exterior of room

doors, etc.) will be charged to all residents of a particular floor or hall unless it can be determined specifically who is responsible. Common area damage in THV, OCH and Rock Row will be divided among all residents unless an individual resident accepts responsibility. All community damages are documented by the Resident Director for billing purposes. Damages are posted to the resident's account when the student completes the check-out process from the residence life system for the academic year. If a resident changes rooms during the year, any appropriate room damages will follow the student.

ROOM LOCKOUTS

It is encouraged that residents keep their keys with them at all times. Students who are locked out of their rooms should go to the front desk to check out a lockout key. Residents will have 30 minutes to use the key and return it to the front desk before being assessed for a lock change. Students are given two (2) free lockout keys a semester from the residence hall front desks. After this point, students will be charged \$25.00 for each additional lockout used. THV lock out keys is located at the Xavier-Loyola front desk. Residents contacting security for a lockout will be billed \$75.00 per lockout. When front desks are not open students are encouraged to first contact their RA, then contact their Resident Director, lastly the Office of Residence Life. Regardless of ability to contact someone within Residence Life if Security opens a room for a student their account will be charged. OCH and Rock Row residents are to call security if they are locked out. After two lockouts for OCH and Rock Row residents they will be billed \$25.00 per lockout.

ROOM SELECTION PROCESS

Re-contracting takes place in the spring semester. Re-contracting for our traditional halls will be based on credit hours as of the end of fall semester, giving preference to upperclassmen and students currently living in our residential facilities. Selection for housing in the Townhouse Village, On Campus Houses and Rock Row is based on a formula of credit hours x GPA combined with student leadership, service transcripts, good conduct and availability.

VACATION/BREAK PERIODS

In the interest of security, staffing, and energy conservation, all residence halls except the THV, OCH and Rock Row are closed during Christmas, and Spring breaks.

Information regarding these closings will be sent to all residents prior to the beginning of each break period. The only exception to staying in a residence hall is for academic/university related purposes. Academic purpose is defined as students who are doing internships, service trips, athletics or an activity for an academic program. The department requiring a resident to stay must provide a list of those students needing to be on campus. This will be verified by the Residence Life office. Students who meet these requirements must register with the Residence Life Office, Massman 4.

Students who do not meet the academic purpose requirement must leave the residence halls on time. A student can receive a fine and/or a daily rate charge if they choose not to leave. Students flying home for breaks must plan their flights in accordance to the residence hall closings. Students who have a flight delay or a change in their flight must check in with the Residence Life Office with flight issues. If there is a complication in a flight and you have been approved to remain or arrive early in the hall until the flight a daily rate charge will be assessed to your student account. The daily rate charge varies per building and room payments do not cover the daily rate charge. We will not extend your stay in a residence hall to meet your vacation plans or employment.

Residence Halls remain open for fall break, Thanksgiving break and Easter break. For security purposes students remaining on campus during these breaks must register with the Residence Life Office, Massman 4, by 4:30 p.m. on the Tuesday prior to the break. Generally there is limited dining service during all breaks. Residents will be notified of dining times and available locations. Meal plans (all access and flex dollars) may not be used during break periods. Cash, debit/credit cards or Hawk dollars will be the only transactions used during breaks.

THV, OCH and Rock Row communities do not close for academic breaks. For security purposes THV/OCH and Rock Row residents staying over breaks (fall break, Thanksgiving break, winter break and spring break) must register in the Office of Residence Life. Please contact the Office of Residence Life at (816) 501-4663 with questions.

Health and safety inspections will be done at every closing and during scheduled inspections. Staff will post signs 24 hours prior to starting inspections. For more information about health and safety inspections please contact the Office of Residence Life. Visitors are not allowed when halls are closed.

EMERGENCY PROCEDURES

The Kansas City metropolitan area uses the 911 emergency systems. In case of an emergency, the Security Department and the University operator should be contacted by dialing “4010”. The hours of the switchboard are 24 hours a day, 7 days a week. For class cancellations please refer to Bad Weather Policy.

FIRE

Fire extinguishers are provided on each hallway in Corcoran, McGee and Xavier-Loyola and in THV, OCH and Rock Row units. If you find a fire in any of the residential facilities you should:

1. Pull the closest fire alarm. (If available)
2. Notify Security by red phone, code blue phone, dialing 4010 from a campus land line, or calling 816-501-4010 from your cell phone.
3. Locate an RA or Resident Director, if possible.
4. Follow the evacuation plans posted in the building.
5. Go to the nearest exit or stairs. Do not use elevators.
6. If smoke is present, remain low to ground during evacuation.

TORNADO

Terminology and what you should do:

Tornado Watch: There is a chance of dangerous weather with damaging winds. Be on the lookout for the danger signs: severe thunderstorms, hail, roaring noise, funnel.

Tornado Warning: A tornado has been sighted nearby and you should go at once to the designated area in your building. If you see or hear a tornado coming, do not wait for warning signals. Go to your shelter area if there is time. If not, curl up on the floor and protect yourself.

Alert Signal: Steady tone for 3-5 minutes. A tornado horn is located at UMKC and can be heard at Rockhurst University.

1. If siren sounds, take shelter in designated area or lowest level of the building away from windows and doors.
2. Campus security officers will circulate through campus buildings and tell people to seek immediate shelter. If you hear a siren, seek shelter immediately and do not wait for an officer.
3. Residence hall staff will notify residents through the public address system. Students living in THV or OCH should monitor their University-issued weather radios, watch local news reports, and listen for city tornado sirens. All students in University housing must take immediate shelter when a tornado siren is activated; a tornado warning is issued by the National Weather Service or instructed by University personnel.
4. Remain in the sheltered area until an all-clear signal is given.

Shelter areas:	Xavier-Loyola Hall — Basement center hallway
	Corcoran Hall — Basement hallway by Chapel
	McGee Hall — Basement north hallway
	Massman Hall — Basement north hallway
	Town House Village — Storage area under stairs
	On Campus Houses — House basement
	Rock Row – Downstairs bathroom

Residence Life staff, or Security will be responsible for directing you to the shelter area when the weather is sufficiently threatening. The public address will be used to signal moving to the shelter area. No one is to be on the roof during a tornado or warning. The Residence Life Staff, or Security will alert you to leave when the danger has passed. THV, OCH and Rock Row units must insure that their University issued weather radios are operational at all times.

PERSONAL PROPERTY LIABILITY

The University assumes no responsibility for students' or guests' personal belongings. Many homeowners' insurance policies cover a student's belongings while at college. Students are encouraged to discuss this matter with their parents to assure proper coverage for valuables. The University will use all reasonable efforts to protect students' property but it is understood that the University is not in any way liable for the loss, theft, or damage to property belonging to any residents or guests. Students are strongly encouraged to purchase personal property insurance.

RESIDENTIAL FACILITIES

Chapel: Each hall has a chapel. These are used for CLC groups as well as a space for personal reflection and discernment. If you would like to utilize a Chapel for an event please contact the Campus Ministry Office.

Communal Areas: Each residence hall has communal areas or lobbies with at least one television.

Computer Facilities: Each residence hall and THV is equipped with an individual computer lab. These facilities are regularly maintained by Computer Services. For information on how to access your buildings lab, ask your RA. For paper or printing concerns contact the Copy Cave.

Parking: After you have obtained a Rockhurst University Parking permit, parking is available in all ground lots and in the North Parking Garage. Only the residents of the THV are able to park in the Mayer, Miki and Murray parking lots (THV gated parking lots), violators will be ticketed and towed at the driver's expense. Only the residents of Rock Row may park in the spaces behind their units. The Xavier-Loyola circle drive is a fire lane and should be used for pick-up and delivery of residents and guests only. Vehicles parked in the circle will be towed! During winter we encourage residents to park in the parking garage. This allows physical plant easier access to parking lots for snow removal.

Trash: All Trash must be taken to the dumpsters located outside your residence hall or THV. Garbage should be placed in a tied bag. Exterior doors to these areas are accessible for entry back into the building from 7am until midnight, seven days a week.

Vending Machines: Drink and snack/candy machines are available in each residence hall. Please report any malfunctions to the Residence Life Office located in the basement of Massman and Campus Dining for Snack Machines. Please remember these machines are provided as a service to the residents. Any vandalism or abuse will result in their removal.

STUDENT CODE OF CONDUCT

STUDENT CREED

At Rockhurst University we believe community is...

PURPOSEFUL

a place where faculty and students share academic goals and work together to strengthen teaching and learning on the campus.

OPEN

a place where freedom of expression of beliefs is uncompromisingly protected and where civility is role modeled and powerfully affirmed.

JUST

a place where the value and integrity of each person is honored and respected.

DISCIPLINED

a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.

CARING

a place where the well-being of each member is sensitively supported and where service to others is encouraged.

CELEBRATIVE

a place in which the Jesuit heritage of Rockhurst University is remembered, diversity is valued, and where rituals affirming both tradition and change are widely shared.

Adapted from *Campus Life: In Search of Community*. The Carnegie Foundation for the Advancement

of Teaching; Ernest L. Boyer (fwd.); Princeton, New Jersey; 1990.

PHILOSOPHY & GUIDELINES

Rockhurst University sponsors programs, services, and activities that encourage students to develop academically, spiritually, socially, physically, and emotionally. In a partnership among students, faculty, and staff, the University helps to create an educational environment with principles rooted in its Jesuit, Catholic tradition. These principles challenge students to strive for excellence, to become men and women for others, to integrate classroom and experiential learning, to develop talents through discovery and reflection, and to share a common concern with each person. To achieve these ideals, all students are expected to contribute, through their words, actions and commitments, to the development and sustenance of a community characterized by purpose, openness, justice, discipline, care, and celebration. A student enrolled at Rockhurst University assumes a responsibility to behave in a manner compatible with its educational environment and community principles. The following guidelines, while not exhaustive and limiting, illustrate behaviors and actions that are incompatible with the institutional mission of Learning, Leadership, and Service in the Jesuit Tradition.

- **Alcohol:** The University expects legal-age students who choose to consume alcoholic beverages to drink sensibly and responsibly. Specifically, the University does not consider drinking in excess to be responsible. The following are some of the behaviors that are considered “irresponsible drinking” and are prohibited: providing alcohol to underage persons, loud and/or destructive behavior/vandalism, illegal and/or underage drinking, inability to control bodily functions, alcohol-related violent or abusive behavior (including date/acquaintance rape and assault), possession/use of beer bongs and common containers (kegs, barrels, party balls, etc.), possession of an opened alcohol container in the public areas of the campus, and possession/consumption of alcoholic beverages in common areas of facilities (lounges, bathrooms, lobbies, hallways, etc.). For further information on Alcohol see University Policies.
- **Breach of Privacy:** Using electronic or other means to make a video or photographic record of any person on-campus where there is a reasonable expectation of privacy without the person’s consent and when the recording is likely to cause injury, distress, or damage to one’s reputation. Such a recording includes, but is not limited to, taking video or photographic images in shower/locker rooms, restrooms, or private student rooms within residence halls. The posting and/or distribution of such unauthorized recording is also prohibited.
- **Safety & Security:** For safety and security purposes, the following are some examples of prohibited behavior on Rockhurst property include but are not limited to: theft/unauthorized possession of property; burglary or robbery; opening, tampering with, or otherwise manipulating access/maintenance panels; propping or taping open doors that are intended to remain closed or locked; improper use of alarmed doors; misuse/abuse of card access swipes and systems; climbing into, out of, or on University buildings or roofs; use of/entrance into bathrooms that are intended for the opposite sex; throwing items out windows or removing screens; and covering, tampering with, or removing peepholes or room numbers. Students should avoid interfering with the safety or health of another person in the University community.
- **Cyber Bullying:** Intimidation or harassment that causes a reasonable student to fear for his or her personal safety and property. Cyber bullying includes, but is not limited to, the use of computers, web sites, the internet, cell phones, text messaging, chat rooms, and instant messages to ridicule, harass, intimidate, humiliate, or otherwise bully a student.
- **Disciplinary Process Compliance:** Students are expected to appear for requested investigative meetings and participate in the disciplinary process in a forthcoming, honest, and truthful manner. Students are to comply with disciplinary sanctions and complete them in a timely manner.
- **Disruptive Behavior:** It is an expectation that students cooperate with one another, guests, and University officials at all times and not engage in behavior that impedes the safety, security, or normal operation of the University or University-sponsored activities/events. Examples of disruptive behavior include, but are not limited to the following:
 - Providing false information or identification to, or failing to cooperate with University officials acting in the performance of their duties (e.g., Security, Residence Life Staff, Administration, etc.).
 - Forgery, alteration, or unauthorized use of University records, documents, or instruments of identification.
 - Misusing financial aid through fraud or other means.
 - Excessive noise.

- Depositing human waste products anywhere other than in a proper device (e.g., urinating in public).
- Indecent exposure or behavior, illicit sexual behavior, or lewd conduct.
- Illegal gambling.
- Trespassing or unauthorized presence in a University building or on University property.
- Technology misuse including pranks or harassment facilitated by phones or computers.
- Failure to comply with traffic and parking regulations, including failure to pay fines within established time limit.
- Any violation of the University's Disruptive or Dangerous Conduct Policy

For further information on disruptive behavior, see University policy on Disruptive Behavior. For further information on Computer Usage and Parking see University Policies.

- **Drugs:** The use, possession, sale, giving, manufacture, or exchange of illegal drugs, chemicals for use as drugs, or controlled substances is strictly prohibited. Furthermore, no person may use or possess drug paraphernalia. Examples of possible drug paraphernalia include (but are not limited to) syringes, bongs, hookahs, pipes for drug-related use, scales, rolling paper, roach clips, blow tubes e cigarettes and vaporizer devices. For further information on Substance Abuse see University Policies.
- **False Identification:** Rockhurst policy prohibits the possession or display of any blank, forged, stolen, or fictitious, counterfeit or otherwise unlawfully issued driver's license or identification card, including identification not belonging to the bearer. Any of these false identifications may be confiscated.
- **Fire Safety:** No person may intentionally cause a false fire alarm, whether by means of a fire alarm system or otherwise (including but not limited to candles/incense, e-cigarettes/vaporizers, hookahs, lanterns, pot-pourri, gas/charcoal cooking appliances). Individuals tampering with fire safety equipment (including but not limited to smoke detectors, fire hoses, and fire extinguishers) will be subject to immediate suspension/expulsion and possible criminal charges. All persons must evacuate the building when an alarm sounds. Possession or use of firecrackers/fireworks, gunpowder, containers holding fluids used solely for igniting fires (e.g., charcoal lighter, gasoline, propane, kerosene, etc.), or other materials that endanger health and safety is strictly prohibited. Arson is prohibited.
- **Guests & Visitors:** Rockhurst University welcomes invited guests and visitors to campus and its events (including off campus) on a daily basis. Behavior expectations of guests are similar to what is expected of all University students, faculty and staff to ensure the exchange of ideas and the maintenance of a safe and secure campus environment. The expectations of guests and visitors on Rockhurst property or at University sponsored events are the following:
 1. Guests found in violation of University policy (particularly Visitation, Noise, and Alcohol) or whose behavior is construed as reckless, inappropriate or threatening will be asked to leave immediately. In such cases, the guest(s) will be escorted off campus and University officials may issue a no trespass warning.
 2. Students should always assist with interactions between University employees acting within the scope of their responsibilities (e.g., Security, Residence Life, Student Development staff, etc.) and their guests.
 3. Students are responsible for ensuring their guests are aware of fire evacuations and safety procedures in the event of an emergency.
 4. Guests may be required to produce photo identification to University employees acting within the scope of their responsibilities. If they do not have proof of identity they may be asked to leave any campus-owned property immediately.
 5. Students are responsible for the actions of their guests while they are on campus property or at University-sponsored programs/events. Should a violation of University policy take place by a student's guest, the student host will be held responsible. A student is responsible for any damages to University property caused by their guest.
 6. For additional expectations of guests in the Residence Life System, please consult the Residence Life portion of this handbook
- **Harassment and Discrimination:** No person may engage in discrimination or harassment based on, but not limited to, race or ethnicity, religion or creed, gender, national origin or ancestry, age, disability, sexual ori-

entation, veteran status, citizenship/intending citizenship status, or membership in the uniform services. Harassment includes actions or situations that do or could result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment whether intentionally, for fun, or by consent. The University prohibits the abuse of any person or group of persons. For further information on Harassment and Discrimination see the Harassment, Discrimination, and Professional Conduct and Sex Offense policies located elsewhere in this handbook.

- **Hazing:** No person, student organization, or group is allowed to conduct any hazing activities. Hazing activities are defined as any action taken or situation created, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for purposes of membership, initiation or participation in an organization. Such activities may include, but are not limited to the following:
 - use of alcohol or illegal drugs;
 - paddling in any form;
 - creation of excessive fatigue or physical exercise;
 - sleep deprivation;
 - conducting activities that do not allow adequate time for study;
 - forcing, requiring or endorsing consumption of liquid or solid objects, edible or non-edible;
 - physical or psychological shocks;
 - endangerment or activities that have the potential to endanger a new member of a given group;
 - quests, treasure hunts, scavenger hunts, road trips or other such activities;
 - wearing of apparel in public that is conspicuous and not normally in good taste;
 - requiring carrying or wearing of any item not normally needed (e.g. rocks, hospital bracelets, helmets, tattoos, etc.);
 - personal servitude;
 - engaging in public stunts and buffoonery;
 - verbal harassment including yelling and screaming at new members;
 - silence or not speaking to certain people;
 - nudity, morally degrading or humiliating games and activities; any activity that is not consistent with fraternal law, ritual or policy or the regulations and policies of Rockhurst.
- **Identification:** Students must carry their Rockhurst University identification while on University property at all times. University identification must be shown and/or surrendered upon request to employees acting within their responsibilities, including, but not limited to, Security, Residence Life staff (professional and student), and Student Development staff.
- **Interference with the Student Code of Conduct Process:** Attempting or actively influencing, intimidating, interfering, or coercing any person involved in a potential, actual, or past Student Conduct Referral. This includes, but is not limited to, encouraging or influencing another person to commit an abuse of the Student Code of Conduct, discouraging an individual's proper participation in, or use of, the Student Code of Conduct process, or disrupting or interfering with the orderly process of conducting a proceeding.
- **Keys:** No person may duplicate a University key or request the unauthorized duplication of a University key. No person may lend another individual (including other students and guests) his/her University keys for any reason. Keys in the possession of unauthorized persons may be confiscated. Also, no person shall replace without permission, damage, tamper with, or vandalize any University lock or security device.
- **Smoking/Tobacco:** Tobacco use of any kind is prohibited on the Rockhurst campus. This includes all public and private areas. For further information on Smoking see University Policies
- **Solicitation:** All solicitation must follow the Posting and Distribution Policy published by Student Development. Door to door solicitation is prohibited unless the Office of Student Development grants special exception. The University's directory may not be sold or provided to any outside parties for solicitation purposes, nor may its contents be used by Rockhurst community members (faculty, staff, and students) for general solicitation.
- **Vandalism:** Students who vandalize, deface, destroy or alter property that does not belong to them will face disciplinary action and sanctions including restitution costs. This includes tampering with washing machines,

vending machines, game machines, elevator misuse/abuse, and graffiti.

