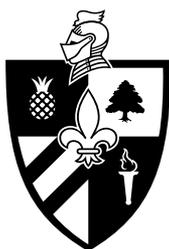


BELLARMINE UNIVERSITY

IN VERITATIS AMORE

Student Handbook

2012 - 2013 ACADEMIC YEAR



Student Handbook

2012 - 2013 ACADEMIC YEAR

Founded in 1950

Admitted students and guests of Bellarmine University are bound to abide by the policies and procedures found in the Student Handbook. It is your responsibility to annually view the contents of the handbook. You may receive a hardcopy of the handbook in the Vice President for Student Affairs Office (Horrigan Hall, CC 231), the Dean of Students Office (Horrigan Hall, CC 225-C), or view the handbook online at www.bellarmino.edu/studentaffairs/handbook/studenthandbook_12_13.pdf. Free computer access is available 24 hours a day every day of the year in the 24 hour study room on the main level in the W. L. Lyons Brown Library.

Non-Discrimination Policy

Bellarmino University admits qualified students of any age, gender, sexual orientation, race, disability, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, gender, sexual orientation, race, disability, color, religion, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University will not tolerate any form of sexual sexual misconduct, which includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, rape or retaliation arising out of any of the above acts, as more fully defined in the Bellarmine Sexual Discrimination and Misconduct Policy in this Handbook. Bellarmine University is an affirmative action/equal opportunity employer.

Name _____

Local Address _____

Local Phone _____

Information in this handbook is accurate as of the date of publication. For the latest up to date information on student policies, please check the Bellarmine University Student Affairs website at www.bellarmino.edu/studentaffairs.

Dear Bellarmine University Student,

Welcome to the 2012-13 academic year at Bellarmine University!

Bellarmino offers more than 50 majors, as well as graduate degree programs, doctorates in nursing practice and physical therapy and a Ph.D. in education & social change. The list continues to grow as we thoughtfully add new schools and academic programs in areas of increasing importance to our students' and our community's future success.

Providing more academic opportunities for you is a key part of Bellarmine's Vision 2020, an ambitious plan to become the premier independent Catholic university in the South and thereby the leading private university in the Commonwealth and region. Our Vision also includes increases in enrollment and in campus facilities to make this a vibrant and welcoming place to learn.

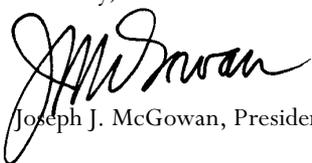
As you may know, over the past four years we have built four beautiful new residence halls, the Sienas. Commuter Services provides resources such as lockers and a designated lounge to serve our commuting students' needs. Residential and commuter students alike enjoy first-rate amenities – the stunning University Dining Hall, the W.L. Lyons Brown Library and the Owsley B. Frazier Stadium, to name a few. Increased interest in our exercise science and respiratory therapy programs led to our expansion in January 2012 into a new building at 1961 Bishop Lane, just five minutes from the main campus.

As we have increased enrollment, we have also added faculty, carefully maintaining the personal connection that is the hallmark of the Bellarmine experience. Our average student/faculty ratio remains 13 to 1. Your professors will know you by name and engage you in authentic conversations that will inspire you to think critically, to solve problems and to communicate those solutions persuasively.

You also will explore issues of social, ethical, and moral complexity and have myriad opportunities to broaden your horizons by studying abroad and by participating in service projects. Our hope is that during your time at Bellarmine, you will become not just better educated, but truly a better person, ready for a life of leadership and service.

I encourage you to make the most of all the opportunities available to you at Bellarmine University and discussed in this book. And I offer my sincere best wishes to you for great success and enjoyment, both inside the classroom and out.

Sincerely,



Joseph J. McGowan, President

Dear Bellarmine Student,

Welcome to Bellarmine University. The Student Life staff members along with our outstanding faculty look forward to the many significant contributions you will make during your tenure at Bellarmine. Each student is a unique and vital part of our campus community. We want you to feel comfortable and be engaged in the many programs, activities and traditions here at the University.

Our goal, quite simply, is to help you succeed. Our outstanding faculty and staff members will support you in your efforts to discover and define your true self. Everyone, from our exceptional faculty to our professional and support staff, will work daily to challenge and support your education in and out of the classroom. Current research in higher education indicates that college students who are involved and own their experiences in campus-life related activities not only feel better about their experiences but perform at a higher level. Your personal development and career goals are also enhanced by your engagement in campus life. Understanding and owning your involvement and learning is an important part of your success in college.

I strongly encourage you to be an active learner and an engaged citizen in our learning community. The experiences you have at Bellarmine will allow you to explore new possibilities, push boundaries and test your capabilities. We encourage you to be intentional in your experiences allowing for travel and study abroad, serving others both locally and internationally, and learning to find your voice and speaking out for things in which you believe.

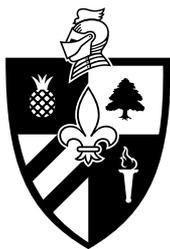
Your college years will afford you the opportunity to gather knowledge and determine your own set of values. The journey will be both challenging and rewarding. There are numerous campus resources to assist you during your tenure at Bellarmine. Make sure you take full advantage of these resources.

We often fail to realize the power, privilege and responsibility that go along with the gift of a college education. The responsibility and gift you have is simply taking your education and individual talents and making a difference in the community in which you choose to live. These are your years to test the limits, see the possibilities, learn from the best and begin to decide how you can change your life, and yes, even the world around you. We expect greatness from you.

Best wishes,

A handwritten signature in black ink, appearing to read "Fred Rhodes". The signature is fluid and cursive, with a large initial "F" and "R".

Fred Rhodes, Ed.D., Vice President for Student Affairs



Student Handbook

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BELLARMINE UNIVERSITY MISSION STATEMENT

Bellarmino University is an independent Catholic university serving the region, nation and world by educating talented, diverse students of many faiths, ages, nations, and cultures, and with respect for each individual's intrinsic value and dignity. We educate our students through undergraduate and graduate programs in the liberal arts and professional studies, within which students develop the intellectual, moral, ethical and professional competencies for successful living, work, leadership and service to others. We achieve these goals in an educational environment committed to excellence, academic freedom, and authentic conversations not dominated by particular political or other narrow perspectives. Here we seek to foster thoughtful, informed consideration of serious ideas, values, and issues – time-honored and contemporary – across a broad range of compelling concerns that are regional, national and international. By these means, Bellarmine University seeks to benefit the public interest, to help create the future, and to improve the human condition. Thus we strive to be worthy of our foundational motto: *In Veritatis Amore*, In the Love of Truth.