- **Violence:** Acts or verbal/non-verbal threats of physical violence such as harassment, hate crimes, sexual assault (defined as any form of sexual contact with another person without the consent of that other person), rape, or such behavior that jeopardizes the health or safety of oneself or another individual are not tolerated and perpetrators will face significant disciplinary action. For further information on Sex Offenses or Sexual Harassment see University Policies.
- **Weapons:** Possession, use, or sale of firearms, martial arts equipment, bows and arrows, crossbows, knives, bullets, stun guns, paint-ball guns, or any other weapon capable of inflicting bodily harm is prohibited. Folding pocket knives with blades shorter than 3 inches are exempt from this policy.

Students are expected to comply with these and all other policies and rules governing student conduct, residence halls, the Student Activity Hall, Food Service, student organizations, and the University. In addition, they must not engage in acts or deeds that violate existing federal, state, county, or municipal laws or ordinances.

DISCIPLINARY PROCESS

GENERAL

The Dean of Students and the Associate Dean of Students are responsible for implementation of the Code of Conduct. University jurisdiction shall be limited to conduct that occurs on University property, at University-related events, or that adversely affects the University community. Given that the University's interest in student welfare is not bound by campus property lines, its commitment to neighborhood relations is high, and its positive reputation within the broader Kansas City community is essential for its continued well-being, the University reserves the right to act on violations that occur off-campus which adversely affects the University community or at University-sponsored or University-sanctioned events and activities regardless of location. University sanctioned or sponsored off-campus events and activities include, but are not limited to, those planned and implemented by student organizations/teams/other student groups and University departments. Common points of complaint that often prompt University investigation and response into off-campus student misconduct include reports and other contact from neighbors, neighborhood associations, local or regional businesses, Kansas City Police, and city officials.

The disciplinary process is designed to be primarily educative and developmental in nature. Pursuing the Ignatian principle that Rockhurst students become "men and women for others," discipline is to assist students develop their ability to accept responsibility and consequences for their actions and to make positive choices in the future that benefit themselves and their community. The Code of Conduct's Student Creed and Philosophy are shared across the institution as the expectations for all Rockhurst students.

When the behavior of a student poses an immediate threat to the safety of the University community or violates the mission of the University, the University may impose an interim suspension or removal from the University, restriction on access to residence halls, the campus, or participation in any University-sponsored/sanctioned event or activity. These interim decisions are made by Dean of Students or designate and remain in effect pending a decision under appropriate University disciplinary procedures.

The Associate Dean of Students or designate is responsible for initiating disciplinary proceedings where there is reasonable cause to believe an offense under the Code of Conduct has occurred and disciplinary action is appropriate. Student non-academic disciplinary records are maintained by Residence Life. These records include all written correspondence concerning violations of University policy and are only released with the written permission of the student or as required by law.

STUDENT ORGANIZATIONS

Recognized student organizations, including Greek organizations, may be charged with Code of Conduct violations. The University is particularly interested in student organizations maintaining membership safety and integrity in addition to a positive University image. Student organizations need to be cognizant of their particular responsibilities when conducting events off campus as a recognized student organization at Rockhurst University.

Hearings for recognized student organizations will be conducted under the procedures outlined in this document. Hearings will be conducted with two student spokespersons representing the organization, usually the President and Vice President. The organization's moderator may be present in an advisor role. Sanctions that may be imposed upon a recognized student organization for an infraction of the Code of Conduct include, but are not limited to, the following: Administrative warning, social probation, deferred suspension, suspension of registration/charter privileges, revocation of the organization's privilege to exist as a student organization (for a definite

or indefinite period of time). Sanctions are not progressive.

Processes initiated under the Student Code of Conduct against a student organization will not preclude further specific action against individual member of that organization for their violation(s) of Rockhurst University policy or regulation.

ROLES & DEFINITIONS

1. **Hearing Examiner** – The Hearing Examiner is the Associate Dean of Students or designate. A Hearing Examiner will review charges of non-academic misconduct against a student or student organization which the Hearing Examiner anticipates will not normally result in disciplinary probation II, suspension, or expulsion. The Hearing Examiner will make findings and, if the student or student organization is found in violation of the Code of Conduct, impose sanctions.
2. **Hearing Committee** – A Hearing Committee consists of three voting members (generally a faculty member, a staff member, and a student) specifically constituted to hear charges of misconduct which the Associate Dean of Students or designate anticipates will result in disciplinary probation II, suspension, or expulsion. Either the faculty member or the staff member will serve as the chair of the Hearing Committee. Although every effort will be made to conduct the Hearing Committee with one student, one faculty and one staff, it may not be possible, especially during the summer, and the Hearing Committee may consist of any three members of the University community. The Hearing Committee will review information related to the charge(s) of non-academic misconduct against a student or student organization and will make findings and, if the student or student organization is found in violation of the Code of Conduct, impose sanctions.
3. **Student Hearing Board** – A Student Hearing Board consists of at least three voting members (all students) specifically constituted to hear charges of non-academic misconduct against a student or student organization which the Hearing Examiner anticipates will not normally result in disciplinary probation II, suspension, or expulsion. The Student Hearing Board will make findings and, if the student or student organization is found in violation of the Code of Conduct, impose sanctions. Each Student Hearing Board is constructed from a group of trained students. Selected students in good standing may remain on the Student Hearing Board throughout their enrollment at Rockhurst. The Student Hearing Board is advised by a non-voting University staff member.
4. **Investigating Officer** – The Investigating Officer is the Associate Dean of Students or designate. The Investigating Officer consolidates historical and evidentiary data related to the charge(s) against the student or student organization for the purposes of a Hearing Committee. The Investigating Officer presents this information to the Hearing Committee for its review, and also suggests sanctions based upon the severity of the alleged infraction, disciplinary history of the charged student or student organization, and University practice.
5. **Advisor** – Each student or student organization will be afforded the opportunity to have a faculty or staff advisor present at a hearing before either a Hearing Examiner or Hearing Committee. The advisor's role is to help the student or student organization understands the responsibilities and rights afforded by the Code of Conduct process, and to encourage honest and forthright engagement in the process and with the Hearing Examiner/Hearing Committee and the student or student organization. The advisor's role during the actual hearing is limited in scope. The advisor is for the assistance and support of the student or student organization and an orderly process. Faculty, staff, and students who are asked to be involved in procedures under the Code of Conduct should avoid roles that create a conflict of interest, for example such relationships as close friend or family member of a charged student, current professor for charged student, or advisor to the student organization. It is the sole responsibility of the student to arrange for an advisor in the discipline process. If a student desires to have an advisor, but does not have one he or she may contact the Office of Residence Life for a list of trained advisors.
6. **Board of Appeals** – A Board of Appeals consists of three voting members (generally the Dean of Students or designate, faculty/staff representative, and student) specifically constructed to review charges which have been appealed to the Dean of Students. The Board of Appeals will review relevant information at their discretion and issue their decision to the appealing student.

UNIVERSITY DISCIPLINE AND VIOLATION OF LAW

The University may institute non-academic disciplinary proceedings against a student for offenses under the Code of Conduct, regardless of pending civil litigation or criminal arrest and prosecution arising out of the same alleged circumstances. University disciplinary proceedings may proceed prior to, simultaneously with, or following civil or

criminal proceedings. University disciplinary action is not subject to challenge on the grounds that civil or criminal charges involving the same alleged circumstances have been dismissed or charges reduced in criminal proceedings. When a student is charged by federal, state or local authorities, the University will not request or agree to special consideration for the student. The University will cooperate with civil authorities in a timely fashion and manner.

CHARGES & RESOLUTION OPTIONS

Any member of the University community (“complainant”) may file a charge against any student or student organization (collectively “charged students”) for non-academic misconduct. Incident reports, Security reports, and other written allegations should be directed as quickly as possible to the attention of the Associate Dean of Students or designate. The appropriate administrative officer will inform the student(s) or student organization(s) of the charge(s) in writing.

The Associate Dean of Students or his/her designate will investigate the allegations of the charge to determine if there is cause to believe there is merit to the charge and, if so, whether the charge can be resolved by mutual written consent of the parties involved on a basis acceptable to the University. If not resolved through written mutual consent, non-academic disciplinary charges may be issued and resolved through a hearing before a Hearing Examiner or Hearing Committee.

COMMUNICATION

The accused student need not receive any information other than the specific allegation against him/her until after all investigative interviews with the Associate Dean of Students Office or Campus Security have been completed. However, the Associate Dean of Students has discretion to provide incident reports, witness statements, and other documents to the accused student. All materials pertaining charges against the student will be made available to the student prior to any hearing proceedings.

The Associate Dean of Students or designate provides, in writing, the charged student with the specific alleged violation(s), related documents (usually an Incident Report or Security Report filed with the Associate Dean of Students), a statement of rights of the charged student, a list of witnesses expected to provide information, an outline of the hearing process, and the time/date/location of the hearing.

All notices related to hearings under this Student Code of Conduct shall be delivered in person or emailed at least seven (7) calendar days before the scheduled hearing date, or sent by U.S. mail postage prepaid and addressed to the person’s last known address on file with the University Registrar at least ten (10) calendar days before the scheduled hearing date unless a student is charged with a code violation with fewer than 14 calendar days remaining in the current academic semester. All notices related to hearings set to occur in the final 14 calendar days in the current academic semester shall be delivered in person or emailed at least 24 hours before the scheduled hearing date. It is the responsibility of the student to update the University on his/her local and permanent mailing address and telephone number and any change. Absent extraordinary circumstances, failure to be present at any hearing after notice is given as described above will not excuse the student from his/her obligation to comply with any responsibility and timeline stated in the Code of Conduct and will not delay or postpone any scheduled hearing.

HEARINGS

1. The Associate Dean of Students or designate makes procedural decisions respective to hearings. The Hearing Examiner normally reviews charges which he/she anticipates will not result in disciplinary probation II, suspension, or expulsion. A Hearing Committee will normally review charges which may result in disciplinary probation II, suspension, or expulsion. A charged student may indicate his or her preference for a Hearing Examiner or Hearing Committee in writing to the Associate Dean of Students or designate and the Associate Dean of Students or designate will make the final decision on such request at his/her discretion. All other hearing-related procedures are delegated to the Associate Dean of Students or designate as described in this Code of Conduct.
2. A member of the Associate Dean of Students’ staff is present at Hearing Committee proceedings to take written notes. Upon written request, the charged student will receive a copy of the hearing notes.
3. All hearings are conducted in private. No person will be permitted to attend a hearing other than those directly involved in the hearing procedures.
4. Hearings on a charge involving more than one student will generally be conducted separately even if the charge is based on the same operative facts.
5. The complainant and the charged student each have the right to be present at the hearing and to be assisted by a faculty or staff advisor from the University community. Other persons may be in attendance at the hearing solely for the purpose of and the time it takes to provide information pertinent to the charge. Attorneys, parents, family members and others not directly involved in providing information are not permitted to be present in order to

protect the confidentiality of the student, expedite the proceedings in a reasonable manner, and encourage the student to remain directly engaged in the process with the support of his or her faculty or staff advisor.

6. The charged student should notify the Associate Dean of Students or designate in writing regarding the name of the faculty or staff advisor, information, written witness statements if any, and witnesses who the student anticipates will provide information on his/her behalf at least three (3) business days prior to the hearing.

The Hearing Examiner or Hearing Committee Chairperson will provide administrative leadership during the hearing, including:

- Overseeing the presentation of information
 - Limiting or enlarging the scope and duration of presentation of information
 - Taking any other action in the interest of an orderly, expeditious and informative hearing
7. Format for Presenting Information: Absent extraordinary circumstances, the Investigating Officer and the charged student will present information relevant to the charge(s). Acceptable forms of information include such things as in-person statements of witnesses based on personal knowledge, written statements by witnesses with personal knowledge, documents including writings and records, audiotapes, videotapes and photographs. Only one character witness or statement (limited to Rockhurst faculty, staff, or student) will be allowed on behalf of the charged student.
 8. Hearing Procedure
 - Call to Order, Introductory Comments and reading of the written Charge(s).
 - Opening Statements
 - Presentation of Information including Witnesses
 - Closing Statements
 - Private Deliberation
 - Notification of Decision
 9. No student shall be found to have violated the Code of Conduct solely because the student failed to appear at the hearing. However, if a charged student does not appear for a scheduled hearing, the hearing may be conducted and a decision made based on information presented in the charged student's absence. If a charged student fails to appear at a hearing, sanctions imposed may not be appealed.
 - All findings shall be made upon information that, if taken as true, more likely than not supports the finding.
 - Disciplinary history, academic transcript, and institutional financial aid information will be made available to the Hearing Examiner or Committee if the student is found in violation of the Code of Conduct in order to more fully inform appropriate sanction determinations.
 - Written notification of the Hearing Officer/Committee's decision will be delivered in person or emailed for those on campus within five (5) business days of the hearing or sent by U.S. mail to the student's last known local or permanent address on file with the University Registrar within five (5) business days of the hearing.

SANCTIONS

If a student is determined to have violated the Code of Conduct, disciplinary action will be taken. Sanctions will be imposed based on the type of inappropriate behavior in which the student engaged seriousness of the incident, the student's level of responsibility for the incident, and the student's disciplinary history at the University. Every effort will be made to impose sanctions that are educational and developmental in nature, correct inappropriate behavior, prevent reoccurrence of misconduct in the future and lead the student toward an understanding of acceptable conduct. Failure to comply with any disciplinary sanction may result in imposition of additional sanctions. When a serious or repeat violation occurs, the University reserves the right to contact the student's parent or guardian if permissible.

Violations of the Rockhurst Student Alcohol Policy or Policy on Substance Abuse by a student under the age of 21 may be reported to the student's parent or guardian as permitted by law. Failure to comply with any sanction imposed may result in imposition of additional sanctions.

All sanctions will be communicated to the student in writing, addressed to the student as described in this policy and specify the sanction(s) and the term of each sanction.

The following list is not exhaustive and the scope of sanctions may expand beyond the sanctions described below:

PROBATION

The following probation levels represent the official probation levels of the University. Time spent on probation accrues only when the student is in attendance at Rockhurst. If for any reason a student withdraws from Rockhurst, or transfers to another institution, the student is responsible for any remaining probation as well as unmet conditions of the probation upon his/her return to Rockhurst.

Conduct Probation: Conduct Probation is a written warning that identifies inappropriate conduct and advises the student of the need to bring his/her conduct to an acceptable standard. Imposition of conduct probation is for less serious violations of the Code of Conduct. Any further misconduct may jeopardize the student's status as a student in good standing at the University.

Disciplinary Probation I: Disciplinary Probation I is a written warning that the student's behavior is unacceptable. If the student engages in misconduct during the probation period, more severe sanctions may be imposed including Disciplinary Probation II, suspension or expulsion from Rockhurst University. A student on Disciplinary Probation I is not in good standing with the University during the term of the probation. Disciplinary probation may include restrictions such as denial of the opportunity to participate in co-curricular or extra-curricular events or activities, to perform any act in the name of the University, to serve as an officer of a student organization, or to reside in University housing (any or all to be specified by the Hearing Examiner/Committee). Additionally, Disciplinary Probation I carries a fine typically ranging from \$500.00-\$1000.00, which is assessed directly to the student's account. The actual fine is dependent on the nature of the offense and may be higher or lower as determined by the Hearing Examiner/Committee.

Disciplinary Probation II: Disciplinary Probation II is a written warning of behavior which is serious and unacceptable. If continued or other inappropriate behavior follows, more severe sanctions may be imposed including suspension or expulsion from Rockhurst University. A student is not in good standing with the University during the term of a disciplinary probation. Disciplinary probation may include restrictions such as denial of the opportunity to participate in co-curricular or extra-curricular events or activities, to perform any act in the name of the University, to serve as an officer of a student organization, or to reside in University housing (any or all to be specified by the Hearing Examiner/Committee). Additionally, Disciplinary Probation II carries a fine typically ranging from \$1000.00-\$2000.00, which is assessed directly to the student's account. The actual fine is dependent on the nature of the offense and may be higher or lower as determined by the Hearing Examiner/Committee.

Other Sanctions

- **Activities or Access Limitation:** Limitations on activities or access are imposed if the prohibition from participation in certain activities, events or facilities has been determined to be in the best interest of the student or the University.
- **Educational Programs, Courses and Opportunities:** There are times when the University determines that a student must attend educational programs, courses or opportunities provided either on-campus or off-campus to remain in good standing with the institution. These educational programs, courses or opportunities will be selected or geared toward helping the student understand and remedy the unacceptable conduct. In some cases these programs, courses or opportunities may be unrelated to the University and any financial obligations related to attendance are the responsibility of the student.
- **Expulsion:** Expulsion is the most serious disciplinary sanction and results in the permanent exclusion of the student from the University. An expelled student is not eligible for re-admission.
- **Fines:** The amount of the fine depends on the infraction. Fines are punitive in nature, but may also reflect direct costs the University may experience due to a violation or sanction. Fines may be posted to the student's account and reflected on University billing statements. Fines are expected to be paid by the end of the semester they are posted; delinquent accounts may be turned over to a collection agency.
- **Honors and Degrees:** The University reserves the right to delay or postpone the participation of a student in any University-related activity, or delay or postpone the conferring of any honor or degree for non-academic misconduct.
- **Restitution:** Restitution is compensation required of students or student organizations that engage in theft, misuse, damage or destruction of institutional, group or private property. Restitution is expected to be paid in a timely fashion as determined by the Hearing Examiner/Committee; delinquent accounts may be turned over to a collection agency.
- **Suspension:** Suspension from the University results in the exclusion of the student from participating in any

academic or non-academic activity of the University for a stated period of time. The student will be advised in writing of a suspension. Suspension may be for the remainder of the semester or for a specified period of semesters. To be considered for re-admission, suspended students must re-apply for admission to the University and be in full compliance with any and all conditions imposed by the Disciplinary Hearing Committee.

APPEALS

1. An intent to appeal the decision of either the Hearing Examiner or Committee must be filed in writing to the Dean of Students in the Office of Student Development within three (3) business days of the written decision. The intent to appeal must specify the basis on which the student is appealing, the decision or part of the decision including the sanctions which the student is appealing, and the facts in support of the appeal.
2. The Dean of Students or designate will decide whether or not the appeal meets the conditions for an acceptable basis for appeal. If the Dean of Students or designate certifies that the intent to appeal meets an acceptable basis for appeal, he or she will convene a 3-person appeals board to address the appeal. A Board of Appeals, led by the Dean of Students or designate, and generally consisting of a faculty or staff member and a student representative will make every attempt to review an appeal as expeditiously as possible. Until the appeal is reviewed and a decision rendered, however, the student's status at the University remains unchanged.
3. An appeal is not a rehearing and is not granted on the basis of disagreement with the original decision. An acceptable basis for an appeal is limited to the following:
 - a. There was a denial of a fair hearing;
 - b. There is new and additional information not available at the time of the hearing;
 - c. There was insufficient information to establish the student's misconduct or responsibility for the misconduct;
 - d. The decision was based on prohibited discriminatory criteria; or
 - e. The decision was arbitrary and capricious.
4. The Board of Appeals will review documents relevant to the appeal and speak with the Hearing Examiner or Committee Members or the appealing student at their discretion. The student may request a hearing before the Board of Appeals that the Board of Appeals, at their discretion may grant or deny. If a hearing on an appeal is granted, the appealing student will meet with the Board of Appeals. Any decision to grant or deny a hearing on appeal is not appealable.
5. An appeal may result in one of the following actions:
 - a. Leaving the original sanction(s) intact;
 - b. Reversal of the original decision or sanction(s);
 - c. Modification of the sanction(s), including changes that could result in either a reduction or increase in sanctions, appropriate to the misconduct or based on new information considered during appeal (see section 3.b. above).
6. The Board of Appeals shall provide the student with a written decision on the appeal. The Board of Appeals shall be the final appeal authority for the University in all cases of non-academic discipline.
7. Notices. All notices required or permitted to be in writing under this Student Code of Conduct shall be deemed given to and received by the addressee on the date personally delivered or emailed. If deposited in U.S. Mail and addressed to the individual's last known address on record with the University the postmark date will be the date sent. Notices sent via email shall be considered received on the date sent.
8. Counting Time. In counting days for purposes of the time limits in this Student Code of Conduct, all days, including days during recesses, are counted consecutively except holidays and Holy Days published in the University calendar. In the event any writing required or permitted under this Student Code of Conduct is sent by campus or U.S. mail three (3) days are added to the permitted time period.

UNIVERSITY REGULATIONS AND POLICIES

ACCESSIBILITY

Rockhurst University welcomes qualified students from diverse backgrounds and strives to maintain an atmosphere

of respect and sensitivity toward the ultimate dignity of every person. It does not discriminate on the basis of race, ethnicity, gender, religion, national origin, age, disability or any other status protected by applicable law in the administration of educational policies, admissions policies, and other school-administered programs. It is the policy of Rockhurst University to provide reasonable accommodations for students defined as disabled in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable law.

The Access Office assists Rockhurst University in complying with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To assure that students with disabilities are not denied equal access to the academic and non-academic life of Rockhurst University, reasonable accommodations are provided. Students request accommodations through the Access Office, located in Massman Hall, Room 7, (816) 501-4689, TTY (816) 501-4833.

A student requesting accommodation through the Access Office must identify him or herself to the Director of Access in person and provide documentation from an appropriate diagnosing medical professional of his or her disability.

ALCOHOL POLICY (STUDENT)

Updated 04/2013

GENERAL GUIDELINES

Drinking is as much a part of University life as it is part of life in our larger culture, and it inevitably brings the same problems here that it introduces elsewhere. Learning a mature attitude toward alcohol while in college prepares one to handle it in society after leaving college. *We intend by this policy to make alcohol less obtrusive on campus, to help students learn to approach alcohol in a more mature and responsible manner, and promote a safer environment for the Rockhurst Community.*

The University is obligated to observe and abide by the laws of the state of Missouri regulating drinking and to safeguard those persons whose rights and safety are threatened by irresponsible drinking behavior on campus or at off-campus social events sponsored by the University.

By Missouri State Law, it is illegal for anyone under the age of 21 to drink alcohol. Therefore, the use of alcoholic beverages by students under the age of 21 is both illegal and unacceptable on campus. Under-age students, regardless of their place of residence (Corcoran, McGee, Xavier-Loyola, On Campus Houses, Town House Village or Rock Row) whether on campus or returning to campus, with alcohol on their breath or other signs of intoxication will be considered in violation of the law. Under-age drinkers may be subject to disciplinary procedures outlined elsewhere in this handbook. Rockhurst University reserves the right to notify the parent(s) of under-age students who violate the Alcohol policy (see Parental/Legal Guardian Notification of Alcohol and Other Drug Violations policy for more details) and/or refer violations of the law to civil authorities for prosecution.

In Missouri, a minor in possession of alcohol is a misdemeanor and may result in a court ordering community service and alcohol education classes as well as subjecting the minor to an "Abuse and Lose" law which can result in driver's license suspension or revocation if the minor is in the possession or use of alcohol while operating a motor vehicle. The serving, purchasing, selling, or in any way providing alcoholic beverages to or for anyone who is under the age of 21 is a misdemeanor violation under Missouri State Law that may result in up to a year in prison or a fine of up to \$1,000.

Persons of legal drinking age who choose to imbibe alcohol should do so responsibly, drinking moderately without becoming drunk. Alcohol use raises legal and social concerns, and students must recognize the potential for liability which alcohol consumption creates, including the potential for personal liability. Students must recognize that when alcoholic beverages are misused, problems will arise, and they must accept the responsibility for preventing and coping with these problems. They should become increasingly aware of the problems associated with alcohol abuse in our society. Individual differences are to be respected, and drinking must be seen as a matter of choice (provided the person is of legal drinking age). Choosing not to drink is socially acceptable, and even preferable on campus and at University sponsored events. Social activities should have clear purposes other than the consumption of alcoholic beverages. The University believes in the importance of on-going educational programs to help community members understand the advantages of a healthy lifestyle, the consequences of the use and abuse of alcohol, and the importance of personal and community responsibility. To this end, the University sponsors programs to educate students in the responsible use of alcohol.

Rockhurst University encourages students who believe that alcohol is having an unfavorable effect on their everyday life, who believe they have an alcohol or substance abuse problem, or who believe a fellow student has an

alcohol or substance abuse problem, to seek assistance through such campus resources as the Residence Life staff and the Counseling Center. The University may refer students with problems beyond its means to outside rehabilitative or counseling services.

ALCOHOL IN THE RESIDENTIAL BUILDINGS

Students 21 years of age or older are permitted to have alcoholic beverages in the privacy of their rooms, **but only if all roommates are also 21 years of age or older**. This privilege is limited to private rooms and does not extend to communal areas of the building, hallways, or other areas on campus. Students should be respectful of the rights of others, particularly regarding excessive noise or matters of personal privacy.

Students under the legal drinking age may not be in the company of a student who is drinking or has an open alcoholic beverage container, whether the drinking student is of legal age or not. In such an association, both students are subject to disciplinary action.

This restriction applies to underage University guests as well. Guests of legal drinking age may not consume, provide, or possess alcoholic beverages in the presence of anyone under the legal drinking age, nor may they store, for their own consumption, alcohol in any student's room, if that student is under the legal drinking age.

Large quantities/common sources of alcohol are not allowed. A common source is defined as a quantity of alcohol that provides alcohol for more than one person. A common source includes, but is not limited to: kegs, party balls, pony kegs, liquor containers greater than one pint, or beer in excess of one six-pack. Therefore each room with individuals of legal drinking age is limited to having only one of the following in their residence: one six-pack of beer, or one four-pack of wine coolers or other similar beverage, or one pint of alcohol, or one bottle of wine.

Students not of legal drinking age are not permitted to have in their possession, or in on-campus spaces, containers originally used to hold alcoholic beverages. For example, a beer case of 'empties' may not be used as furniture nor may empty bottles be used as decorative items. Alcoholic beverages may not be stored in any student room if the residents are under the legal drinking age.

Any student or guest found in possession of, providing, or consuming alcohol in violation of the University Alcohol Policy will be required to immediately pour out all alcohol in the presence of a University staff member.

ALCOHOL AND SOBRIETY ON-CAMPUS

Students who are 21 years of age or older are permitted to have alcoholic beverages at a limited number of social events on the University campus. Students who are of legal drinking age and attending events on campus not specifically designated as student functions may also be served alcoholic beverages when these are available to other guests. Examples of such events are the receptions following Visiting Scholar Lectures and the Center for Arts and Letters cultural programs. However, students who appear to have been drinking excessively may be refused admission or asked to leave the event. Furthermore, this policy applies to all common areas on-campus. Students found in violation may be subject to disciplinary procedures outlined elsewhere in this handbook.

Alcoholic beverages ordinarily will not be served or present at on-campus functions sponsored by student clubs or organizations. Exceptions to this must be requested in writing at least one week in advance of the event, and will require the approval the Dean of Students or his/her designee. On those occasions when alcohol is served at events attended by students, signs reading "21 and over please" must be prominently displayed in close proximity to where the alcohol is served, and appropriate measures should be taken by those who serve to ensure that only individuals who are of age are served. Measures taken may include, but are not limited to, verifying identification, wristbands, limiting the number of alcohol-containing beverages consumed, etc.

Students are not to purchase alcoholic beverages for, or deliver them to, any underage student. Transportation of alcoholic beverages must follow city and state laws, e.g. no alcoholic beverage containers may be open while in transit from one location to another. When transporting alcoholic beverages on campus, students are to carry the alcoholic beverages in covered packages. University employees are authorized to check suspicious covered packages/boxes in trash bags, bags showing tops of bottles, coolers, suitcases, duffle bags, etc.

ALCOHOL AT ATHLETIC EVENTS

Alcohol is prohibited at all athletic events, whether on or off campus.

ALCOHOL AT OFF-CAMPUS EVENTS SPONSORED BY STUDENT ORGANIZATIONS

A student organization sponsored event is defined as an event that is sponsored by a student club or organization, including fraternities and sororities, regardless of funding for the event. Alcohol at all off-campus events sponsored by University-recognized student clubs or organizations must be provided by a licensed third party vendor

or be held at a licensed establishment (a venue that has a current liquor license).

Sponsors of social activities are expected to limit alcohol to moderate amounts and to keep the focus of the party or event on social interaction rather than alcohol consumption. Food and non-alcoholic beverages should be available in sufficient quantity for the number of persons attending the event, and must be displayed with prominence equal to the alcoholic beverages. Measures taken may include, but are not limited to, verifying identification, wristbands, limiting the number of alcohol-containing beverages consumed, presence of Rockhurst Security officers, etc.

LEGAL LIABILITY FOR SERVING ALCOHOLIC DRINKS

Students are reminded that they may share legal responsibility for the safety and welfare of fellow students who become a danger to themselves or others. The law provides that individuals may be liable for damages or injury resulting from serving alcoholic beverages to persons of any age. Furthermore, any organization or its members responsible for sponsoring an event may be subject to legal prosecution if alcohol is served and minors are present.

ALCOHOL IN ADVERTISING OF EVENTS

Advertising that states or suggests that alcohol will be available at an event is prohibited for student organization sponsored events. The Office of Student Development must approve advertising before it is displayed.

ALCOHOL PURCHASES WITH STUDENT ACTIVITY FEE FUNDS

The University prohibits alcohol purchases with student activity fee funds.

ANIMAL AND EMOTIONAL SUPPORT ANIMAL POLICY

I. Statement of Policy

Rockhurst supports the use of service animals and emotional support animals on campus by those with disabilities in appropriate circumstances and in accordance with this policy. Those with questions about the use of service animals or emotional support animals should refer to this policy and/or contact the Access Services Office in Massman 3 or 816-501-4689.

II. Definitions

1. **Handler:** A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.
2. **Service Animals** are defined under the Americans with Disabilities Act (“ADA”) as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or tasks performed must be directly related to the individual’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.
 - a. Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
 - b. Miniature horses may also be considered service animals in certain situations.
3. **Emotional Support Animal:** An emotional support animal is a companion animal which provides therapeutic benefit, such as alleviating or mitigating symptoms of a person’s disability. Emotional support animals are not service animals. However, emotional support animals will be permitted in residential facilities with prior approval from the Access Office pursuant to the procedures and standards outlined below.
4. **Owner:** A student who has an approved emotional support animal in residential housing.

III. Specific Procedures

1. Students

- a. **Service Animals:** Students with disabilities who wish to bring a service animal to the Rockhurst campus – including residential facilities, classrooms, and other university facilities – may do so without

prior approval. However, Rockhurst students are *strongly encouraged* to reach out to the Access Services Office on campus to ensure that their experience bringing the animal to campus is smooth. Additionally, students with service animals who plan to live in residential facilities are also strongly encouraged to inform Residence Life and Campus Dining Services that they plan to have a service animal living with them. Advance notice of a service animal for residential facilities may allow more flexibility in meeting a student's needs.

- b. **Emotional Support Animals:** Students who wish to bring an emotional support animal into residential facilities as an exception to the "no pet" policy must go through the reasonable accommodation process with the Access Services Office. While accommodation requests will be accepted and considered at any time, requests should be made as far in advance as is reasonably possible before the student intends to bring the animal to campus in order to ensure timely consideration. An emotional support animal will not be allowed until formal approval has been received.
 - i. Upon receipt of request for an emotional support animal, the Access Services Office will engage in communication with the student to determine if the use of the animal is a reasonable accommodation. This is an individualized assessment and determinations will be made on a case-by-case basis.
 - ii. In order for an emotional support animal to be considered as a reasonable accommodation for a student with a disability, supportive documentation should be from a professional healthcare provider (on letterhead) and generally include the following information:
 - A current diagnostic statement that identifies the disability, including date of initial and most current diagnosis, any evaluations/testing that support the diagnosis, and a description of the functional limitation of the disability;
 - Information regarding the relationship between the disability and the relief the animal provides; and
 - Information that demonstrates the animal is necessary in order for the student to use and enjoy his/her living arrangement.
 - iii. In addition, students with emotional support animals that have been approved as a reasonable accommodation must be contained in the owner's residence. Students are **not** permitted to bring emotional support animals into classrooms, meetings, or other university facilities and events.

2. Visitors

- a. **Service Animals:** Visitors are permitted to bring service animals into campus buildings, classrooms, residential areas, meetings, dining areas, recreational facilities, activities and events without prior approval subject to the standards outlined below.
- b. **Emotional Support Animals:** Visitors may not bring emotional support animals onto campus.

IV. Permitted Inquiries Regarding Service Animals

In general, members of the Rockhurst Community should not ask about the nature or extent of a person's disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may be asked:

1. If the animal is required because of a disability, and
2. What work or task the animal has been trained to perform.

The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, Rockhurst community members should not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., if the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

V. General Standards for the Removal of Service Animals or the Disapproval/Removal of Emotional Support Animals

Decisions to remove a service animal or disapprove/remove an emotional support animal will be made on a case-by-case basis, taking into account all surrounding circumstances. However, the following general standards reflect reasons why an animal may be removed or disapproved:

1. The animal poses a direct threat to the health or safety of others. For example, the animal displays vicious behavior towards others or has a serious illness.
2. The animal causes or would cause substantial physical damage to the property of the University and other community members, including but not limited to students, faculty, staff, and visitors.
3. The animal poses an undue financial and administrative burden to the University.
4. The animal would fundamentally alter the nature of the University's housing and/or general operations.
5. The animal is out of control and the handler/owner does not take effective action to control it. If the out of control behavior happens repeatedly, the handler/owner may be prohibited from bringing the animal into university facilities until the handler/owner can demonstrate that s/he has taken significant steps to mitigate the behavior.
6. The animal is not housebroken.
7. The animal is defined as a dangerous wild animal according to the *Revised Statutes of Missouri*.
8. The animal is considered a high rabies-risk animal as defined by the Missouri Department of Health and Social Services.
9. The handler/owner does not abide by his/her responsibilities as outlined in Section VII of this policy.

Where an animal is properly removed pursuant to this policy, Rockhurst will work with the handler/owner to determine reasonable alternative opportunities to participate in the service, program, or activity without having the animal on the premises.

VI. Areas Off Limits to Service Animals

While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to service animals include:

1. **Research Laboratories:** The natural organisms carried by dogs and other animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals.
2. **Mechanical Rooms/Custodial Closets:** Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
3. **Food Preparation Areas:** Food preparation areas are off limits to service animals per health codes.
4. **Areas Where Protective Clothing is Necessary:** Any room where protective clothing is worn is off-limits to service animals. Examples impacting students include the kiln, chemistry laboratories, wood shops and metal/machine shops.
5. **Areas Where There is a Danger to the Service Animal:** Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

Questions regarding areas that are off limits to service animals should be directed to the Access Services Office, or in the laboratory setting, the laboratory instructor. Exceptions may be granted in some circumstances.