BU Fight Song

Words by Frank Knoop

On Knights of Bellarmine

Let the halls ring out with voices clear.

Let the scarlet and silver

Fly high on the hill

For all the other schools to see.

Let's give a cheer one and all

For the school that tops them all

For it's K-N-I-G-H-T-S

It's the spirit that ranks the best!

BU Alma Mater

Words by Joseph J. McGowan; Music: Southern Folk Song

In the City of the Falls, high upon a hill

Stands Alma Mater Bellarmine the pride of Louisville

Her scarlet, silver colors true, shine brightly in the sun

And warm our hearts and memories, your daughters and your sons

The hopes and dreams and values born in our Kentucky home

Will stir our hearts and minds and lives wherever we may roam

And as we grow, dear Bellarmine, in the love of truth

Alma Mater Bellarmine, so grows our love for you

TRADITIONS

Motto - The motto of Bellarmine University is *In Veritatis Amore* – In the love of truth. The love of truth which the university strives to impart to its students is rooted in the conviction that the human intellect is capable of penetrating an objective order of reality and of arriving at communicable truths concerning it. Growth in the love of truth requires intellectual humility and intellectual honesty. It requires that emotion, prejudice, and personal preference yield in the face of evidence; and that truth will be given respect and acceptance wherever and however found. Bellarmine University aspires to assist its students to develop an integrated philosophy of life centered upon a love of truth ranging from the particular truths of each art and science up to Divine Truth itself.

The Bellarmine Seal and Coat of Arms - The seal consists of the coat of arms and university motto framed within three circles, the band which states the institution's name, Bellarmine University; location, Louisville and Kentucky; and founding date, 1950. The university's logo uses the coat of arms, without the three circles, along with the institution's name and Latin motto.

Framed by the band is the coat of arms. The shield is divided into four quadrants indicating a cross, emblematic of the university's founding in 1950 by the Archdiocese of Louisville in the distinguished Catholic tradition of higher education, the oldest continuing tradition of higher education in the history of the western world. Bellarmine continues to be inspired by the excellent values in its founding Catholic tradition.

At the top center of the shield appears the helmet of the Bellarmine Knight, the official mascot of the university. This mascot was established by founding President Alfred Horrigan, who was enchanted with the Arthurian legend and the quest for the Holy Grail. The helmet references the head armor of the beautiful campus sculpture by Bob Lockhart of the Bellarmine Knight. The helmet's decorative plume is a dove, reflecting the primacy of peace in the world. Below the shield is the university's motto, *In veritatis amore* – In the love of truth. (See motto entry above.)

At the junction of the four quadrants, there appears a fleur de lis, the emblem of the beautiful City of Louisville, the proud home of Bellarmine University. In the upper left quadrant is a pineapple. A traditional feminine symbol of hospitality, the pineapple recalls the Tuscan warmth and hospitality of the distinguished Montepulciano house of Jesuit, Cardinal, and Saint Roberto Bellarmino, the university's namesake and patron saint. By extension, the pineapple also represents *cura personalis*, the concern for each person as an individual, and each individual as a whole person, that characterizes teaching, learning, and life at Bellarmine University and that welcomes all persons to Bellarmine.

In the upper right quadrant appears the "Ursula Laurel" tree derived from the Ursuline coat of arms and symbolic of the privileged and fortunate participation of Bellarmine University in the legendary Ursuline education tradition, a privilege

made possible by the openness and willingness of Ursuline College to merge with Bellarmine in 1968.

The lower right quadrant of the shield is adorned with a blazing torch bringing the light of truth and love to show the way through, above, and beyond the darkness of ignorance and hatred. While a traditional university symbol throughout the ages, the torch also appears, prophetically and coincidentally, in the family coat of arms of Bellarmine's founder, Archbishop John Floersh, and Bellarmine's President, Dr. Joseph McGowan.

In the lower left quadrant of the shield are five stripes. The stripes represent five important values in the Catholic tradition and the Bellarmine educational experience:

- The intrinsic dignity and value of every human being;
- our responsibility to educate the whole person – mind, body, heart, and soul;
- the mystery, interconnectedness, and ongoing nature of God's creation and "the hidden wholeness of things;"
- the importance of both faith and reason as ways of seeking the truth, and of the compatibility of these ways of knowing;
- the call to each of us to develop our gifts and abilities to the fullest to give glory to God, to serve those in need, and to make the world a better place.

The Bellarmine Seal was originally developed in the shape of an oval in 1953 by Sr. Mary Rademaker, then chair of the ursuline College Department of Art. The seal was reconfigured into a perfect circle in 1990 to improve legibility and presentation.

In 2000, the name change to Bellarmine University necessitated corresponding changes in the official seal of the university. President Joseph McGowan took this occasion to authorize the draft of a more complete coat of arms, the most important features of which were to fill in the two previously vacant quadrants of the coat of arms with the Ursula Laurel, symbol of St. Ursula, the Ursuline Sisters, and Ursuline College; and with the inclusion of the five symbolic bands in the other quadrant. The seal was further refined in 2009.

HISTORY

Bellarmino University was opened on October 3, 1950, under the sponsorship of the Roman Catholic Archdiocese of Louisville and with the special assistance of the Conventual Franciscan Fathers. It followed third in a proud line of institutions of higher learning founded by this diocese, the oldest in inland America. The earlier predecessors were St. Joseph's College in Bardstown and St. Mary's College near Lebanon, begun in 1821, which functioned as a liberal arts college until 1929 and exclusively as a seminary until 1975.

The Bellarmine campus of today stands on property that was a part of a royal land grant from King George III to James McCorkle for his service in the French and Indian War. When the American Republic was born, the land was retitled

by Thomas Jefferson, Governor of Virginia, of which Kentucky was then a part. During the antebellum period this land was a plantation owned by the Griffin family, who, impoverished by the Civil War, sold the estate to Bishop William George McCloskey for a seminary. Preston Park Seminary opened in 1871 and lasted, with interruptions, until 1909. During the Civil War, the Griffin estate house served as a military hospital. Old Preston Park also served as orphanages staffed by the Sisters of Charity of Nazareth: St. Vincent's for girls (1892-1901) and St. Thomas' for boys (1910-1938).