VII. Responsibilities of Handlers/Owners

1. **Laws, Ordinances, and Policies** – Handlers/owners are responsible for complying with all state and local animal ordinances and are subject to all University policies and guidelines regarding Residence Life.
2. **Caring for the Service/Emotional Support Animal** - The cost of care, arrangements and responsibilities for the well-being of the animal are the sole responsibility of the handler/owner at all times. Rockhurst will accept no responsibility for the care of any animal covered by this policy.
 - a. Animals must be well groomed (residential facilities such as showers, tubs, sinks, and the like may not be used for this purpose). Animals cannot be left unattended overnight at any time. If the handler/owner must be away, they must either take the animal with them or make arrangements for them to be cared for elsewhere off campus. Animals cannot be confined to a vehicle, tethered or abandoned

at any time. Regular and routine cleaning of floors, kennels, cages, etc. must occur. The odor of an animal emanating from the residence hall room or apartment is not acceptable.

3. **Keeping the Animal Under Control** - The animal should respond to voice and/or hand commands at all times, and be fully controlled by the handler/owner.
4. **Being Responsible for Damage Caused by the Animal** – Handlers/owners are personally responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The handler/owner will be required to pay for any damages caused by the animal.
 - a. Any flea infestation must be attended to promptly by a professional extermination company coordinated by the University at owner's expense. Owners are expected to promptly notify Physical Plant and arrange for extermination when a flea problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking your animal to the veterinarian for flea and tick baths. Because not all of the precautions listed here can prevent flea and tick infestations, the owner is responsible for extermination costs after vacating their residential area.
5. **Being Responsible for Waste:** Cleaning up after the animal is the sole responsibility of the handler/owner. In the event that the handler/owner is not physically able to clean up after the animal, it is then the responsibility of the handler/owner to hire someone capable of cleaning up after the animal. It is the owner's responsibility to remove feces from University grounds, dispose of it in a plastic bag, and then place that bag in the outside garbage dumpsters. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building at Rockhurst University. Waste MUST be taken to an external dumpster for disposal.
6. **Leash Requirements** - The animal should be on a leash at all times, unless the owner is unable to use a leash due to a disability or the use of the leash would interfere with the animal's ability to perform its duties.
7. **Proper Identification** – All animals must be licensed and have a collar and identification tags.
8. **Health and Vaccination** –Animals must be immunized against diseases common to that type of animal. All vaccinations must be current, and the animal must wear a rabies vaccination tag and, in the case of emotional support animals, vaccination documentation must be provided to the Access Services Office. Animals to be housed in university housing must have an annual clean bill of health from a licensed veterinarian. Documentation with a veterinarian's statement regarding the animal's health must be submitted to Access Services.
9. **Observing Good Animal Etiquette** - To the extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless part of the service being provided to the handler (e.g. barking to alert the handler of danger). The animal must possess friendly and sociable characteristics.
10. **Spayed/Neutered** – all emotional support animals must be spayed or neutered and a copy of the veterinarian's report indicating such must be on file with the Access Services Office.
11. **Other Conditions and Restrictions** – In response to a particular situation, Rockhurst reserves the right to impose other reasonable conditions or restrictions on the use of service animals and emotional support animals as necessary to ensure the health, safety, and reasonable enjoyment of University programs and activities by others.

VIII. Cleaning and Damages

1. When an owner moves out of his/her residential facility or no longer owns the animal, the residence will be assessed to determine if damage to University property can be attributed to the animal. The University maintains the right to conduct facility inspections for the purpose of assessing damage caused by the animal or otherwise determine the owner's compliance with this policy.
2. The owner has an obligation to make sure that the residence is as clean as the original standard, excepting normal wear and tear. If the residence has carpeting, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the owner and may require professional cleaning by a vendor approved by the Physical Plant (to be paid for by the owner). Replacement or repair of damaged items will also be the financial responsibility of the owner. All other conditions of the housing agreement relating to damages remain in effect.

IX. Additional Matters

1. **Roommates:** Upon approval of an emotional support animal, or if a student intends to have a service

animal in residential housing, the student's roommate(s) or dwelling mate(s) will be notified (if applicable) to notify them that the approved animal will be residing in shared assigned living space and solicit their acknowledgement of such.

- a. All roommates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or dwelling mates do not approve, either the owner and animal or the non-approving roommate(s) or dwelling mate(s), as determined by the Residential Life office, may be moved to a different location.
- b. If at a point later in time there is a conflict between roommates regarding the animal that cannot be resolved amongst the parties, the Office of Residence Life or Access Services Office should be contacted. Appropriate parties will be consulted in order to reach a solution.
2. **Animal No Longer Necessary:** The Access Services Office should be notified when an animal covered by this policy will no longer be in residence or, in the case of emotional support animals, is no longer needed as an accommodation.
3. **Conflicting Disabilities:** Some people may have allergic reactions, asthma, respiratory diseases, etc. to animals that are substantial enough to qualify as disabilities. Rockhurst will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the Access Office.
4. **Service Animals in Training:** A service animal being trained generally has the same rights as a fully trained service animal when accompanied by a trainer and identified as such in any place of public accommodation. However, handlers of service animals in training must also adhere to all of the requirements for service animals above and are subject to the removal policies as outlined in this policy.
5. **Concerns:** Concerns regarding an animal covered by this policy can be brought to the attention of the Office of Residence Life or Access Services Office.
 - a. Also, owners should understand that having an animal in a residence may raise issues with other residents. The owner should be receptive to these concerns and, if necessary, contact the Office of Residence Life or Access Services Office for assistance in resolving the situation.
 - b. Other residents with minor concerns about an animal in their residence hall may discuss the matter with the owner or talk with a representative of the Office of Residence Life. Major concerns should immediately be brought to the attention of the Office of Residence Life or Access Services Office.
 - c. Visitors may also raise concerns about this policy with the Access Services Office.
6. **Grievances:** If the decision is made to deny a request for or remove an animal covered by this policy, a student may informally discuss the situation with the Access Services Office in order to reach a resolution or a formal written appeal may be filed with the Vice President of Student Development. The discrimination complaint/grievance procedures located in the Student Handbook will be utilized for formal complaints of this nature.

ART ETIQUETTE

In the Massman Gallery, and in other locations around campus, works of art are on display for the Rockhurst University Community's viewing pleasure. All art pieces, unless noted otherwise by the Artist or Rockhurst University, is for observation only. Viewers should observe these works from a distance of at least two to three feet. Touching or pointing with your hands, pencils, pens and other objects are discouraged.

BAD WEATHER POLICY

The authority and responsibility to cancel classes rests with the Vice President for Academic Affairs. Cancellations should be rare and only when genuinely necessary.

Information about school closing will be available through the Rockhurst website, Rock@lerts, Rockhurst University weather line and local media.

COMMUNICATION WITH STUDENTS

Clear and timely communication allows students to receive information related to policies, programs, events, and other practical matters (e.g. billing, grades, etc.) affiliated with their education at Rockhurst. The University has established several key routes for communication with students including:

- **Rockhurst E-mail Account:** All Rockhurst students receive a University e-mail account. All e-mail communication from the University is directed exclusively to the Rockhurst electronic mailbox system. Students are expected to access their e-mail account on a regular basis (daily is recommended) in order to stay abreast of important and time-sensitive information. University departments, faculty, and staff will routinely use e-mail to communicate important campus, academic, and extra-curricular/co-curricular information. It is the responsibility of each student to clean their e-mail boxes to allow capacity for incoming messages (e.g. empty deleted items, keep a limited number of sent items, etc.). For further information on your Rockhurst e-mail account, please see Computer Services (Conway Hall 413; x4357; www.rockhurst.edu).
- **Addresses and Phone Numbers:** Students are required to maintain accurate local, billing, permanent, and emergency contact information so that attempts to communicate will not be impeded. To make changes to your addresses or phone numbers of record, please visit the Rockhurst website (www.rockhurst.edu; Oracleweb section under Registrar) or contact the University Registrar (Massman Hall 110).
- **Campus Mailboxes:** Students who live in Rockhurst's residence halls and Townhouse Village are assigned a campus mailbox located in Massman Hall where U.S. Postal Service mail and other University communications are delivered. For assignment inquiries please connect with Residence Life (Massman Hall 3) and for mailbox malfunctions please speak with the Mailroom staff (Massman Hall, Lower Level).

Students' failure to set-up, maintain, or update any of the above communication devices will not excuse them from being responsible for information and deadlines enclosed within the attempted communications by the University. Rockhurst strongly encourages students to communicate with relevant University offices regarding information needs, questions, and concerns, and welcomes new and innovative ideas for enhancing communication with the student body as a whole.

COMPUTER USAGE POLICY

The policy reflects the ethical principles of the Rockhurst University community and indicates; in general, what privileges and responsibilities are characteristic of the University computing environment. Copies of the complete policy are available at the Computer Services Help Desk, and on-line at <http://ww2.rockhurst.edu/student-consumer/computer-use-policy>

DISRUPTIVE BEHAVIOR IN THE CLASSROOM AND DISMISSAL OF A STUDENT POLICY (UPDATE SCHEDULED FOR 2017-18)

An instructor may require any person present in the classroom during instruction, or at any other academically-assigned activity for that class supervised by the instructor, to leave the classroom or other academically-assigned activity for that class or activity period if the person's behavior or other activity, in the judgment of the instructor, is disruptive or obstructive of the academic process. Appeal under this policy is to the Dean of the college or school in which the course is offered.

Whenever a student is dismissed from a class by the instructor, the faculty member should report that dismissal and the circumstances surrounding the dismissal to the appropriate academic Dean as soon as possible following the class period (not to exceed 24 hours) in which the incident occurred.

It is presumed that the dismissal from class applies only to that class period or class related activity in which the disruptive behavior occurs. If the situation warrants permanent dismissal from the course may occur (see #5 below). The faculty member and the student are encouraged to meet as soon as possible prior to the next scheduled class period to discuss the situation to insure that the academic process continue without further disruption.

If the faculty member and the student are unable to work out an arrangement that would allow the academic process to continue, the faculty member will inform the appropriate academic Dean. The Dean (or someone designated by the Dean) will consult with both the student and the faculty member and issue a report, which may include one or more of the following actions:

1. Student may return to class without any additional conditions.
2. Student may return to class under specified conditions.
3. Faculty member may provide the student with the opportunity to make-up assignments, examinations and to cover material missed as a result of the dismissal.
4. The Dean's office may authorize an administrative withdrawal from the course.
5. In the case of a forced administrative withdrawal, a disciplinary action may be initiated by the appropriate Academic Dean.

The Dean's report should be made within 24 hours after meeting with the faculty member and the student. If it is determined that a meeting is not possible and/or advisable then the report should be made within 24 hours following that determination.

DISRUPTIVE OR DANGEROUS CONDUCT POLICY (UPDATE SCHEDULED FOR 2017-18)

The University strives to balance the concerns for the health and safety of individual students with those of the larger campus community. When a student's conduct is disruptive or dangerous to campus life or in the University's opinion a student's continued presence on campus or participation in an educational program/activity of the University presents a direct threat to the health/safety of the student or others, the University may intervene.

In some cases, the Dean of Students, in consultation with Counseling Center Staff, may offer the student, or the student may request, the option of obtaining a psychological assessment with a licensed mental health professional through the an approved agency, institution or practitioner external to the institution pending other action. Recommendations regarding the assessment venue will be made on a case-by case basis. A student engaging in assessment will be required to sign a release of information authorizing the University to access assessment results and to discuss these results with the health care professional conducting the assessment. The University will use assessment information in consultation with the student to determine whether the student can be reasonably accommodated to permit him/her to participate in University educational programs and activities, including living in the residence halls, without causing an undue hardship or presenting a direct threat to the health or safety of other members of the University community. If a student chooses not to obtain an assessment, the Dean of Students may ask the student to leave the University or restrict the student's access to educational programs and activities, University services, and University property.

A student may be permitted to continue at the University under conditions developed by the University in light of the recommendations of the assessing agency/practitioner and in consultation with the student. The student will be required to sign a statement authorizing the University to monitor compliance with the any treatment plan and the conditions of his/her continued participation in educational programs and activities of the University including living in the residence halls. The student will be responsible to pay the costs of treatment, including those associated with the initial assessment. Failure to adhere to the treatment plan or any condition, further endangerment to the health or safety of others within the University community, further disruption of the campus environment or other violation of the student Code of Conduct may result in the student being asked to leave the University. A student otherwise permitted to continue at the University will be required to comply with all restrictions set by the University on the student's continued participation in University educational programs and activities, including living in the residence halls. Failure to comply with all restrictions may result in the student being asked to leave the University. For information on conduct related to disruptive or dangerous conduct affiliated or associated with substance abuse, please see either the University's Alcohol Policy or Substance Abuse Policy.

EDGAR NOTIFICATION

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (EDGAR Part 86), a memorandum is presented to Rockhurst University students and employees with the following: (1) a description of the health risks associated with the use of alcohol and other drugs (2) a description of campus resources available to students and employees, including prevention and treatment resources (3) applicable federal, state, and legal sanctions and (4) the University's standards of conduct relating to the use or possession of alcohol and drugs and the disciplinary sanctions for violations of those standards. In addition, the memorandum serves as an opportunity to solicit compliance with these policies and encourage active participation in fostering a responsible, safe

and caring community. To see the most current memorandum visit www.rockhurst.edu/compliance/

EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION STATEMENT

Rockhurst University welcomes persons from all backgrounds and beliefs to join our staff and University Community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all our members, including faculty, staff, and students.

Consistent with its Jesuit tradition of focus on individual dignity and *cura personalis* or “Care for the Whole Person,” the University is committed to providing equal opportunities for all persons and does not discriminate or retaliate on the basis of race, color, creed, religion, sex, pregnancy status, sexual orientation, marital status, national origin or ancestry, age, gender, disability, citizenship or intended citizenship status, gender identity, veteran status, or any other status protected by law (“protected status”). This policy extends to admissions, employment, housing, services, and in the other educational programs and activities that the University operates (collectively “programs and activities”). Harassment, whether verbal, non-verbal, or physical, that is based on any protected status constitutes a form of discrimination if it denies or limits a person’s ability to participate in or benefit from the University’s programs and activities. This policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University-sponsored programs and activities (collectively, the “University Community”). The academic or work relationship sometimes extends beyond the University campus. Therefore, in some situations, this policy may apply to allegations of discrimination or retaliation that occur off campus or during after-hours functions sponsored by the University.

The University complies with federal, state, and local equal opportunity laws and strives to keep the workplace free from all forms of illegal discrimination and retaliation.

As part of its commitment to equal opportunity, the University is committed to providing qualified individuals with disabilities, reasonable accommodation. Any applicant or employee, who requires reasonable accommodation to complete the application process, and/or to perform the essential functions of the job, should contact the Director of Human Resources. Any student with a disability, who requires assistance to ensure access to educational opportunities, should contact the Associate Dean of Students.

The University has designated its Director of Compliance and Risk Management/Title IX Coordinator to coordinate compliance with discrimination laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Act, Title VI, and the Americans With Disabilities Act. Contact information for the Director of Compliance and Risk Management/Title IX Coordinator is as follows:

Kimberly Brant King
Finance Office – Conway 102
816-501-4036
Kimberly.BrantKing@Rockhurst.edu

Questions or concerns arising out of the Equal Employment Opportunity and Anti-Discrimination Statement can also be raised with a supervisor, the Director of Human Resources, or the Vice President for Academic Affairs. Students who have questions or concerns should contact the Vice President for Student Development & Athletics/Dean of Students. Additionally, a person can file a complaint of sex discrimination with the U.S. Department of Education’s Office for Civil Rights by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481. The University’s Sexual Misconduct Prevention And Response Policy And Complaint Resolution Procedures govern the reporting, investigation, and determination of reports of sex discrimination and other forms of sexual misconduct.

POLICY AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION (UPDATE SCHEDULED FOR 2017-18)

Commitment to Non-Discrimination, Non-Harassment and Non-Retaliation

The purpose of this policy is to uphold the University’s mission in preserving the fundamental dignity and rights of all individuals involved in campus activities.

Discrimination, harassment and retaliation on the basis of protected status (see the Equal Employment Opportunity And Anti-Discrimination Statement for a definition of “protected status”) are strictly prohibited. Such conduct is contrary to the education and employment values of Rockhurst University. Persons who engage in

such conduct are subject to discipline up to and including termination or dismissal.

Preventing prohibited discrimination, harassment and retaliation is the responsibility of all members of the University Community. Faculty, staff, and third parties should report a potential violation of this policy as soon as possible to the Director of Human Resources:

Conway 102
816-501-4555
HR@Rockhurst.edu

Students should report a potential violation of this policy as soon as possible to a Residence Life staff member, Security (Community Center; 816-501-4010), or one of the Associate Deans of Students listed below:

Mr. Mark Hetzler or Ms. Sandy Waddell
Student Development, Massman 3
816-501-4843 or 816-501-4689
Mark.Hetzler@Rockhurst.edu or Sandy.Waddell@Rockhurst.edu

Rockhurst will respond to reports of perceived prohibited conduct in a reasonable, thorough, and prompt manner.

Scope

This policy applies to reports of discrimination, harassment, and retaliation on the basis of protected status, other than discrimination, harassment, and retaliation on the basis of sex, which are governed exclusively by the University's Sexual Misconduct Prevention And Response Policy And Complaint Resolution Procedures. This policy governs reports of discrimination, harassment, and retaliation in all the University's programs and activities and applies to all members of the University Community. It applies to discrimination, harassment, and retaliation that occurs on campus, during or at an official University program or activity (regardless of location), and to off campus conduct when the conduct could deny or limit a person's ability to participate in or benefit from the University's programs and activities.

Prohibited Conduct

Discrimination

Discrimination is adverse treatment of an individual based on protected status. It is a violation of this policy to discriminate on the basis of a protected status in any of the University's programs and activities. A list of protected statuses is located in the Equal Employment Opportunity And Anti-Discrimination Statement.

Harassment

Harassment consists of unwelcome verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or other members of the University Community, including third-parties, because of protected status. Harassment constitutes a form of prohibited discrimination if it denies or limits a person's ability to participate in or benefit from the University's programs and activities ("discriminatory harassment").

Examples of conduct prohibited by this policy may include, but are not limited to, jokes or pranks that are hostile or demeaning with regard to a person's protected status or have the purpose or effect of creating an intimidating, hostile, abusive or offensive working or academic environment.

Retaliation

The University prohibits retaliation against anyone for reporting discrimination or harassment, assisting in making a report, cooperating in an investigation, or otherwise exercising their rights or responsibilities under this policy and applicable federal, state, and local laws. Retaliation prohibited by this policy consists of materially adverse action, such as disparaging comments, uncivil behavior, or other negative treatment of an employee, student, or other member of the University Community because a report has been made pursuant to this policy or because an individual otherwise cooperated with the University's investigation.

Investigation and Resolution Procedures

Reports Alleging Misconduct By A Student

If a report of discrimination, harassment, or retaliation alleging misconduct on the part of a student is received, the report will be referred to Student Development for investigation and resolution pursuant to the process for handling other types of student misconduct as contained in the Student Code of Conduct, *available at*

<http://www.rockhurst.edu/residence-life/resources/disciplinary-process>.

Reports Alleging Misconduct By Any Other Person

When a report of discrimination, harassment or retaliation alleging misconduct on the part of any other person is received, a University official will be designated to investigate the report. During the investigation, both the complainant and respondent will have the opportunity to identify witnesses and evidence. Investigations will be handled discreetly, with information shared only with those persons who need to know the information in order for there to be a full and fair investigation. The investigator may impose interim measures during the pendency of the investigation to protect and separate the parties.

The investigator will prepare a written report summarizing the results of the investigation and deliver it to the Director of Human Resources. The Director of Human Resources will review the report, consult with other University administrators and officials as the Director of Human Resources deems appropriate, and issue a determination as to whether or not the report is substantiated and, if so, what remedial measures will be taken to address the misconduct, including discipline for the respondent or initiation of disciplinary proceedings pursuant to other applicable University policies (including, for example, initiation of disciplinary proceedings under Section III of the Faculty Handbook). Substantiated incidents of conduct prohibited by this policy can lead to discipline up to and including termination or dismissal. The Director of Human Resource's determination is not subject to appeal or further review.

SEXUAL MISCONDUCT

All reports of sex discrimination, sexual harassment, and sexual violence; domestic violence, dating violence, and/or stalking that involve conduct of a sexual nature; and related retaliation (including reports made by an employee against another employee) will be investigated and resolved pursuant to the University's Sexual Misconduct Prevention And Response Policy.

OFFICIAL STATEMENT ON THE RIGHT OF FREE ASSEMBLY WITHIN THE ROCKHURST UNIVERSITY COMMUNITY (UPDATE SCHEDULED FOR 2017-18)

Rockhurst University, as a responsible and dedicated educational community, recognizes the right of orderly, responsible protest. This right is one facet of the University's function as an open forum for the free expression of ideas. While recognizing freedom of speech, freedom of assembly and the like, the University also recognizes the legal and moral rights of those engaged in the normal activities of the University. Each person, or group of persons, has the right to express disagreement on a particular subject or to submit proposals for consideration, provided this right is exercised in an orderly fashion.

However, the kind of conduct which restrains either the freedom of expression or the freedom of movement of others who may not agree or which is disruptive of University operations in any way, is simply unacceptable in an intelligent community and in a democratic society.

Proper and reasonable channels of communication do exist within the University. Reasonable men and women will continue to use such channels as they have in the past.

The University strongly urges groups wishing to demonstrate to abide by the following guidelines in order to protect themselves:

1. That time and place of a demonstration be registered at least one day in advance in the office of the Vice President for Student Development to eliminate conflicts of interest.
2. If there is to be any literature distributed in connection with a demonstration, that time and place of distribution be registered in the Vice President for Student Development office, and this literature should be approved by the Vice President for Student Development and the Student Senate.
3. That a member of the Student Senate or an officer of a recognized student organization be present at all times during a demonstration to serve as an impartial observer.
4. That all individuals, groups, and organizations at Rockhurst University comport themselves in a responsible manner respecting the rights of others and behave according to the rules of fair play.

Any protest or demonstration which impedes the normal and orderly functioning of the University is unlawful. Should this occur, it is the responsibility of the University to act to remedy the situation. This would involve the following procedures:

1. An authorized official of the University will attempt to persuade the offending parties to discontinue obstruction or disruption (see immediately following this paragraph). The official may be accompanied by the President of the Student Senate and by representatives of various student groups or other University organizations.

a. Obstruction Any serious or complete impeding of a University activity is a form of protest, unlawful by its very nature and not to be tolerated.

b. Disruption

Serious disruption (e.g., the creation of excessive noise in the presence of a speaker, or the violation of space allocated by the University to a person or group of persons) of a University function is not to be tolerated. Any function for which space has been allocated by the University is considered to be, in a sense, a "University Function."

If, after a reasonable length of time, the response to the above mentioned persuasive means is negative, then the University may take any or all of the following measures:

1. A court injunction against the offending group may be secured and read to the offending parties. If, after the court injunction is read, the offending group still refuses to disperse, then the police of the City of Kansas City may be called in by the President of the University, or by the Vice President for Student Development, or by an officially delegated person who will act in place of either of the two above mentioned officials.
2. Any University person participating in such a disruptive demonstration who shows his ID card will be charged, arrested and prosecuted at minimum for disturbing the peace.
3. Any person from outside the University who is participating in such a disruptive demonstration or any University person who fails to show his ID card will be charged, arrested, and prosecuted at minimum for trespassing on private property.
4. Any University person who participates in such an unlawful and disruptive demonstration after the local police have been called to the campus is automatically suspended from the University. Each suspended person will appear before a specially appointed Hearing Committee for final decision in his case.

While this official statement is indeed stern, the University feels certain that the overwhelming majority of its students and Faculty will find it more of a comfort than a threat. Rockhurst University students, Faculty members, and administration members have shown in the past that they do not wish to be linked with the irresponsible lawlessness in question. Rather than a threat, then, this statement is an attempt to reassure all members of the Rockhurst University community that their rights will not be disregarded and that sane conduct will not be supplanted with disorder.

GOOD SAMARITAN (HEALTH & SAFETY INTERVENTION) POLICY

Rockhurst University encourages students to offer assistance to others in need and to get assistance for themselves when needed. When a person's health/safety is threatened or appears to be in jeopardy, immediate action should be taken to prevent harm. That action may include calling Campus Security at 816-501-4010 or 911 for outside assistance.

The health and safety of students is of the highest importance to Rockhurst University. There will be occasions when individual students, on and off campus, are in critical need of medical, emergency or other professional assistance for various reasons, including alcohol/drug abuse or being the victim of sexual misconduct or other violence. The University seeks to minimize hesitation that students may have about seeking this assistance based on concerns that they will be disciplined for violating University alcohol/drug policies.

Toward that end, students seeking such assistance for themselves or others will not be subject to University sanctions that are punitive in nature based on abuse of alcohol/drugs. For this to apply to students seeking assistance for others, those students must be present when help arrives and will be required to provide contact information to the responding agency (Campus Security, EMS, law enforcement, etc.) to be included with the incident report. In lieu of punitive sanctions, students abusing alcohol/drugs will be required to complete specified follow-up, such as attendance at a substance abuse education class or assessment.

Failure to complete the recommended follow-up will normally result in disciplinary action and may prompt the imposition of medical withdrawal. Serious and/or repeated incidents will prompt a higher degree of concern and response.

Organizations are required to seek immediate medical assistance for their members or guests when any health risk is observed, including medical emergencies relating to the use of alcohol/drugs. Where an organization is found to be hosting an event where medical, emergency, or other professional assistance is sought for an intoxicated guest, the organization may be held responsible for violations of University policies, including those relating to drugs and alcohol.

However, the organization's willingness to seek assistance will be viewed as a mitigating factor in determining sanctions.

This policy does not preclude punitive sanctions due to any violations of other University policies, such as causing or threatening physical harm, sexual misconduct, and damage to property, hazing, and possession with intent to distribute drugs.

This policy only applies to the University's response to students. Law enforcement action may still occur at the discretion of the responding law enforcement agency. In some instances, Campus Security may be bound to report certain possible criminal details to law enforcement or government agencies.

MINORS ON CAMPUS POLICY

Minors come to campus for a variety of reasons. They may visit as prospective students once they graduate from high school, come as participants on field trips or community service projects, or come to attend an athletic event. Whatever the reason for their presence, Rockhurst personnel are to be particularly vigilant regarding their safety and security. This duty increases as Rockhurst's role in their care, custody or control while on campus increases.

Consistent with Missouri law, it is Rockhurst's policy that anyone who has reasonable cause to suspect that a minor child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report that suspicion to Security and his/her supervisor. Security will also ensure that a report is made by the observer or another University employee to the Children's Division Child Abuse and Neglect Hotline Unit (1-800-392-3738) in a timely manner.

"Reasonable cause" does not require that the individual making the observation conduct an investigation prior to making the report of his or her suspicion that a child has been abused or neglected or is at risk of it. Moreover, Missouri law protects from liability anyone who makes such a report in good faith.

ON LOCATION POLICY

Rockhurst University also supports learning experiences afforded by involvement in co-curricular activities, such as student leadership conferences, athletics, theater competitions, etc. Often these co-curricular activities require students to represent Rockhurst University and to be "on location" somewhere off campus for both the participation in the event as well as travel to and from the location. The following guidelines refer to Rockhurst University's expectations for both students and faculty regarding "on location" activities that result in student absences and missed class work. The "on location" policy only applies to those authorized co-curricular activities that have been approved by the appropriate Dean's office and verified to the faculty members impacted.

STUDENT EXPECTATIONS

A Rockhurst University student engaged regularly in approved co-curricular activities which will necessitate missing classes is expected to do the following:

1. Inform each of his/her instructors about his/her participation at the beginning of the academic semester, indicating which classes will be missed.
2. Agree to an appropriate procedure for obtaining the missed class notes and other coursework.
3. Recognize that authorized absences for co-curricular activities do still count towards the total absences allowed in a course, and absences allowed under the "excessive absence" policy (as noted above in the Undergraduate Attendance Policy) are not considered "in addition" to those granted to students who participate in authorized activities (e.g., if a student knows that 4 classes will be missed for athletic events, this does not mean they are allowed a total of 10 absences in a 3 credit hour MWF class).
4. Understand that absences are "authorized" only when they are documented by the appropriate Dean's office. The "on location" policy does not extend to include practice time, team meals, or departure preparations prior to the time a team, group, or student is expected to leave on a trip.

FACULTY EXPECTATIONS

Rockhurst University faculty is asked to respect the educational value that co-curricular activities add to a student's education. Faculty is expected to:

1. Refrain from academically penalizing a student whose absence has been authorized by the Dean's office.

2. Work with students involved in official co-curricular activities to provide a mechanism for students to receive missed information or to participate in tests, assignments or other classroom work.
3. In their academic advising role, become familiar with the information in the on-line resource “Academic Advising” located on the RU website under academics/academic support. In particular, a section entitled “Advising the Student Athlete” is included for faculty information.
4. Immediately notify their Dean’s office when a student is believed to be abusing the policy.

Students and faculty are asked to communicate expectations and needs clearly so that the value of classroom education is not minimized and at the same time students are still afforded the opportunities of participation in co-curricular activities.

OFFICIAL POLICY ON THE INVITATION OF OUTSIDE SPEAKERS TO THE ROCKHURST UNIVERSITY CAMPUS (Updated Scheduled for Fall 2016)

As an urban, Catholic, liberal arts University, Rockhurst has responsibility to its own academic community and to the larger community beyond its campus boundaries. Among its major responsibilities to its students, Faculty, and administration is its unwavering commitment to the search for truth. This search requires a free and open exchange of ideas which may be drawn from a wide variety of traditions and from many different viewpoints. The University’s commitment as Catholic obviously means a deep interest in Catholic thought and presupposes that Catholic viewpoints will be effectively presented. But far from precluding free and thorough investigation, Rockhurst’s Catholic orientation demands freedom of inquiry and the penetrating search for truth wherever it may be found.

Therefore, since knowledge, understanding, and insight are gained not only from discussion within the academic community but from a wider exchange, Rockhurst encourages the invitation of outside speakers to the campus to share ideas and insights with students and other members of the University community. There is no limitation on the ideas to which the academic community may be exposed, but this does not imply absolute freedom with regard to the manner of speaking or the advocacy of clearly illegal or immoral actions. Consequently, students are encouraged to broaden their horizons by inviting persons who can contribute to the educational goals of the University.

The University expects, of course, that proper advance arrangements will be made in accordance with the procedures outlined below, that suitable accommodations will be provided for the guest, that the program will be conducted in a manner appropriate to an academic community, and that responsibility will be assumed for any effects which follow upon the program or the conduct of the speaker. Obviously, the kind of conduct which restrains either the freedom of expression or the freedom of movement of others who may not agree, or which is disruptive of University operations, is unacceptable in an intellectual community and a democratic society.

The education of its students is certainly Rockhurst’s primary responsibility and, consequently, every effort must be made to provide a balanced and varied program so that the students can encounter a wide range of viewpoints in many different areas of thought.

As an urban center of learning, the University also recognizes a responsibility to the larger community to share with it the ideas of significant guest speakers. This responsibility is not the same, of course, as that which affects the campus community itself. The circumstances of size, diversity of age, background, and so forth, necessarily preclude the kind and extent of discussion and interchange possible within the University’s own academic community. Therefore, not all speakers presented to the University community will be appropriate for a general audience.

It should be clearly understood that the presence of guest speakers on campus does not imply approval or endorsement, either by the University or any sponsoring organization, of the views expressed.

1. Procedures

- a. The University itself or any officially recognized University organization may sponsor lectures or discussions. No individual and no unrecognized group may invite outside speakers to the Rockhurst campus. (This policy does not concern teachers in their own classrooms.)
- b. Rockhurst University-sponsored lectures: Lectures which are open on a formal basis for the entire student body and/or the public and which are arranged through the Visiting Scholar Committee or by an official of the University designated by the President are subject to the approval of the President of the University.
- c. Organization-sponsored lectures:
 - i. Student closed-forum lectures: Officially recognized student organizations may invite any outside speaker for a closed-forum lecture to their own organization, provided the organization moderator

- gives approval. This type of lecture is not to be publicized off campus.
- ii. **Student open-forum lectures:** Officially recognized student organizations may invite outside speakers to the campus for an open-forum lecture, i.e., open to the Rockhurst academic community (students, Faculty, and administration), provided the organization moderator and the Vice President for Student Development give approval. The Vice President for Student Development, in keeping with the policy outlined above, will not refuse permission for a speaker unless there are extraordinary circumstances for doing so, such as the clear and present danger of physical harm, or an evident violation of the stated general policy. This type of lecture also is not to be publicized off campus.
 - iii. **Student sponsored lectures open to the public:** Officially recognized student organizations may invite outside speakers to the campus for lectures to both the Rockhurst academic community and the general public, provided the organization moderator and the Vice President for Student Development give approval. Although the responsibility of the University with regard to the larger community is not the same as for its own students and Faculty, and the University must exercise discretion in supplying a platform for lectures open to the public, the Vice President for Student Development will refuse permission for this type of lecture only for weighty reasons and in accordance with the general policy stated above.
 - iv. In the event that the request of a recognized student organization for an outside speaker is refused under ii. or iii. above, the organization may appeal the decision to the Speaker Appeals Committee. The Speaker Appeals Committee shall consist of two administration members, two Faculty members, two student members, and the Moderator of the Student Senate. The Vice President for Student Development shall be Chairman of this committee in a non-voting capacity. In cases of appeals for lectures open to the general public, two persons from the outside community, nominated by the President of the University and approved by the Speaker Appeals Rockhurst University Faculty Handbook Page 88 Committee for regular three-year terms, will serve on the committee in addition to the members of the regular Speaker Appeals Committee.
 - v. In i., ii., and iii. above, the time and place of the lecture must be scheduled in writing through the Vice President for Student Development's office and the organization concerned must assume full responsibility for all proper arrangements and for any financial obligations involved. Before a speaker is invited under ii. and iii., the Vice President for Student Development must be consulted and a written request submitted.
 - vi. Advertising for organization-sponsored lectures must explicitly state that the lecture is sponsored by that particular organization and not by the University itself and should specify the audience for which the lecture is intended.

PARENTAL/LEGAL GUARDIAN NOTIFICATION OF ALCOHOL AND OTHER DRUG VIOLATIONS

FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal law that regulates disclosure of, and access to, educational records of students. This statute allows a university to notify parents/legal guardians of students under the age of 21 that the student has been found responsible for violation of the university's policies regarding alcohol consumption and/or drug use. FERPA, however, does not require a university to make such disclosures to parents. Rockhurst University (the "University") has long recognized its special relationship with the parents, legal guardians and families of its students. One of the most significant changes a parent/legal guardian experiences in sending their son, daughter or ward off to college is a higher privacy standard for educational records at the university level than at the secondary school level. The University also recognizes students' interests and rights in privacy. As such, the University's parental/legal guardian notification process is designed to promote the holistic development of students and to foster a safe educational environment where alcohol is consumed legally and responsibly and drug use or possession is not tolerated. The University believes that parents and legal guardians can assist the University in carrying out this aspect of its educational and developmental mission. The Rockhurst University parental/legal guardian notification policy is as follows.

Parental/Legal Guardian Notification of Alcohol Violations

First violation: Unless there are extenuating circumstances, the University will generally not notify parents/legal guardians of students under the age of 21 of first time violations.