In 1950, the year of Bellarmine's inception, the new school was one of the first in the Commonwealth of Kentucky open to all races. The first 42 graduating seniors, "The Pioneer Class," received their diplomas in 1954. In 1968, Bellarmine merged with Ursuline College, a Catholic college for women established by the Ursuline Sisters of Louisville in 1938. It was at the time of merger that the traditional student body became coeducational (the evening division was coeducational already), and Bellarmine became independent with a self-perpetuating governing board.

In 2000, the Board of Trustees voted to change the name of the institution from Bellarmine College to Bellarmine University to reflect its true status as a Master's I university. Today Bellarmine University is made up of Bellarmine College, the Donna and Allan Lansing School of Nursing and Health Sciences, the W. Fielding Rubel School of Business, the Annsley Frazier Thornton School of Education, the School of Communication, and the School of Continuing and Professional Studies.

Bellarmino University is situated on approximately 135 acres of gently rolling terrain through which Louisville's historic Beargrass Creek flows. During the 1990s, a number of construction projects were completed: Petrik Hall, a six story residence hall that houses 134 students in comfortable and attractive suites; Miles Hall, a 26,500-square-foot classroom and office building for the nursing and health science programs; and the centerpiece of campus, the W. L. Lyons Brown Library.

Already in the new millennium, many major building projects have been completed and dedicated: Our Lady of the Woods Chapel in the wooded area above Newburg Road; Anniversary Hall, a 200-bed residence hall; Siena Primo, Siena Secundo, Siena Terzo, and Siena Quarto, a complex of new residence halls; Owsley B. Frazier Stadium; Campus Center on two floors of Horrigan Hall; the transformation of the Campus Tennis Club into the Bellarmine Sport, Recreation and Fitness Center; creation of the Eddie Weber Tennis Complex; major expansions of the University Dining Hall and of the School of Communication; and the 28,500-square-foot Norton Health Science Center.

ACADEMIC POLICIES & SERVICES RIGHTS & RESPONSIBILITIES

Each member of a community is guaranteed certain rights. Likewise, each member has responsibilities to that community. Bellarmine University has established certain rights as well as rules and regulations to promote the orderly conduct of its educational programs. Each new student entering the University is expected to read and refer to the most current version of academic and student conduct policies as published in this handbook and/or in the *Course Catalog*. As a private educational institution, Bellarmine University is committed to educating its students academically, encouraging their personal development, and promoting their welfare. The University community can best perform its educational mission when students share with other members of the community the responsibility for orderly conduct. Student conduct policies and practices are concerned not only with protecting the safety and well being of the campus as a whole, but also with assuring that each student's rights are recognized. In order to ensure the protection of the rights of the student, the University adheres to certain recognized reporting and appeals procedures.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

See the Online Catalog for more information: catalog.bellarmino.edu/2012-2013/family-educational-rights-and-privacy-act

ACADEMIC RESOURCE CENTER

Located on Level A of the W. L. Lyons Brown Library, the Academic Resource Center (ARC) serves all students with advising, tutoring, and enrichment services. The ARC coordinates academic advising with a special emphasis placed on assisting freshmen and sophomores. ARC services include:

- Tutoring and organized small group study sessions for many 100- and 200-level courses (general education courses and the initial courses required for most majors).
- Writing assistance at all levels – for class assignments and special projects such as graduate school applications.
- ESL/EFL services and writing assistance.
- Freshman Focus presentations on topics such as: study skills, time management, procrastination, emotions and learning, test preparation and strategies for taking exams.
- Graduate school preparation assistance: personal statement and test preparation (GRE prep courses offered in fall and spring). Material is also available

for students preparing for the GMAT and the LSAT.

- Parent Communications (as part of Parent Programs, see Parent programs), such as Freshman and Upper-class parent newsletters, blogs, and videos created for the ARC youtube channel.
- WinC (Women in College), an ARC-sponsored leadership group for freshman women (led by upperclassmen who were in the program during their freshman year).
- Overseeing Pioneer Scholars, a program for first generation students.
- Drop-in advising geared toward freshman and sophomore academic issues
- Advising notices about ARC will appear through campus email and on the website, www.bellarmine.edu/arc. Call 502.272.7400 to make an appointment.

INCLEMENT WEATHER POLICY

Should a commuter student be on campus and unable to return home due to inclement weather, accommodations may be made to stay on campus overnight. To make arrangements to stay on campus, students should contact the Office of Public Safety at ext. 7777 (on campus) and 502.272.7777 (off campus). If a residence hall room is available, students will be provided a pillow and linens and stay overnight, free of charge. The Office of Public Safety will coordinate with the Residence Hall Director to facilitate accommodations. If a residence hall room is not available, students may stay in the couch area of Horrigan Hall with provided linens and a pillow. At the student's request, personal belongings may be locked in the Lintner Board/Fireplace room overnight. The couch area is secure, monitored, and has access to a bathroom.

FINANCIAL AID

What is available: The Office of Financial Aid administers all institutional, federal, and state financial assistance programs. Assistance at Bellarmine may be awarded on the basis of academic merit, achievement, distinction, academic discipline, program of study, or demonstrated financial need. All students enrolled at least half-time, as defined by the University, may be eligible to benefit from one or more financial aid program.

How to apply: All students must complete the Free Application for Federal Student Aid (FAFSA). All students must submit required institutional aid/scholarship applications by the appropriate deadline dates. Applications may be obtained from the Office of Financial Aid or the Office of Admission.

Satisfactory Academic Progress Policy (Undergraduate): Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Bellarmine University. Students

are strongly encouraged to review Bellarmine's Satisfactory Academic Progress Policy at www.bellarmino.edu/financialaid/progressundergrad.aspx.

Satisfactory Academic Progress Policy (Graduate): Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Bellarmine University. Students are strongly encouraged to review Bellarmine's Satisfactory Academic Progress Policy at www.bellarmino.edu/financialaid/progressgraduate.aspx.

Doctor of Physical Therapy Students: Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Bellarmine University. Students are strongly encouraged to review Bellarmine's Satisfactory Academic Progress Policy at www.bellarmino.edu/financialaid/progressgraduate.aspx.

Certificate Program Students: Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Bellarmine University. Students are strongly encouraged to review Bellarmine's Satisfactory Academic Progress Policy at www.bellarmino.edu/financialaid/progresscertificate.aspx.

TUITION PAYMENT

Payment Due Dates are listed in each Semester Class Schedule.