Subject to the terms of Section III of this policy, parents/legal guardians will be notified if any of the following happens as a first violation:

- The student demonstrates a reckless disregard for his or her personal safety or the safety of others while under the influence of alcohol;
- Medical attention is required for any person as a result of the student's alcohol-related behavior, including the student;
- There is property damage;
- The student operates a motor vehicle under the influence of alcohol;
- The incident involves another act of serious misconduct committed by the student including, but not limited to, another student violation of law or school policy;
- The student is arrested or taken into custody by Campus Security or law enforcement officers while under the influence of alcohol or is charged with violating a federal, state, or local law related to the consumption, possession, sale, dispensation, use or distribution of alcoholic beverage;
- The student is arrested or taken into custody by Campus Security or law enforcement officers for activities the student engaged in while under the influence of alcohol;
- The student's violation results in a temporary or permanent separation from the University (e.g. suspension or expulsion).

Second and subsequent violations: The University will notify parents/legal guardians of all second and subsequent alcohol-related violations, subject to the limitations described in Section III of this policy. For purposes of determining what constitutes a second or subsequent violation, multiple and related violations during a single incident of alcohol consumption will be treated as one violation. Alcohol-related violations occurring prior to the implementation of this parental/legal guardian notification policy will not be considered.

Parental/Legal Guardian Notification of Drug Violations

The University will notify parents or legal guardians of students under the age of 21 who are found responsible for any drug violation, subject to the terms of Section III of this policy.

Guidelines and Principles for Parental/Legal Guardian Notification

As described above, the University will notify a student's parent/legal guardian that the student has been found responsible for violating the Rockhurst Student Code of Conduct alcohol and/or drug policies. If, however, the University determines that notifying a student's parent/legal guardian might be harmful to the student or not in the best interest of the student or University, it may decide not to notify the student's parent/legal guardian. Prior to notification, the University will attempt to consult with the student and, consistent with promotion of personal accountability, encourage the student to advise his/her parent/legal guardian before the University sends its notification. In order to give the student an opportunity to notify his or her parent/legal guardian before the University notification, the University will notify the student's parent/legal guardian only (i) after the student has been found responsible for violating the Rockhurst Student Code of Conduct alcohol and/or drug policies and (ii) time for appeal has expired (three (3) business days after the student is found responsible) or allowable appeal(s) has been exhausted.

The University will keep a record of the parental/legal guardian notification in the student's discipline file and will mail or e-mail a copy of any notification documentation to the student at his or her address of record with the University.

PARKING POLICY

Parking on university parking lots is by permit only. Rockhurst University provides a limited number of parking spaces. In order to park in any parking lot, a Rockhurst University Parking Permit Hang Tag must be displayed in the vehicle. Vehicles parked on a Rockhurst Lot without a regular or visitor permit will be ticketed. The following Parking Rules are enforced 24 hours a day:

Parking and Permit Hang Tag Rules

1. Parking Permit Hang Tags are to be displayed on the rear view mirror anytime a vehicle is parked on a University Lot.
2. All students and employees are required to apply/register any and all vehicles that may be parked in University Lots. Students will assume the responsibility for violations incurred on family vehicles even if they are not in direct control of the vehicle at the time of the violation.
3. If you drive a rental vehicle or have a temporary vehicle on campus, see the Safety and Security Department

for a temporary Parking Permit Hang Tag.

4. When you change vehicles, see the Safety and Security Department Website to update your vehicle information.
5. If you lose your Parking Permit Hang Tag, you will be required to purchase a new one at full semester cost. No exceptions!
6. You must have a valid Parking Permit Hang Tag to park on campus property during the traditional academic year; there is no permit enforcement during the summer terms.
7. No parking is allowed in a designated handicapped parking stall unless the vehicle displays a state issued handicapped license plate or hang tag. The Safety and Security Department cannot issue you a temporary handicapped permit. If you have a temporary disability, contact the Director of Security for assistance.
8. No parking in a reserved or designated parking space, unless authorized to do so.
9. No parking in a wrong color permits area.
10. No parking facing the wrong way on University controlled streets.
11. No blocking driveway entrances.
12. No parking in NO PARKING ZONES – this includes YELLOW CURBS!
13. No parking in two parking stalls.
14. If you have a special situation please contact Security before just parking on campus. The situation will be handled, but Security must be called for direction.

Parking Violation Fees

It shall be the responsibility of the faculty member, student or employee receiving a notice of parking violation to pay the \$25.00 fee within ten days of its receipt. Failure to pay the fine within the 10 day period will result in an additional fine being added to the original fine for this violation. For each week after the initial 10 days that the violation is not paid an additional fine will accrue to the violation. Should the violation not be paid in the designated time frame the total fine will continue to rise every week. An appeal can be filed within the first 10 working days after the violation is issued. Fines will not continue to rise until a determination has been made as to whether your appeal is successful in having your violation dismissed or not. If the appeal is denied, you will be required to pay the charge immediately. Failure to pay the fine within 5 working days of notification of appeal denial will result in the accrual of fines, every week, until the fine is paid. At the main campus, appeal forms can be picked up at the Safety and Security Department located at 5401 Troost or at the Massman Hall Switchboard.

Parking violation fees are considered to be legal obligations to the University. Pay all violation and penalty fees at the Safety and Security Department located at 5401 Troost. Payments can be mailed to the main campus address at the attention of Safety and Security Department. Cash or checks are accepted. Make checks payable to "Rockhurst University." All payments must be accompanied by the corresponding parking violation. Failure to pay fees will result in having the fee amount applied to your student account in the Business Office. In case of an employee, the fee amount will be withheld from your paycheck.

Violations resulting in being ticketed are:

- No valid Parking Permit Hang Tag
- Blocking a Driveway
- Improperly displayed permits
- Parked facing the wrong way on University controlled streets
- Unauthorized parking in a handicapped stall
- Parked in a No Parking Zone
- Unauthorized parking in a Reserved or Designated stall
- Parking in two parking stalls
- Parking in the wrong colored permit area

For a full outline of all parking permit instructions as well as parking violations see the Web Site or pick up a copy of these from the Security Department.

Contact Security at ext. 4659 for parking information.

ROCKHURST UNIVERSITY POSTING POLICY (FALL 2016)

Purpose

Rockhurst University recognizes the need for publicizing as a part of ensuring the success of events and programs throughout the Rockhurst Community. For this reason, this policy has been established in order to outline the approval process, guidelines for posting, and strategies for distributing materials on campus.

Eligibility

Only groups or events falling into any of the following categories will be authorized to post or distribute materials on campus: a) registered clubs or organizations; b) departmentally sponsored programs and departments; c) events sponsored by the University.

Outside groups are limited to one piece for posting. This must be brought to Massman 1 for approval. Postings must follow all Rockhurst University posting guidelines and can only be posted on the community bulletin board in the Massman Gallery (Fishbowl), as this is the designated location for off-campus postings.

Approval Process

1. Prior to posting or distribution, all materials must be brought to the Student Development Office in Massman 1 to be approved and stamped. Materials must be stamped with the Rockhurst approval stamp as well as the date of approval. After approval by Student Development staff, a copy of all approved postings will be retained in a posting notebook.
2. One copy may be left with the Student Development staff to be displayed on the bulletin board in the Massman Gallery.

Guidelines

1. Materials being posted or distributed are limited to 50 (no larger than 11" x 17") copies per event (including those distributed in residence halls) and banners will be limited to 1 per event. Posters cannot be clustered/grouped in close proximity to one another. Any exception to the above guidelines requires approval by the Director of Student Life.
Once approved, up to 25 copies may be left with Residence Life for distribution to Residence Directors.
2. Posted or distributed materials must clearly indicate the event date and time, sponsoring organization or office, and clearly promote its University-related activity or cause.
3. The content of all items considered for posting or distribution must be free of derogatory remarks, degrading stereotypes, obscene language, or references to alcohol, drugs or illegal activities and consistent with the University's Mission and Values.
4. All approval for materials to be posted or distributed will be valid for two weeks from the date of approval. All materials must be taken down by three days after the event unless the Director of Student Life has approved additional posting days. It is the sole responsibility of the sponsoring party to take down and dispose of their materials.
5. Materials may not be distributed or posted on windows, doors (or any other glass sites), departmental bulletin boards, vehicles, ceilings, woodwork, elevator walls, over the materials of another approved group or individual, or any device that provides a fire and life safety function.
6. Materials posted in academic buildings should be limited to the designated posting areas, such as the bulletin boards present in Arrupe Hall. In academic buildings without designated posting areas, students are to contain postings to stairwells and poles.
7. Solicitation and materials to be distributed under residence hall doors may only be done if scheduled and approved through the Residence Life Office and take place between the hours of 6:00 p.m. through 10:00 p.m. No solicitation or distribution of materials may take place in the residence halls during quiet hours, mid-term exams, or final exams.
8. Use of sidewalk chalk is permitted except within ten feet of building entrances, under covered walkways, on the brick walkways, building columns, patio entrances and the steps of all academic, administrative, and residential buildings on campus. Use of anything other than sidewalk chalk, such as charcoal, oil based products, or hairspray is not allowed.
9. Authorized users for mass distribution of emails may only use student email lists if the information to be sent is significant and pertinent to all the students of the group and includes limited graphics and attachments to prevent over consumption of memory space. Authorized users are asked to use great discretion in their use of student mailing lists by limiting the number and length of emails sent.
10. **All posters must be hung with blue painters tape available in Massman 1.**

Exceptions

The following Rockhurst Community groups or members are exempt from the guidelines above for the reasons:
a) **Rockhurst University Security Department** – in the event of an incident where students need to be informed of a safety or security issue; b) **Registrar's Office** – for classroom and scheduling information.

Advertising Alternatives

1. Community Board in the Massman Gallery (size limited to 8.5" x 11")
2. Easels to display poster board signs near the SAB Office or the Rock Room
3. Glass display case in the Rock Room
4. Outdoor banner in front of the Massman Gallery
5. Student Organization Mailboxes in Massman 1
6. The Sentinel – x4051 or sentinel@rockhurst.edu
7. Flat screen TV ads – tvads@rockhurst.edu (one PowerPoint slide)
8. Campus Dining, with approval from Associate Dean of Students or Campus Dining General Manager – TMDR, Subway, Outtakes, Starbucks, Einstein's, The Roasterie (napkin holders)
9. Table tents
10. A slide on The Buzz: Rockhurst University news app; submit a single-paged jpg, gif, or png document (300x25 pixels) at least 10 days in advance of the date of needed posting in "The Buzz;" email this to TheBuzz@rockhurst.edu
11. Special advertisements such as large scale decorations in the TMDR, Massman Gallery, the Quad, or on multiple sidewalks across campus must be detailed in written form (with proposed illustrations, list of decorations, clean up plans that include a deadline for removal of decorations, etc.) and be approved by all of the following individuals: Director of Student Life (Massman 1), Physical Plant Operations Coordinator (Conway 403), Chartwells General Manager (Thomas Moore Dining Room); further, only flame retardant crepe paper may be used and it must not hang so low as to impede the ability of a person to walk

Enforcement

Rockhurst University Security Officers, Physical Plant personnel, Residence Life Staff, Student Senators, and Student Development staff (including work study students) are authorized to take down advertisements in violation of the University posting policy.

Student Senate will follow up with student organizations that appear to be in violation of the posting policy.

Student Development staff will follow up with staff/faculty members and departments that appear to be in violation of the posting policy. If postings are in violation of the posting policy, the student/student organization or department in violation will have 24 hours to remove the postings.

Violations of this policy may result in suspension of posting and distribution privileges. Student organizations violating this policy may also experience a decrease in their subsequent Student Activity Fee allocation. The sponsoring party may also be billed for clean up expenses or repairs where applicable.

This policy, although fairly comprehensive, may not be all-inclusive and the Dean of Students or her/his designee reserves the right to make exceptions to this policy in the interest of public safety or where otherwise necessary. Neither the contents of this policy, nor the receipt of an approval stamp for posting, should in any way be understood as an endorsement or support by Rockhurst University of the materials being posted or the actual function(s) being advertised.

SEXUAL MISCONDUCT PREVENTION AND RESPONSE POLICY (UPDATE SCHEDULED FOR 2017-18)

[Http://ww2.rockhurst.edu/about/human-resources/sexual-misconduct-prevention-response/policy](http://ww2.rockhurst.edu/about/human-resources/sexual-misconduct-prevention-response/policy)

POLICY STATEMENT

Consistent with its Jesuit tradition of focus on individual dignity and *cura personalis* or "Care for the Whole Person," Rockhurst University (the "University") is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination in all its forms to be a serious offense, and believes that all are called to give greater love, care, and compassion to each other. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination. Sexual violence is a particularly severe form of sexual harassment. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

This policy also prohibits domestic violence, dating violence, and stalking, where such offenses include conduct of a sexual nature. Domestic violence, dating violence, and stalking that do not include conduct of a sexual nature are prohibited by other University policies, including the Student Code of Conduct and safety policies set forth in the Annual Security Report. The specific definitions of domestic violence, dating violence, and stalking are set forth below.

II. SCOPE

This policy applies to all University employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons who participate in the University's educational programs and activities, including third-party visitors on campus (the "University Community"). This policy applies irrespective of whether the alleged misconduct occurs between persons of the same sex or the opposite sex, and it applies regardless of the national origin, immigration status, or citizenship status of the parties. The University's prohibition on sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

The University has jurisdiction over complaints under this policy regarding conduct that occurs on campus, during or at an official University program or activity (regardless of location), or off campus when the conduct could have the effect of substantially interfering with an individual's participation in the University's educational programs and activities. The University will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of the misconduct and remedy its effects.

III. TITLE IX STATEMENT

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting complaints of sex discrimination. The University has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Kimberly Brant King
Director of Compliance and Risk Management/Title IX Coordinator
Conway 102
816-501-4036
TitleIX@rockhurst.edu

The University has designated a Deputy Title IX Coordinator For Students and a Deputy Title IX Coordinator For Employees. The Deputy Title IX Coordinators are available to receive inquiries regarding Title IX, including complaints of sex discrimination, when the Title IX Coordinator is unavailable, if a person is more comfortable engaging with one of the Deputies, or if the Title IX Coordinator has a conflict of interest. The names and contact information for the Deputy Title IX Coordinators is as follows:

Dr. Matthew Quick
Vice President, Dean of Students/Deputy Title IX Coordinator for Students
Massman Hall, Student Development Office
816-501-4036
TitleIX@rockhurst.edu

Barbra Upton-Garvin
Director of Human Resources/Deputy Title IX Coordinator for Employees
Conway 102
816-501-4555
TitleIX@rockhurst.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

IV. SEXUAL MISCONDUCT

A. Sexual Misconduct

"Sexual misconduct" is an umbrella term covering sex discrimination, sexual harassment, and sexual violence, as well as dating violence, domestic violence, and stalking that include conduct of a sexual nature. The term "sexual misconduct" is used throughout the remainder of this policy and the Complaint Resolution Procedures when referring collectively to these types of prohibited conduct.

B. Sexual Harassment

1. Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual or digital conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

A hostile environment exists when unwelcome conduct of a sexual nature is sufficiently serious to deny or limit a person's ability to participate in or benefit from the University's programs and activities. In determining whether a hostile environment exists, the University will consider the totality of circumstances viewed from the perspective of a reasonable person in the alleged victim's position. Examples of factors the University will consider include the type, frequency, and duration of the conduct, the severity of the conduct, whether the conduct is repeated, the age of the alleged victim, any power differential between the alleged victim and alleged perpetrator, and the number of persons involved.

2. Examples of Sexual Harassment

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, humor, or gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Social media use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner

- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Sexual violence (as defined below)

C. Sexual Violence

1. Definition of Sexual Violence

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol.

2. Examples of Sexual Violence

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, vaginal, or oral) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Sexual exploitation, which includes, but is not limited to, the following
 - Sexual voyeurism
 - Use of the "date rape drug" to effect sexual intercourse or other form of sexual contact with a person
 - knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
 - Coercing someone into having sexual intercourse by threatening to expose their secrets
 - Secretly videotaping or photographing sexual activity where the other party has no consented
 - Disseminating sexual picture or videos of another person without consent regardless if the pictures or videos were obtained with consent
 - Prostituting another person

3. Consent

Lack of consent is often the critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent
 - Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting

- If a person is asleep or unconscious, there is no consent
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent (Note: In Missouri, the minimum age of consent is 17 years of age)
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- **Consent can be withdrawn:** A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee)

D. Domestic Violence, Dating Violence, and Stalking

The crimes of domestic violence, dating violence, and stalking can also constitute sexual misconduct when they include conduct of a sexual nature. Such crimes, no matter the motivation behind them, are a violation of this policy. Domestic violence, dating other University policies, including the Student Code of Conduct and the security policies contained in the Annual Security Report.

1. Domestic Violence

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by 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.

- Missouri’s definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
- Under Missouri law, domestic violence also includes the crime of “domestic assault” which can be found at Mo. Rev. Stat. §§ 565.072-565.074.

2. Dating Violence

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

- Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri’s definitions of domestic violence and domestic assault.

3 Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

- Missouri’s definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

V. ROLES AND RESPONSIBILITIES

A. Title IX Coordinator

It is the responsibility of the Title IX Coordinator to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the University Community in understanding that sexual misconduct is prohibited by this policy; (4) answer questions about this policy; (5) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (6) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

B. Administrators, Deans, Department Chairs, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy
- Work with the Title IX Coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

C. Employees

It is the responsibility of all employees to review this policy and comply with it.

D. Students

It is the responsibility of students to review this policy and comply with it.

E. The University

When the University is aware that a member of the University Community may have been subjected to or affected by conduct that violates this policy, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The University will act in accordance with its Complaint Resolution Procedures.

VI. COMPLAINTS

A. Making a Complaint

1. Employees

University employees have a duty to report sexual misconduct by filing a complaint with the Title IX Coordinator (or Deputy Title IX Coordinator For Employees) when they receive a complaint of such conduct from another person, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the University in that professional role. An employee not reporting sexual misconduct as required by this policy may be disciplined accordingly, up to and including termination.

This section does not apply to those identified in Section VI.A.4 of this policy when they are acting as confidential resources.

2. Students

Students who wish to report sexual misconduct should make a complaint to the Title IX Coordinator (or Deputy Title IX Coordinator for Students). Students should be aware that all employees at the University, other than those identified in Section VI.A.4 below, have an obligation to report sexual misconduct that they witnesses or otherwise become aware of.

Students may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

3. Other Persons

Any other persons who are involved in the University's programs and activities, including visitors on campus, who wish to report sexual misconduct should file a complaint with the Title IX Coordinator (or Deputy Title IX Coordinator For Employees). They may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

4. Confidential Resources

If a person wishes to talk confidentially about sexual misconduct, the University has designated certain persons who are permitted to have confidential conversations. Unless otherwise required to do so by law (e.g., if the victim is a minor), these persons will not disclose identifying information about the reported misconduct to the Title IX Coordinator or other University officials. The confidential resources are:

- The licensed psychologists, licensed social worker, and pre-doctoral intern at the Rockhurst University Counseling Center, Massman 5, 816-501-4275 (for students only)
- Priests or Campus Ministry Staff when providing pastoral care.
- The staff of the New Directions Employee Assistance Program, 913-982-8398 or 800-624-5544 (for employees only)

There are also third-party advocacy and victim support groups in the Kansas City area that provide confidential support and counseling. These groups will not disclose information about sexual misconduct to the University without your permission. These third-party groups include:

The Metropolitan Organization to Counter Sexual Assault
3100 Broadway, Suite 400
Kansas City, Missouri 64111-2591
Tel: 816-531-0233 or 913-642-0233

Kansas City Metropolitan Area Domestic Violence Hotline
Tel: 816-468-5463

Information on other third-party groups is available from the Title IX Coordinator or Deputy Coordinators.

5. Content of the Complaint

So that the University has sufficient information to investigate a complaint, the person making the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the alleged victim so that the University may follow up appropriately.

6. Information Provided to Complainant and Respondent

If a person makes a complaint of misconduct directed at someone else, the University will take down the information supplied by the reporting party and reach out to the alleged victim who shall be referred to as the complainant thereafter. Due to privacy concerns, the reporting party will not play a role in any subsequent investigation unless the complainant selects the reporting party as a support person or the reporting party is a witness.

All complainants will receive a copy of the document titled “Explanation of Rights and Options After Filing a Complaint Under the Sexual Misconduct Policy.” This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve reports of sexual misconduct, options for filing reports with the local police, resources that are available on campus and in the community, etc. All alleged perpetrators, or “respondents” as they are referred to in the Complaint Resolution Procedures, will also be given information about the investigation process.

7. Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a report to local law enforcement. If requested, the University will assist the complaining party in notifying the appropriate law enforcement authorities. **In the event of an emergency, please contact 911.** A victim may decline to notify such authorities.

8. Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim’s fault. When physical violence of a sexual nature has been perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement by calling 911. You may also contact Campus Security at 816-501-4010 or 816-333-1388, which will contact local law enforcement on your behalf. In addition, the University strongly recommends that you make a prompt complaint under this policy. Information on local hospitals is available from the Title IX Coordinator and Deputy Title IX Coordinators.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the University
- Requesting that no further action be taken
- Requesting further information about the University's policy and procedures for addressing sexual misconduct
- Requesting further information about available resources

9. Retaliation

It is a violation of this policy to engage in materially adverse action against any member of the University Community because that person made a complaint of sexual misconduct, assisted someone else in making a complaint of sexual misconduct, participated in the University's investigation and adjudication of the complaint in any way, or otherwise engaged in activity protected by Title IX. Persons who believe they have been retaliated against in violation of this policy should make a report in the manner set forth in this section.

10. Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the University will take steps to protect the complainant from further misconduct. This may include assisting and allowing the complainant to change his or her academic, living, transportation, or work situation, to the extent that the University has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator or, if the Complainant is a student, the Deputy Title IX Coordinator for Students.

If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the respondent from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The University will take all reasonable and legal action to implement the order.

11. Amnesty

The University recognizes that students who have consumed alcohol when they are not 21 years of age or who have been using illegal drugs may be hesitant to report sexual misconduct perpetrated against them or others. Therefore, the University will not take disciplinary action against a student who discloses illegal alcohol or illegal drug use in the context of reporting sexual misconduct directed against them or another person. However, the University reserves the right to require counseling, education, or other preventative measures so

that the reporting party does not engage in alcohol or drug violations in the future. The University's commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

B. Timing of Complaints

The University encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the University's ability to investigate and respond to the conduct complained of.

C. Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the University will take disciplinary action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the respondent, the University's ability to respond may be limited. The University reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the respondent may pose a continuing threat to the University Community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate University officials and legal counsel as necessary when assessing a confidentiality request.

D. Determination

If a complaint of sexual misconduct is found to be substantiated, the University will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or dismissal. Affiliates and program participants may be removed from University programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

E. Bad Faith Complaints

While the University encourages all good faith complaints of sexual misconduct, the University has the responsibility to balance the rights of all parties. Therefore, if the University's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

VII. THE CLERY ACT

Consistent with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the University has enacted certain campus security policies and reports certain crime statistics on its Annual Security Report, which is available on the University's website. Consistent with the Clery Act, the University has designated certain employees as "campus security authorities" with a mandatory obligation to report certain crimes (including various forms of sexual violence) to appropriate University officials. Clery Act reporting obligations are in addition to any reporting obligations set forth in this policy.

VIII. ACADEMIC FREEDOM

While the University is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

IX. EDUCATION

Because the University recognizes that the prevention of sexual misconduct is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

COMPLAINT RESOLUTION PROCEDURES

I. GENERAL PRINCIPLES

A. Applicability

These Complaint Resolution Procedures apply to the resolution of all complaints under the Sexual Misconduct Prevention and Response Policy. They apply to the resolution of complaints made against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

B. Terminology

For purposes of these Complaint Resolution Procedures, the term “complainant” refers to the alleged victim of the reported misconduct, irrespective of whether the University first learned of the alleged misconduct from a third-person. The term “respondent” refers to the alleged perpetrator of the reported misconduct.

C. Administration

For purposes of these Complaint Resolution Procedures, “Investigating Officer” means the Title IX Coordinator or individual(s) designated by the Title IX Coordinator to investigate a particular complaint. The Investigating Officer shall have responsibility for administering these Complaint Resolution Procedures.

D. Promptness, Fairness and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these Complaint Resolution Procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall designate another appropriate individual to administer these procedures.

E. Training

These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct and how to conduct an investigation that protects the safety of victims and promotes accountability.

II. INVESTIGATION AND RESOLUTION OF THE COMPLAINT

A. Preliminary Matters

1. Timing of the Investigation

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs more time than provided by the Investigating Officer to identify witnesses or other information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

2. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:

- Can only be used with the complainant and respondent’s voluntary cooperation and the involvement of the Title IX Coordinator

- The complainant and respondent will not be required to directly “work the problem out”
- Either party may terminate the informal process at any time and insist that the complaint be resolved by the formal investigation and determination procedure
- Informal resolution, even on a voluntary basis, will not be used to resolve complaints involving sexual violence.

3. Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Prevention and Response Policy.

4. Support Person/Advisor

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany them at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

5. Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the University will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the University of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.

6. Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal opportunity to appeal determinations pursuant to Section III, below

B. Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from University administrators, the University’s attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may proceed with a full investigation and determination even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

C. Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and identify supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and identify supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

D. Summary Dismissal

At any time during the investigation, including after interview of the complainant, the Investigating Officer may dismiss the complaint if, taking as true all the allegations made by the complainant, the conduct alleged does not constitute a violation of the University's Sexual Misconduct Prevention and Response Policy. If a complaint is summarily dismissed in this manner, the Investigating Officer will provide prompt written notice to the parties explaining the basis for the dismissal.

E. Determination

Unless a complaint is resolved pursuant to informal resolution (see Section II.A.2) or summarily dismissed (see Section II.D), at the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that sexual misconduct occurred, the Investigating Officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from misconduct and to protect the safety and well-being of the complainant and other members of the University Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of the misconduct. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the respondent (including up to termination, dismissal) initiation of disciplinary proceedings under other applicable policies (including, for example, initiation of disciplinary proceedings under Section III of the Faculty Handbook), or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>. If the Title IX Coordinator is not serving as the Investigating Officer, a copy of the report and any addendum will also be provided to the Title IX Coordinator.

The written report and addendum, if applicable, shall be final subject only to the right of appeal set forth in Section III, below.

F. Special Procedure Concerning Complaints Against the President, the Title IX Coordinator, or Other Administrators Ranked Higher than the Title IX Coordinator

If a complaint involves alleged conduct on the part of the University's President, the University's Board of Trustees ("Board") will designate the Investigating Officer. Based on the information gathered by the investigation, the Board will prepare and issue the written report determining whether or not the alleged misconduct occurred and, if so, those steps necessary to maintain an environment free from misconduct and to protect the safety and well-being of the complainant and other members of the University Community. The determination of the Board is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining whether or not the alleged misconduct occurred and, if so, setting forth those steps necessary to maintain an environment free from misconduct and to protect the safety and well-being of the complainant and

other members of the University Community. The determination of the President is final and not subject to appeal.

III. APPEALS

A. Grounds for Appeal

The complainant or respondent may appeal a summary dismissal under Section II.D or determination of a complaint under Section II.E only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

B. Method of Appeal

Appeals must be filed with the appropriate Appellate Officer or his/her designee within seven (7) days of receipt of the written report determining the outcome. When the case involves a faculty respondent, the Appellate Officer is the Chief Financial Officer (Gerald Moench, Gerald.Moench@Rockhurst.edu). In all other situations, the Appellate Officer is the Vice President for Academic Affairs (Dr. Douglas Dunham, Douglas.Dunham@Rockhurst.edu). When an absence or conflict of interest makes it impossible for the designated Appellate Officer to resolve the appeal, the other Appellate Officer may resolve the appeal in place of the designated Appellate Officer. Either Appellate Officer may also designate this responsibility to another administrator should both appellate officers be absent or have a conflict of interest.

The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any

The Appellate Officer will promptly provide written notification to the non-appealing party when an appeal has been filed.

The appealing party may request a meeting with the Appellate Officer, but the decision to grant a meeting is within the Appellate Officer's discretion. However, if a meeting is granted, then the non-appealing party will be granted a similar opportunity.

C. Resolution of the Appeal

The Appellate Officer will generally resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the Appellate Officer is final. The Appellate Officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

IV. DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the Appellate Officer, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings.

V. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Response and Prevention Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Response and Prevention Policy. The findings made in a determination under Section II.E (as may be modified by any subsequent appeal) are final and binding with respect to any other related University disciplinary proceedings that may be instituted thereafter.

SUBSTANCE ABUSE POLICY

The University places a high priority on the positive growth and wellness of its students. Substance abuse is considered a significant impediment to these goals as well as to the mission of the University and its foundational Jesuit values.

Students struggling with substance abuse are strongly encouraged to seek counseling or other professional help. The Counseling Center may be able to provide these services or will provide referral for students to specialty agencies outside Rockhurst as appropriate. Students should be assured that information shared with a University professional is considered privileged and subject to the standards of confidentiality and privacy established by applicable professional codes of ethics.

Rockhurst University considers the use, possession, cultivation, production, sale, distribution, transfer, manufacture and purchase of any illegal or controlled substance to be unacceptable behavior and incompatible with its educational values and objectives. The use of prescribed medications by persons for whom the medications were not prescribed or not in conformity with the prescription, distribution or transfer of prescription medication to others, the misuse or abuse of prescribed or over-the-counter medications, and the misuse or abuse of inhalants too are violations of this policy. Rockhurst University expects compliance with all local, state, and federal laws governing illegal drugs, prescribed medications, and non-prescribed drugs and substances.

Students who abuse or misuse substances will be subject to disciplinary action as described in the Student Code of Conduct. The University considers violation of this policy a serious offense and misuse or abuse of substances may result in disciplinary proceedings with potential sanctions including, but not limited to, probation, suspension and expulsion from the University.

Rockhurst University, in accord with its Jesuit tradition, values the safety, health, and wellness of its students and the entire Rockhurst campus community. Students who seek help for substance misuse or abuse on their own initiative and not because of an incident involving harm to self or others, a report of potential abuse by others, or discovery by Rockhurst officials or governmental agents, will be referred to the Counseling Center or specialty agency outside of Rockhurst for assessment and treatment without disciplinary action.

STUDENT COMPLAINT POLICY

A formal student complaint is a written and signed complaint, initiated by a student or a family member on behalf of a student (and confirmed by the student), that is a non-trivial, non-routine complaint, either academic or non-academic, the resolution of which requires the intervention of a President's Council member (or designee). Petitions for appeal/waiver of University regulations and policies, disciplinary actions, and grade appeals are not formal student complaints. Formal student complaints and their resolution are logged by the Council.

Students who have complaints in the following categories do not need to exhaust the internal complaint procedure.

- Complaints of criminal misconduct should be filed directly with local law enforcement authority;
- Complaints related to violations of federal law should be filed directly with the federal agency overseeing the law (*see* FERPA Policy);

Students who have other complaints with Rockhurst must first exhaust Rockhurst's internal complaint process. www.rockhurst.edu Students who have exhausted the internal complaint procedure may submit their complaints as follows:

All complaints may be lodged with the Missouri Department of Higher Education only **after exhaustion of all informal and formal institutional processes**. MDHE requires as a prerequisite to filing any formal complaint

that the student verify exhaustion of all informal and formal remedies. A student must first call MDHE at (573) 526-1577 to indicate their desire to file a complaint. At that time the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether the administrative process available within Rockhurst has been exhausted. If after screening the applicant still desires to initiate a formal complaint the MDHE will send complainant the form to fill out and return for that purpose.

Adapted from north central college (2011) and the Missouri department of higher education

STUDENT ORGANIZATION SOCIAL EVENT POLICY

1. Introduction

In keeping with Rockhurst University's commitment to neighborhood relations, to maintaining its positive reputation within the broader Kansas City community, and to the safety and wellbeing of students, the University has created the following policy concerning student organization social events ("Events"). By following the guidelines below and other University policies, student organizations ("Organizations") can successfully host social events while maintaining peaceful and positive relations with their neighbors and protecting themselves and their Organizations from difficulty.

2. Organizations and Groups Required to Follow Student Organization Social Event Policy

Any student group – regardless of whether the group is formally recognized by the University as a student organization – must adhere to this Policy if organizing or hosting a social event. For purposes of this policy, such groups are included within the definition of "Organization" and such events within the definition of "Event." Further, the University requires that the following Organizations adhere to this Policy:

- Athletic teams (collegiate and club)
- Greek organizations
- Student Organizations (except publicized events by Student Senate and SAB)

a. Event Registration

Hosting organizations must register their Events with the Office of Student Life at least one business day in advance if alcohol is present and one or more of any of the following conditions apply:

- University funds, University-collected funds, or Organization funds are used,
- University property is used,
- At least 50% of an Organization's members are expected to be present,
- The Event is hosted at a residential facility where more than half of the permanent residents are affiliated with a certain Organization (and the total number of participants is 20 or more),
- The Event is advertised

If the event is Saturday or Sunday, the event registration must occur by Thursday at 4:30 p.m. to provide adequate opportunity for staff to review and respond to the registration. For organizations selling tickets on Friday for events on Saturday or Sunday, exceptions can be requested from the Student Life Office (via communication with Director or Assistant Director of Student Life).

An Event should also be registered if 100 or more people are expected to attend even though alcohol may not be present (with the exception of those sponsored by University Departments, SAB, and Student Senate).

A registration form is available at www.rockhurst.edu/studentexperience. A confirmation of receipt will be sent to the Event Contact. The University reserves the right to deny approval; appeals of denial may be made to the Dean of Students, or his or her designee, whose decision after reviewing appropriate documentation shall be final.

b. Spontaneous Events

When an informal gathering spontaneously grows into Event status (that is, without being planned or anticipated more than one business day in advance or by 4:30 p.m. for a weekend event), the Organizations involved should take immediate and reasonable safety measures. Such measures include the items listed below to the extent feasible:

- Turn off music and begin announcing that the event is over
- Ask several designated nondrinkers to assist in asking people to leave
- Call advisor and ask for help

- If within the Rockhurst Security jurisdiction, call Rockhurst Security 816-501-4010 and ask for assistance with event dispersal
- If event warrants, call local police or 911 and ask for assistance with event dispersal

Organizations and their members are responsible for determining whether it is not feasible to take reasonable measures given the size, location, etc. of a spontaneous Event, and, if not, must make every effort to end the Event.

Events will not be considered to be spontaneous if they were, for example, discussed at an Organization meeting, the Organization funds the Event in any way, a reasonable person would perceive the Event as sponsored by the Organization, or more than 50% of an Organization's members attend the Event. Other considerations include whether alcohol is present, whether the Event is hosted at an on or off campus residential facility where more than half of the residents are affiliated with an Organization, whether there is planned entertainment, information about the event was announced or posted (in hard copy or electronic form), and whether the Event is hosted under the Organization's name.

C. Guest List

For Events at which alcohol will be present, a guest list must be provided to the Office of Student Life one full business day prior to the Event (exceptions can be requested of Student Life if tickets are being sold). A guest list form is available at www.rockhurst.edu/studentexperience. The Event will be cancelled by Student Life if the guest list is not submitted.

- The guest list will include all members of the Organization that are attending and their guests. No more than 3 guests per member attending the event can be included.
- The guest list will include an indicator if the person is a Rockhurst student and if they are at least 21 years old.
- Individuals not included on the guest list must not be allowed to enter the Event. If a problem arises with refusing entry, contact Security (or local law enforcement if off campus) immediately.
- The names and cell phone numbers of designated non-drinker Organization members must be submitted with the guest list.

3. Mandatory Training

As required by the Office of Student Life, student leaders must complete required training before an Organization sponsors an Event. The Office of Student Life will inform Organizations of what training is required and how it must be completed. Athletic student leaders will be offered similar training.