Undergraduate students are expected to enter into and begin making payments on an installment plan by August 1, 2012; or pay in full the estimated amount due by August 1, 2012.

Graduate students are expected to pay in full by September 25, 2012, or enter into a payment arrangement that is described on the tuition contract.

Students who do not pay their tuition and fees or select a payment plan by this deadline will be subject to interest charges. Questions should be directed to the Bursar's Office at 502.272.8264 or bursar@bellarmine.edu.

Billing dates and refund policies are listed in each semester's Class Schedule. You will be asked to select a payment plan by signing a tuition contract. The payment options are outlined below.

Full-Time Students

Payment at Registration (PAR) - This plan requires payment in full for each semester when billed. In order to avoid interest charges, payment must be received by the published due date. If the payment is not received on or before the due date, interest charges will be assessed monthly at the rate of 1.5% or 18% annually. Any amount not covered by Work Study must be paid by the published due date. (Outstanding balances must be paid in full before you will be allowed to register

for any further classes or receive official transcripts).

Work-Study Plan (WS) - If you will be receiving work-study funds and elect to have a portion or all of your paycheck automatically deducted and applied to your tuition account, you may register for this plan in the Bursar's Office. Any amount not covered by work study must be paid by the published due date. To be eligible for this interest-free plan, you must complete a separate form to have the deduction of either 30% or 100% applied to your account. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

Monthly Payment Plan - With this "pay as you go" plan, the student pays an annual enrollment fee to an outside agency, students can divide tuition payments over an approximately 4-10 month, interest-free period. This plan is strongly encouraged as a valuable service. Please contact the Bursar's Office or go online to www.tuitionpay.salliemae.com for more information regarding the available plans. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

Government Assistance - If you are receiving an ROTC scholarship, Veteran's Administration benefits, or Vocational Rehabilitation benefits, the student or the government agency must provide Bellarmine with appropriate documentation each semester. The portion of your balance not covered by government assistance must be paid in full by the published due date. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

Part-Time Students

Deferred Payment Plan (DEFER) - This plan is only for those part-time students who receive tuition reimbursement from their employers and wish to defer the payment of their tuition until 30 days after grades are mailed out each semester. The student must provide Bellarmine with appropriate documentation from the employer each semester. There is a \$25 fee per course assessed to defer the payment of tuition. The portion of your balance not covered by your employer must be paid in full by the published due date. If the account is not paid in full by the due date, finance charges are assessed monthly in the amount of 1.5% or 18% annually. Please contact your employer's Fringe Benefit Coordinator to find out the company reimbursement policy. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

Corporate Reimbursed (CORP) - This plan is only for those part-time students who have their tuition paid directly to the University by their employers. This plan carries no interest charges provided the tuition is paid in full within 30 days from

the date the grades are mailed to the student. The student must provide Bellarmine with appropriate documentation from the employer each semester. The portion of your balance not covered by corporate reimbursement must be paid in full by the published due date. If the account is not paid in full by the due date, the account carries a 1.5% finance charge monthly or 18% annually. Please contact your employer's Fringe Benefit Coordinator to find out the company reimbursement policy. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

In order to qualify for the Deferred or Corporate payment plans, you must provide a letter from your employer each semester stating their intention to pay or reimburse educational expenses.

ADJUSTMENTS & REFUNDS OF TUITION

Students who withdraw from any or all of the courses that they had registered to take may be entitled to an adjustment of the amount of tuition charged according to the refund schedule published in that semester's Class Schedule. The amount of the reduction is contingent on the following factors:

1. Date of withdrawal, and
2. The refund policy established by the institution.

Institutional Financial Aid Refund Policy

When a student has Institutional Financial Aid from Bellarmine University and completely withdraws during the time that a tuition refund is due, students are eligible to keep the same percentage of Institutional financial aid that they are charged for tuition. The remaining aid is refunded to the financial aid programs.

Tuition Refund Policy

Schedules differ for a complete withdrawal from the University versus dropping and adding individual classes. Fees are not refundable after the start of the semester/ first day of class. For questions, contact the Bursar at bursar@bellarmine.edu.

Complete withdrawal from the University

- 100% tuition and fees prior to the first day of class each semester as published in the Course Schedule
- 80% tuition refund during the first five days of the semester
- 50% tuition refund beginning on the sixth day of the semester through the sixth week of the semester
- 0% tuition refund after the sixth week of the semester

Refer to the Course Schedule for the published refund dates for the current semester. Refunds for Alternative class schedules will be prorated. Schedule above does not apply to summer courses.

Adjusting classes within the University (drop/add)

- Individual classes can be added and dropped through the first five days of the semester with full tuition and fees refund
- Students may change from full-time to part-time status with full tuition refund through the fifth day of class of each semester
- 50% tuition refund through the sixth week of the semester

Information provided above can be found in the Course Schedule each year.

Refunds for Alternative class schedules will be prorated.

Schedule above does not apply to summer courses.

Military Service

Students who must withdraw due to being called for active military service will have their tuition and fees reversed once the appropriate documents are provided to the Bursar. Any financial aid will be adjusted according to the Title IV and Institutional Refund Policies.

Serious Illness or Injury

Enrolled students who become incapacitated by serious illness or injury and must withdraw may be entitled to a tuition adjustment once the appropriate documents are provided to the Bursar. A letter from the student's doctor describing the illness or injury, along with any supporting documents such as proof of hospital stay is required. Any financial aid will be adjusted according to the Title IV and Institutional Refund Policies. All fees are non-refundable.

Veteran's Benefits

Students who wish to use Veteran's Benefits while attending Bellarmine University, once registered, should bring a copy of their class schedule to the Office of the Registrar for certification. General questions regarding VA benefits can be directed to Jennifer Matzek, Associate Registrar, at 502.272.7113 or to the Veteran's Administration at 1.888.442.4551.

Methods of Payment

- The Bursar's office accepts cash, checks, cashier's checks and money orders
- E-Checks are accepted online with no additional fees
- Credit cards are only accepted online (MasterCard/Discover/American Express) – a fee of 2.75% is charged by CASHnet
- Payment Plans are offered through Tuition Pay at <https://tuitionpay.sal-liemae.com/>.

Office hours are Monday-Friday 8:00 a.m. - 5:00 p.m. Office hours are extended during tuition due date periods as published in the semester Class Schedule. A night depository, located next to the Bursar's Office window, is available for payments after hours.

You may mail payments to: Bursar's Office, Bellarmine University 2001 Newburg Road, Louisville, KY 40205.