4. Advertising

The Office of Student Life must approve print advertising before it is displayed and should follow the Posting Guideline Policy. Event advertising that states or suggests that alcohol will be available and/or is not in alignment with University values is prohibited. Advertising also includes electronic forms (i.e. text, social media posts, etc.).

5. Contracts

If an Event requires a contract and student activity fee funds are used (for example, for facilities or a performance), the contract must be submitted to the Office of Student Life for approval and signature. Students are not allowed to sign contracts to commit the University or Organizations to host a performer or Event under any circumstances. Should any individual other than an authorized Rockhurst employee sign a contract, the individual signing the contract will be held responsible for any fees and requirements set forth in the contract.

6. Charging for Tickets

Charging for tickets will be permitted as long as all funds that are collected from ticket sales are specifically for the rental of busses to and from the Event, the cost of Event facilities and/or the cost of music for the Event. No ticket funds can ever be used for the purchase of alcohol.

7. Compliance with Federal, State, and Local Laws

Organizations, their Events, their members, and students attending Events must comply with applicable federal, state, and local (location of the Event) laws. Violations will be treated as violations of University policy. Pertinent ordinances include, among others, those prohibiting nuisance parties (prohibited in Section 50-174 of the Code of Ordinances of Kansas City, Missouri), as well as those prohibiting:

- fire
- occupancy
- curfews for persons under 18
- illegal parking
- excessive noise
- loitering
- spitting
- distribution of tobacco products to minors
- disturbing the peace
- disorderly conduct
- disorderly premises
- trespassing
- urinating or defecating in public
- minors in possession of alcohol
- possession of marijuana and illegally possessed controlled substances
- possession of drug paraphernalia
- illegally selling alcohol
- open containers of alcohol
- driving under the influence
- fighting
- theft
- robbery or attempted robbery
- assault or attempted assault
- unlawful discharge of a firearm
- unlawful use of weapons
- rape and attempted rape

8. Alcohol

Organizations sponsoring Events are expected to encourage moderation in any alcohol consumption and to keep the focus of the Event on social interaction rather than alcohol consumption.

The sale, use or consumption of alcoholic beverages during an Event must be in compliance with any and all applicable laws of the state, county, city and University policies.

If alcohol is to be present, the Event must be BYOB or outsourced to a third-party vendor. The Event must comply with the BYOB or Third-Party Vendor Guidelines set out below.

Alcohol may never be sold except through a licensed, third-party vendor. The promotion of or participation in, any action or activity that could be interpreted as selling alcohol will not be tolerated. This includes but is not limited to charging admission to parties, passing the hat, selling drink tickets, or having vending machines that dispense alcoholic beverages.

Alcoholic beverages may not be purchased through Organization funds nor may the purchase of it for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the Organization.

No Organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or Organizations.

No Organization may co-sponsor an Event with an alcohol distributor, charitable organization or tavern (an establishment generating more than half of its annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present, unless prior approval has been given by the Director of Student Life.

Open parties, meaning those with unrestricted access by non-members of the Organization, without specific invitation, where alcohol is present, shall be prohibited.

At Events where alcohol will be present, Organizations must designate at least two designated non-drinkers “DND.” In addition, there must be at least one DND member per 20 members on the guest list. These members

must be present throughout the Event. They must be completely sober (which includes not drinking for many hours prior to the Event), may not drink at all and must be alcohol-free and drug-free throughout the Event. The possession, sale or use of any illegal drugs or controlled substances during an Event or at an Event that an observer would associate with the Organization or University is strictly forbidden.

a. Recruitment/New Member Events

All recruitment Events associated with any Organization will be dry functions.

No alcohol shall be present at any new-member/pledge/associate member/novice Event.

b. Underage Drinking

No Organization or Organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”), including Organization members or their guests.

Student IDs must be checked. Wristbands must be issued to those registered to attend who are of legal drinking age.

c. Moderation

No person shall be granted entrance to an Event if deemed intoxicated by the sober members.

No Organization or Organization member shall permit, tolerate, encourage, or participate in “drinking games” at the Event.

The purchase or use of a bulk quantity or common sources of such alcoholic beverage – for example, kegs, jungle juice – is prohibited.

Several non-alcoholic beverages including water and soda must be provided by the Organization throughout the Event at an easily-accessible location.

d. BYOB Guidelines

Any Event where alcohol will be present must be BYOB unless the Organization is contracting with a third-party vendor. Because responsibility for planning and monitoring rests with the Organization, members’ careful adherence to guidelines is essential. The following must be used when planning a BYOB party consistent with the University’s Alcohol Policy.

- Food, non-alcoholic beverages and BYOB alcohol must be placed in the same centralized area.
- Individuals are only allowed to bring in the following amounts of alcohol: one six-pack of beer, one four-pack of wine coolers (or similar alcoholic beverage), one pint of liquor per person, or one bottle of wine.
- Individuals should bring in only their own alcohol and should not provide alcohol to other persons.

9. Third-Party Vendor Guidelines

Third-party vendors must be properly licensed. This may require both a liquor license and a temporary license to sell at the Event facility.

Third-party vendors must be properly insured. Properly insured vendors will carry a minimum of \$1,000,000 per claim and \$3,000,000 annual aggregate of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider that lists the Organization hiring the vendor as an additionally insured.

If applicable, request the vendor agree in writing to cash sales of alcohol only, collected by the vendor, during the Event. Request the vendor assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- Checking identification upon entry
- Not serving minors
- Not serving individuals who appear to be intoxicated
- Maintaining absolute control of all alcoholic containers present
- Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or otherwise furnished to the Organization)
- Removing all alcohol from the premises by 2:00 a.m.

If the above guidelines are not met, Organizations are prohibited from holding their Events at that facility.

10. Facility Safety - Fire, Building, and Engineering Codes

An Event should be conducted in a manner that does not threaten physical safety.

Facilities where Events take place must meet local fire and health codes and standards, and applicable engineering standards. This includes providing an appropriate number of unobstructed exits, unobstructed passageways, proper ventilation, not overloading structures with physical weight including people, and having proper fire control and alert systems. Event facilities must also post emergency numbers for fire/police/ambulance/Security and Event address by telephones and/or at appropriate visible locations. The University does not certify or assume responsibility for enforcing these codes.

Organizations must comply with applicable occupancy limits during Events.

Before an Event, Organization members shall perform a complete inspection of the interior and exterior of Event facilities, identifying any items that might present a danger to those present and/or any items damaged prior to the event.

11. Insurance

University insurance policies do not extend to Events. Event facilities must be properly insured.

An Event held at third-party facilities must comply with the insurance requirements in Third-Party Vendor Guidelines.

Event facilities not controlled by third-party vendors must be covered by a minimum of \$1,000,000 per claim and \$3,000,000 annual aggregate of general liability insurance for owners/renters as appropriate. Insurance must be evidenced by a certificate of insurance with the name of the Organization (as well as the national organization with which the Organization is affiliated) as an additional insured.

12. Transportation

Every effort shall be made to offer any intoxicated member or guest an escort to his or her residence.

Organizations must provide information about available third-party transportation to guests.

If transportation has been arranged for an Event via bus, notify Security at least one week prior to the Event and let them know what time busses are to be loading as well as returning to campus.

13. Time Limitations

Events must end by 2:00 a.m. (exceptions may be granted in advance of the Event by the Director of Student Life or her/his designee).

14. Good Neighbor/Tenant Requirements

In addition to requirements concerning compliance with the law and University policies, Events should be conducted in a manner reflecting the University's commitment to neighborhood relations and the Kansas City community.

a. Guests

Realize that you have an impact on your hosts' relationships with their neighborhood and community.

- Respect everyone's property.
- Park legally.
- Keep noise to a minimum.
- Use the restroom to relieve yourself.
- Dispose of garbage in garbage cans.
- Leave the Event if alcohol is being sold other than by a licensed third party vendor or illegal drugs are being used.
- Engage in and encourage safe behavior.

b. Hosts

When Events are held at facilities not controlled by third-party vendors (for example, at a home or Organization building in a residential neighborhood), hosts are expected to comply with any rental agreements for the facilities as well as any neighborhood association rules. Also:

- Before the Event, the Organization should inform neighbors of the Event that is going to take place and the hours when it will occur.
- During the Event,
 - Remind guests to park legally and respect neighbors and their property. For larger Events, a sign posted at all entrances is a suggested method for doing so.
 - Monitor noise levels.
 - Ensure that guests are inside after 10:00 p.m. and discourage them from wandering away from the Event property.
- After the Event, facilities must be returned to their normal state (for example, trash pickup, equipment removal) by the following morning at 10:00 a.m. Drive the neighborhood streets to pick up any trash or resolve other problems caused by guests.

When Events are held at facilities controlled by third-party vendors, Organizations and students are expected to conduct themselves in a manner respectful of those around them, including staff and vendor guests not attending the Event.

15. Crisis Management Protocol

Should there be a crisis where any individual might be harmed, the Event facility will be shut down immediately (no questions) and secured. All guests should be escorted out of the facility. A list of contact numbers for crisis situations including the address of the Event will be readily available at the Event to the sober members, who will be aware of its location. Should a crisis arise, the following should be notified as appropriate:

- Police, Fire, Ambulance, etc. 911 (Always the FIRST THING!!)
 - Must provide Your Name, Address of the Event, & Phone Number
- Rockhurst Security (if location is on or near Rockhurst Campus) (816) 501-4911

In the case of Greek Organizations, crisis management should be handled according to By-Laws, strictly following every step to safely manage any incident where any individual might be harmed.

16. Incident Reporting

Organizations, their members, and/or students should report incidents immediately to Security at (816) 501-4010.

17. Security

Security should be given at least seven days advance notice of an on-campus event if their services are required (preferably more).

For Events at which more than 50 people are expected, alcohol is present, and is off-campus, a private security vendor must be retained and present at a rate of one security officer for up to 150 people, two officers for up to 300 people, three officers for up to 450 people, and so on. Appropriate vendors include off-duty police officers or licensed security agencies. The name of contracted security vendors will be required for event registration and should reflect the number of participants anticipated on the guest list. However, the presence of such security vendors does not guarantee safety, does not relieve students or Organizations from their responsibilities, and the University does not assume responsibility for the action or inaction of such security vendors.

18. Discipline

Failure to follow this Policy may result in individual, Organization, or team discipline, including but not limited to denial of future social event privileges.

Should a University student violate University policies or law at an Event, that student is subject to adjudication for his or her behavior under the Code of Conduct.

Should an Organization or team violate University policy or law in the course of an Event, the Organization is subject to discipline under the Code of Conduct. Should an Event guest violate the Code of Conduct or laws, the sponsoring Organization is subject to adjudication for the behavior of that guest.

Should problems occur during an Event, the University retains the right to prohibit future Events.

STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Vice President of Academic Affairs and Student Development or the Office of the Registrar ("University Official") a written request that identifies the record(s) they wish to inspect. The University Official will make arrangements 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 shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's right to privacy. Students may ask the University to amend a record that they believe is inaccurate, misleading, or in violation of the student's right to privacy. They should write the University Official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy.
- 3) The right to a hearing regarding the request for an amendment of the student's education records. If the University decides not to amend the record as requested by the student, the University must notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 4) The right to prevent the University's disclosure of the student's personally identifiable information from the student's education records in most circumstances. The University must obtain the written consent of a student before disclosing that student's personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent) institutional services or functions that the University would otherwise use employees to perform; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records. Another exception permitting the University to disclose personally identifiable information from a student's education records absent a student's consent is in the event of a health or safety emergency. The University may disclose education records in an emergency if the University determines that there is an articulable and significant threat to the health or safety of the student or other individuals.
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rockhurst 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, DC 20202-5920

Directory Information concerning students may be released unless the student specifically requests that such information be withheld. In compliance with FERPA, Rockhurst University defines directory information as student's name, address, telephone number, e-mail address, photos, date of birth, place of birth, class, major field of study, dates of attendance, full time/part time status, degrees, honors, and awards received, participation in officially recognized activities and sports, physical traits of athletes, and the most recent previous educational institution attended by the student. Students who wish to restrict the release of directory information must notify the Office of the Registrar in writing during the first week of each academic term. Upon receipt of such request

the Office of the Registrar will designate that their directory information is confidential and not to be released outside the University except to individuals, institutions, agencies and organizations authorized in the Act. The University will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Non-disclosure will be enforced until the information is subsequently released by the student. A student may not, however, opt-out of disclosure of the student's name, institutional e-mail address, or electronic identifier in the student's classroom. Regardless of the effect on the student, the University assumes no liability for honoring the request of the student to restrict the disclosure of directory information.

Complete FERPA Policy can be found at:

http://www.rockhurst.edu/registrar/documents/FERPA_000.pdf

TOBACCO FREE

Inspired by the Jesuit commitment to *Cura Personalis*, Rockhurst University is committed to protecting and promoting the health and safety of our students, faculty, staff and visitors to create a healthier and cleaner campus environment.

Beginning January 1, 2017, the Rockhurst campus became smoke and tobacco free. Use of all tobacco products, including e-cigarettes, will be prohibited on all campus properties, including residence halls, on-campus houses (OCHs), the parking garage, parking lots and university-owned sidewalks.

This policy is intended to reduce the health risks related to smoking, secondhand smoke and tobacco usage for the campus community.

With this, we join the ranks of more than 1,100 other campuses nationwide – including our neighbor UMKC – in instituting smoke- and tobacco-free campus policies.

UNDERGRADUATE ATTENDANCE POLICY

Rockhurst University students are expected to attend classroom and laboratory sessions regularly. It is believed if they are not present they will not benefit fully from the educational opportunity being offered. Tardiness may be recorded as an absence at the discretion of the professor. Classes missed as a result of late or delayed registration are also recorded as absences. When the total hours of class time missed exceeds twice the number of credit hours assigned to a course, a student may be assigned a grade of "F" at the discretion of the professor for "excessive absences." Thus, in a course that is worth 3 credit hours, the student may be assigned an "F" when more than 6 hours of class time have been missed, or when 8 hours of class time have been missed in a 4 credit hour course (e.g., 7 absences in a 3 credit hour class that meets 50 minutes Monday/Wednesday/Friday for 15 weeks, or 1.5 absences in accelerated classes that meet 4 hours once a week for 8 classes, etc.).

Faculty should clearly communicate to the students their expectations and policies regarding attendance at the start of each academic session in all classes that they are teaching. Students should familiarize themselves with each individual professor's expectations and policies on attendance at the beginning of the semester (since these may vary from one faculty member to the next), and clarify any concerns or questions they might have about attendance with their professors.

WEAPON-FREE POLICY

Background:

Missouri's Concealed Carry Law permits individuals to obtain a license to carry a concealed handgun; however, a permit holder cannot carry a concealed firearm on to "any higher education institution or elementary or secondary school facility without the consent of the governing body" [R.S.Mo. 571.107.1(10)]. In addition, there continues to be a national awareness of the harmful and destructive potential of other weapons including any and all firearms, ammunition, explosives/incendiary devices, dangerous chemicals, hazardous materials, or flammable materials.

Policy:

In the interest of maintaining a safe academic and employment environment free of violence and danger for all

students, faculty, staff and visitors, Rockhurst University prohibits the possession, transportation, storage, or use of any and all weapons including firearms, ammunition, explosives/incendiary devices, dangerous chemicals, hazardous materials, or flammable materials on any University owned or leased property (including in motor vehicles) or at any University-sponsored function (regardless of whether or not the party has a permit to carry a concealed firearm). The policy applies to all University students, faculty, staff, contract employees, vendors, and visitors on University property or at any University-sponsored function. This policy does not apply to any law enforcement personnel engaging in official duties.

Definitions:

“Any Rockhurst property” includes the main campus, all academic and administrative buildings, all Residence Life facilities, all recreational facilities, all parking areas, and any and all other property owned or leased by Rockhurst.

“Any and all weapons” includes without limitation any firearm, knife, or other agents/instruments (e.g. explosives/incendiary devices, chemicals, hazardous materials, flammable materials, etc.) capable of lethal use – whether in plain view or concealed, and whether with or without a concealed carry endorsement, permit, or license. Should anyone have a question regarding whether an item is covered by this policy, they should contact Security, Human Resources, or the Dean of Students Office.

“Explosives/incendiary devices” includes any and all devices capable of driving or bursting out with violence/noise or capable of causing destruction/injury – whether or not detonated or capable of being detonated on site or from a remote location.

Reporting Obligations/Enforcement:

If students, faculty, or staff believe another person covered by this policy possesses a concealed handgun or other weapons in violation of this policy, they must immediately report this information to the Security Department. Students, faculty and staff should be aware that the enforcement of this policy might involve confronting individuals carrying dangerous weapons. They should not take any unnecessary risks or compromise their safety in enforcing this policy.

Failure to abide by this policy, or to report knowledge of a possible violation of it, will subject a student or faculty/staff member to disciplinary action including, but not limited to, expulsion from the University (student), termination of the faculty/staff member (in accordance with Code of Conduct and Employee Handbook guidelines), and disclosure of the incident to appropriate law enforcement authorities.

The University reserves the right to search all personal and college-owned or leased vehicles, packages, containers, briefcases, purses, backpacks, lockers, desks, enclosures, offices, or other University owned/leased property for the purpose of determining whether any weapon has been brought onto its premises in violation of this policy. These searches will only be conducted in the event of probable cause or reasonable suspicion, and will be conducted in accordance with appropriate search procedures.

The President, President’s Staff, Deans, Department Chairs, Directors, and other managers/supervisors are responsible for assuring compliance with this policy. The Security Department, Office of Human Resources, and Dean of Students Office are jointly responsible for the administration of the policy.

OTHER ROCKHURST UNIVERSITY ACADEMIC AND ADMINISTRATIVE POLICIES

Note: For the following academic related items, please refer to the Rockhurst University Catalog:

- Academic Honesty Policy
- Administrative Policies
- Course Policies
- Enrollment Policy
- Grade Policies
- Graduate Academic Policies
- Graduate Financial Aid Programs and Policies
- Undergraduate Academic Policies
- Undergraduate Attendance Policy

- Undergraduate Financial Aid Programs and Policies