If you have any questions, please contact the Bursar's office at 502.272.8264 or by email at bursar@bellarmine.edu.

CAMPUS SERVICES

NAME & ADDRESS CHANGES

Students must notify the Office of the Registrar whenever your address changes. Students must submit requests for name changes to the Office of the Registrar. Name changes on institutional records may be made upon the production of evidence showing the name has been officially changed, accompanied by a written request from the student. A certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full are examples of the evidence required to support an official name change. Minor changes in name can be made without a court order at the discretion of the Registrar (for example, spelling corrections or revisions). In these instances the student must provide documentation such as a current driver's license with photo, Social Security card, or resident alien card.

ATHLETICS

Bellarmino University is a member of the National Collegiate Athletic Association (NCAA) Division II and competes in the Great Lakes Valley Conference (GLVC) for the majority of its sports. Bellarmine also sponsors NCAA Division I men's lacrosse, which competes in the Eastern College Athletic Conference (ECAC), and NCAA Division II women's field hockey, which competes as an independent. The school sponsors a total of 19 men's and women's sports. Most home sporting events are held on campus in Knights Hall, Owsley B. Frazier Stadium, the Eddie Weber Tennis Complex, or in the facilities at Knights Park. Bellarmine students gain free admission to all home sporting events. For more information about Bellarmine athletics visit the website at www.athletics.bellarmino.edu or contact the athletics office at 502.272.8380.

BOOKSTORE

The bookstore sells computer products, software, school supplies, office and residence hall supplies, clothing, cards, candy, miscellaneous personal items, and Bellarmine memorabilia in addition to course materials. Course materials can be rented or purchased inside the bookstore or on the website at www.bellarmino.bkstr.com. Store hours are always posted on the website as well as in the bookstore.

Textbook purchases can be fully refunded (with original sales receipt) within

7 days from the start of classes or within 2 days of purchase thereafter. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased. Books purchased during the last week of classes or during exams are not fully refundable, but may be sold back at the end of the term during book buyback.

The bookstore accepts all major credit cards as well as personal checks with complete student information printed on the check and a driver's license. Starter checks will not be accepted.

BUILDING RESERVATIONS

Student clubs and student organizations must go through the Student Activities Center at 502.272.8477. To rent a space for a personal special event, meeting, etc., contact the Office of Special Events at 502.272.8100.

CAMPUS MINISTRY & SPIRITUAL PROGRAMS

All faith initiatives on campus are organized through or must be registered with the **Office of Campus Ministry** and the **Campus Ministry Council (CMC)**. Students of all faiths are encouraged to take advantage of these resources to enhance their spiritual life, to gather regularly to pray, study, and practice their faith. Our aim is to encourage students to grow in faith, to become adults of faith, and to respect all faith traditions.

Founded as a Catholic college, Bellarmine continues to exercise its Catholicism in prayer and worship and to offer Catholic students a home in which they might become mature, responsible Catholics. We are equally committed to providing a home for students of all faiths to grow into a deeper, more mature understanding of their own traditions and to connect with others in a spirit of ecumenical and interfaith community.

The Director of Campus Ministry and her staff offer resources and direction for individuals, student groups and programming. **Peer Ministers** in Residence Life and the leadership of current **faith-based organizations** (Catholic, Interdenominational Christian, Jewish, Muslim and Earthen Spiritualities) plan activities, retreats, worship services, and service projects on or off campus. Their designated representatives serve with faculty and staff members on the CMC to set goals and coordinate activities for the school year. Faith-based activities are advertised through the Office and efforts are made to provide connections for students with local houses of worship.

Students who wish to form faith communities to study scripture or pray with like-minded peers other than through the recognized faith-based groups would meet with the Director of Campus Ministry to register their group and to learn about the parameters under which they can thrive. The Office maintains a list of local ministers who can serve as additional resources, but all University and

non-Bellarmino ministry personnel must be approved by the Director and with the other faith-based groups, agree to abide by the *Campus Ministry Covenant*.

Our Lady of the Woods Chapel was dedicated as a private chapel in May 2001 for Bellarmine University. All events in the Chapel are scheduled and overseen by the Director of Campus Ministry and the Director of Catholic Worship. Mass is offered on Sundays and on Holy Days of Obligation when classes are in session. Interfaith worship services, special Masses, and educational events held in the Chapel are published via website and through campus email. Off-campus faith related events also are advertised by the Office for area churches and houses of faith. There are several other sacred spaces on campus. A Marian grotto is outdoors, at ground level beneath the Chapel; Prayer and Meditation Rooms are in Anniversary and Siena Halls. In the Brown Library, the Thomas Merton Center is a quiet place to read, study and meditate.

Through the Campus Ministry Office, lay ministers, priests, ordained ministers, rabbis, and religious sisters offer individual and group **spiritual direction** for students seeking to deepen their relationship with God, to improve their prayer lives, to discover their gifts and talents pointing to their calls in life, to discern their course in important decisions, and to find the “true self” about which Merton wrote so often. Equally important is discerning the most appropriate ways we can put faith into action. For more details on such initiatives, see also **Service** in this Handbook. The Office of Campus Ministry is on the first floor of Horrigan Hall, adjacent to the Campus Center and Café. For more information or to schedule an appointment, contact the Director of Campus Ministry at 502.272.8051.

SERVICE

Service is highly valued at Bellarmine University as a way of life. Over 15,000 individual hours of service and over 60,000 hours of service learning each year are dedicated to improving the human condition in the area, the region, and abroad. A *Volunteer Directory* is maintained by the Office of Campus Ministry to provide contact information for students and groups who wish to serve. The Director of Student Engagement and the SGA Vice-President for Campus and Community Service plan opportunities for students throughout the academic year. All first year students participate in a half-day service immersion during *Knight Life Orientation* to introduce them to the BU ethos of service. Through Academic Affairs, service is infused into the curriculum to provide experiential education. Such **service learning** opportunities include both local (e.g., physical therapy and medical clinics) and international (e.g., micro-lending in Belize, construction in Guatemala) sites. Domestic **Alternative Spring Break** trips and a variety of short and long-term service projects are also sponsored each year. Resources for applying to programs designed for a year or two after graduation such as the Peace Corps, the Jesuit Volunteer Corps and the Christian Appalachian Project are organized and advertised through the Career Center, the Office of Campus

CAREER DEVELOPMENT

Career Development works with students throughout their college years to ease the transition from student to working professional. Services offered to students and alumni include personal assessment, career exploration, educational planning and leadership development. In addition, the Career Development staff members help individuals pursue opportunities for experiential learning, professional employment and career advancement. Career counseling, planning, information and advice are available through individual meetings, small group sessions or by phone, email and Internet.

Career Development offers frequent workshops on resume writing, interviewing skills, job search strategies and career decision making. Alumni Career Consultants conduct mock interviews to help students practice and improve their interviewing skills, and Employment Professionals meet with students to review and strengthen their resumes. Employers and admissions representatives give presentations and host information sessions about their organizations and programs. Undergraduate and graduate students are able to participate in on-campus interviews, career fairs and other recruiting events with local, regional and national employers.

Bellarmine University's new CareerPortal is your launching point for career planning, career information, employment, internships, graduate school and other resources, programs and services. TypeFocus and MyPlan offer assessments of personality type, interests, skills and values, as well as detailed information about educational and career opportunities ideally suited to each individual's talents, traits and preferences. OptimalResume helps students and alumni develop exceptional resumes, cover letters, electronic portfolios, video resumes, skills profiles, professional websites and interviewing skills. CollegeCentral, NACELink and other online resources provide access to jobs, internships, volunteer opportunities, employers, mentors and a wealth of information and advice about careers, companies, industries and more.

For more information, visit Career Development in 225 Horrigan Hall, go to www.bellarmino.edu/careerdev, email careerdev@bellarmine.edu or call 502.272.8151.

INTERNSHIPS & EXPERIENTIAL LEARNING

Internships provide valuable experience, connect classroom theory with professional practice and offer first-hand exposure to opportunities and organizations in the student's areas of interest. Internships can be paid or unpaid, full-time or part-time, and during the school year or not. For those students seeking academic credit in a particular field of study, supervised learning experiences are coordinated with faculty sponsors, advisors, academic departments and the registrar.

Most majors offer internship credit, and several of them require it. Students may earn up to six internship credits within their major, and another six outside of their major. In recent years, nearly 75% of all students earned academic credit for participating in internships and other experiential learning opportunities by the time they graduated.

In addition to formal internship programs, there are many other ways that Bellarmine students obtain practical, hands-on experience. Opportunities include: study abroad programs and international mission trips lasting from just a few days to an entire semester or a full year; clinical rotations and classroom teaching for students in the health sciences and education; on- and off-campus undergraduate research projects for students in the arts and sciences; service learning projects within academic courses offered throughout the university; and co-curricular enrichment activities that promote personal development, community service, multicultural awareness and career preparation while creating an e-portfolio.

For more information, visit Career Development in 225 Horrigan Hall, go to www.bellarmino.edu/careerdev, email careerdev@bellarmine.edu or call 502.272.8151.

COMMUTER SERVICES

Students living off campus or who commute to the university are encouraged to become an active and engaged member of the Bellarmine community. Resources, communications, and assistance for commuters is available through contacting the Director of Student Engagement at 502.272.8323.

Locker rental is available free of charge. The locker rental agreement (available on the Commuter Services Website www.bellarmino.edu/studentaffairs/commutercenter) should be completed and emailed to penglert@bellarmine.edu or by submitting a paper copy to 225-H Horrigan Hall.

COUNSELING SERVICES

Students seek personal counseling for many reasons: a personal crisis, interpersonal relationship problems, family problems, depression, stress, alcohol/drug problems, eating disorders, etc. Recognizing the impact that personal concerns can have on academic performance, Bellarmine provides confidential personal counseling services to students. Those services include individual, couples, and group counseling; psychiatric evaluation and treatment; crisis intervention; assessment; and referral. The Counseling Center staff is comprised of licensed mental health professionals and advanced graduate practicum students under the supervision of the full-time staff members. Counseling services are free, confidential, and available to all currently enrolled Bellarmine students. The Counseling Center is located on the 4th floor of Nolen C. Allen Hall (2120 Newburg Road). To schedule

an appointment, students should call 502.272.8480. For more information please call the main number or visit the website: www.bellarmino.edu/studentaffairs/counselingcenter.

DISABILITY SERVICES

Bellarmino University is committed to equal educational opportunities and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from participating in any University program or activities, be denied the benefits of any University program or activities, or otherwise be subject to discrimination with regard to any University program or activity. This policy derives from the University's commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities, and services. Students who believe they have suffered disability discrimination should follow procedures outlined in the Disability Service Grievance Policy (p. 28). In the event the University determines that discrimination has occurred, it will take steps to prevent its recurrence and will correct its effects, if appropriate.

Achieving full participation and integration of people with disabilities requires the cooperative efforts of all of the University's departments, offices, and personnel. The Disability Services Coordinator's office is located in the Counseling Center in the Nolan C. Allen Hall, 4th Floor. For information regarding the University's policy and services for persons with disabilities, or review eligibility criteria at the Disability Services website, www.bellarmino.edu/studentaffairs/disabilityservices.

Evacuation of Persons with Disabilities

Persons with disabilities must study and remember the features of each building they are in, including designated Evacuation Assembly Areas, stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Persons with disabilities should seek assistance from others if emergency evacuation becomes necessary. Faculty and staff members should be aware of the exit nearest to their office or class, and possible alternatives. Students who live on campus should follow the evacuation procedures outlined below. It is the responsibility of the student to notify someone in the Residence Life Office at the beginning of the semester if evacuation assistance will be needed. Detailed information on these procedures is available at the Residence Life Office and on the website.

Individuals with Mobility Limitations - Evacuation of these persons during an emergency is of concern as most elevators will not operate (should not be used) during a fire alarm. Disability Services and the Residence Life Office will work with individuals with mobility limitations to establish an emergency evacuation plan.

Evacuation Procedures from Ground Level Floors - Persons with disabilities on any floor at ground level should be given assistance as needed to evacuate

the building.

Evacuation Procedure from All Other Floors - At least two staff or faculty members should be assigned to each person identified with a disability, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwell, he/she may be escorted to the exit stairwell landing as a “Safe Area of Rescue.” The assigned staff or faculty members will inform Security at ext. 7777 that a disabled person is waiting for rescue on the specified floor within the exit stairwell. An authorized emergency responder will assist the individual(s) in exiting the building.

Individuals with Vision Impairments - Most persons with vision limitations will be familiar with their immediate area. In the event of an emergency, tell the individual how and where to exit. Have the person take your elbow and escort him or her (this is the preferred method when acting as a sighted guide). As you walk, tell the person where you are and advise him/her of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

Individuals with Hearing Impairments - Because persons with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. Two methods are:

1. Writing a note telling what the emergency is and the nearest evacuation route; and
2. Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.

It may be prudent to escort the person with a hearing impairment out of the building.

Accessible Parking

Bellarmino University provides parking spaces at a reasonable proximity to classroom buildings, residence halls, and office buildings for students with disabilities. These spaces are clearly marked with the universal symbol for disabled areas. Students with disabilities wishing to park on campus must apply for a Bellarmino Accessible Parking Permit. The state permit or plate alone will NOT satisfy this requirement. Students need to contact the Disability Services Coordinator at 502.272.8480 for assistance in gathering necessary documentation from his/her physician to support the request for an accessible parking permit. Once the documentation is complete, the student will be issued a permit for the period of study at Bellarmino (renewed annually) or for the duration of the disability, if temporary. All accessible parking spaces on campus are controlled for permits 24 hours a day, seven days a week. If a student finds that accessible parking is consistently full, he/she should contact the Office of Public Safety at 502.272.7777 as well as the Disability Services Coordinator to alert them of the situation.

An accessible parking permit does not entitle the permit holder to park in violation of Bellarmine Parking and Traffic Regulations. This includes, but is not limited to, parking on a yellow line, in a service area (yellow and white striped), loading zones (yellow and black), or in a space reserved for other use. Vehicles parking in violation are subject to citation. The use of an accessible permit by someone other than the person listed on the Parking Services permit application may result in a citation and/or termination of the permit privileges. The parking permit may be used by individuals other than the registered permit holder only when transportation is being provided for the student with the disability.

DISABILITY SERVICE GRIEVANCE POLICY

1. Introduction

Bellarmine University does not discriminate on the basis of disability in its programs or activities, or with regard to employment. In the event that the University determines discrimination has occurred, it will take steps to prevent its recurrence and will correct its effects on the student and others, if appropriate. The Grievance Procedure is not a legal proceeding but an internal process to enable the University to discover and remedy the effects of any alleged discrimination. Students who believe they have experienced disability discrimination may utilize these disability discrimination grievance procedures.

2. Preliminary Steps

To initiate or pursue a grievance based on discrimination related to the Americans with Disabilities Act (ADA), the following steps must be observed within 90 days of the time in which the alleged discrimination occurred.

- a. Students should attempt to resolve disputes informally with either the party alleged to have committed the violation, and/or with the head of the department or unit in which the alleged violation occurred. There is no requirement that a student alleging disability discrimination utilize these informal procedures before filing a formal complaint. However, experience has shown that the majority of complaints can be effectively resolved through the informal process. Students are encouraged to resolve disputes via these informal procedures when possible. The Disability Services Coordinator and the Dean of Students are available to provide advisory and mediation services to students.

3. Formal Resolution Procedures

- a. Students alleging disability discrimination must contact the Disability Services Coordinator (or the Dean of Students if the Disability Services Coordinator is directly involved) within 90 days after the act of alleged discrimination to initiate their grievance.

- b. Within 10 days after contacting and meeting with one of the designated officials above, the student must formally initiate his/her grievance with a complaint submitted in writing. The complaint must include the following: the specific act(s) or circumstance(s) alleged to constitute the discriminatory action that is the basis of the complaint, including the time and place of the alleged discrimination, the student's basis for believing that it was motivated by disability discrimination, and the remedy requested.
- c. Within 10 business days after the student has submitted a written grievance, a University official designated by the Director of Human Resources will initiate an adequate, reliable, and impartial investigation of the complaint. During the course of the investigation, the student will be given the opportunity to present witnesses and other information.
- d. The University investigator will complete the investigation within 30 days after submission of the written complaint. The decision will include findings of fact, and if discrimination is found, 1) a determination of action to be taken to resolve the effects of the discrimination; and 2) appropriate action to be taken with regard to the discriminating individual. The student and all other parties will be advised of the outcome of the grievance to the fullest extent allowed by state and federal law.
- e. The decision may be appealed within 10 business days of its issuance. The appeal must be made in writing to the Director of Human Resources or his/her designee, and must include the basis for the appeal.
- f. The Director of Human Resources or his/her designee will issue a decision within 20 days after receiving the appeal. The appeal decision is final. The student and all other parties will be advised of the outcome of the appeal to the fullest extent allowed by state and federal law.
- g. No time frame in this procedure may be extended except with the expressed and written permission of the student and under no circumstances will any specific time frame be extended more than 20 days.
- h. It is prohibited for any University employee, official, or student to retaliate against or hinder the testimony of any individual because he/she has filed a complaint under this procedure or who has otherwise assisted in the investigation of a grievance. Such retaliation may result in a variety of sanctions, including termination or dismissal.

PETS

Pets are not permitted in buildings on the Bellarmine University campus, including the interior and exterior of residence halls, suites, apartments, public buildings, classrooms, and eating areas. Only certified service animals registered with the Office of Disability Services are permitted in these areas. The Americans with Disabilities Act (ADA) defines a service animal as "any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability."

A service animal is not a pet, but can perform some of the functions and tasks that an individual with a disability cannot perform himself or herself. Animals are considered “service animals” under ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government. Therapy animals are not considered service animals. The care and supervision of any service animal is the responsibility of the individual with a disability using the animal’s services. The service animal must also pose no threat to the health or safety of members of the Bellarmine University community to be permitted in buildings or on other campus areas. Residential students may have certain types of fish, aquatic frogs, and turtles that can survive under water in their residence hall room. Animals should be maintained in tanks of 10 gallons or less. There is a limit of no more than two tanks per residence hall room. Please contact the Disability Services Coordinator at 502.272.8480 for documentation requirements and further assistance. Any exceptions to this policy (for example, the annual Blessing of the Animals) must be approved by the Dean of Students.

EMERGENCY MESSAGES

During daytime hours, if a student needs to receive an emergency telephone message, every effort will be made by the Student Affairs Office to locate the student. During the evening hours, emergency messages should be directed to the Office of Public Safety at 502.272.7777.

EMERGENCY NOTIFICATION SERVICE

If you want to receive messages regarding class cancellations or other emergency-related information from Bellarmine University, you need to register your phone number with the Emergency Notification Service. Log-on to the student portal which is located on the main page of Bellarmine University and click on the student tab which is located on the upper right hand side of the page. In the Emergency Contact Information box is a link entitled Emergency Notification System signup you need to click on this link and follow the directions. If you have any questions regarding this service, you should contact the Help Desk at 502.272.8301.

EMERGENCY PHONES

Emergency phones have been installed in the following locations for the safety and security of the Bellarmine community. By dialing 7777 or pushing the red button as indicated, the caller will be connected to the Security Officer on duty.

Yellow Emergency Phones are located:

- On the west side of Petrik Hall front entrance

- By the entrance doors to Kennedy/Newman Lobby
- Outside the Office of Public Safety
- On the Library front porch

Blue Emergency Phones are located:

- In parking lot K outside of Brown Activities Center
- In the Quad outside Alumni Hall
- In Bonaventure Hall entrance
- In Anniversary Hall entrance
- On the right side of Knights Hall facing the front of the building
- At the rear of Knights Hall
- At the rear of the SuRF Center
- Parking lot behind Petrik Hall

SPORT, RECREATION, & FITNESS CENTER (SURF)

Bellarmino has fitness facilities available for student, staff, and faculty use to balance the rigors of academic life and provide a healthy lifestyle. The SuRF requires patrons to have their Bellarmino identification. All patrons use the fitness facilities at their own risk and should have a physician's approval prior to beginning any fitness program.

The Sport, Recreation & Fitness Center (502.272.8326) consists of three indoor tennis courts, six outdoor tennis courts, ping-pong, cardiovascular machines, over 2000 pounds of free weights, weight machines, and basketball and volleyball courts. There is a lounge area with billiards, checkers, and a TV where students gather for fun and relaxation. Men's and women's showers and dressing areas are also located in the facility. Fitness classes, such as yoga, pilates, and indoor cycling are offered at the SuRF center in addition to personal training, and various educational wellness classes. Class descriptions, schedules, and locations are posted on the SuRF website: www.bellarmino.edu/studentaffairs/recreationcenter/

The Health Services Office (502.272.8493) and Intramural/Sports Clubs Office (502.272.8343) are also located in the SuRF Center. Information on weight training, health, fitness, nutrition, intramurals and other wellness topics can be found in this office.

FOOD SERVICE & MEAL PLANS

The University Dining Hall

The University Dining Hall offers the all-you-care-to-eat meal plan for residential students. Residential students are required to be on a meal plan, and they have several options from which to choose to meet their needs. This food service option

is also available to cash paying customers and those with a declining balance account for a flat rate per meal. The University Dining Hall is located in the George G. Brown Activities Building. Special diet needs are addressed on a case-by-case basis. Contact the director of food services for arrangements, 502.272.8305.

Café Ogle

Located in the Campus Center and features branded concepts. Hours of operation may vary with each concept. Each concept will accept cash, credit card, or Flex Dollars.

Sally's Cart

Sally's Cart offers breakfast items, soups, salads, and sandwiches in addition to snacks and beverages. Sally's Cart accepts flex dollars, declining balance, and cash. Sally's Cart is located in the front of the Library during the warmer months, then it moves to Pasteur Hall Lobby for the colder months.

Cart at Allen Hall

Cart at Allen Hall offers breakfast items, soups, sandwiches, salads, snacks, and beverages. Flex dollars, declining balance, cash, and credit cards accepted.

Catie's Café

Catie's Café is located on the first floor of Siena Primo Residence Hall. Catie's Café is open in the evening and serves coffee, snacks, and convenience items. Catie's Café accepts flex dollars, declining balance, cash, and credit cards.

The Palio

The Palio is located in Siena Terzo Residence Hall. It operates during breakfast, dinner, and late night hours. It offers a la carte dining and meal exchanges during specified dinner hours. It accepts flex dollars, declining balance, credit cards, and cash.

Flex Dollars

All of the meal plan options offer Flex Dollars, which are accepted like cash at the various dining locations. Flex Dollars work on the same principle as a pre-paid debit card. Students can draw from their Flex Dollars for snack items or full meals. Unused Flex Dollars roll over from the fall to spring semester; however, they must be used by the end of each spring semester. Unused Flex Dollar balances are nonrefundable.

Important: Meal card balances carry over from the fall semester to the spring semester only, but **NOT** academic year to academic year. When a student leaves Bellarmine University, any unused balance is nonrefundable.

Residential Students

The meal plan options give students maximum flexibility, affording students the opportunity to select a plan that best meets their needs. These options allow a student to use his/her meals at any time during the week, up to the limited number allotted for the week or semester, depending on the specific plan chosen.

For example, if a student wanted to eat in the cafeteria four times in one day, he/she could do so. All students living on campus are required to purchase a board plan. Residential students may change their board plan selection during the first ten days of a semester by contacting Residence Life. Food service is not available for residential students during the Thanksgiving break, semester breaks, and spring break. Contact the Residence Life Office at 502.473.3000 to select a meal plan.

Option 1: Any 16 meals per week, \$270 Flex Dollars per semester \$1890*

Option 2: Any 12 meals per week, \$325 Flex Dollars per semester \$1890*

Option 3: Any 10 meals per week, \$375 Flex Dollars per semester \$1890*

Option 4: Any 7 meals per week, \$440 Flex Dollars per semester \$1890*

* Rates subject to change

Commuter Students, Faculty and Staff

Two food service options are available for commuters, faculty, and staff members. Contact the Bursar's Office to purchase a commuter plan or establish a declining balance account.

Option 1: Any 30 meals during the semester, \$50 Flex Dollars \$230.00*

* Rates subject to change

Option 2: Students may open a Declining Balance account with \$10 or more, and they will receive all meals without taxes. Students may add Declining Balance Dollars in increments of \$10 at the Bursar's Office at any time. Declining Balance Dollars work on the same principal as a pre-paid debit card. Unused Declining Balance Dollars roll over from fall to spring semester, and also roll over from academic year to academic year.

After graduation or withdrawal from Bellarmine, students may request a refund of any unused Declining Balance Dollars, provided he/she does not have an outstanding balance due to Bellarmine. A processing fee of \$20 will be deducted from any such refund check printed. For students with an outstanding balance, the unused Declining Balance Dollars may be applied to your Bellarmine account balance. Unused Declining Balance Dollars remaining on your account 12 months after your date of graduation or withdrawal will be forfeited to the University. To monitor your Declining Balance Dollars, you may log onto your my.bellarmino.edu account.

Any operational concerns regarding Bellarmine Food Services should be addressed to the Director of Food Services at 502.272.8305.

Catering Policy

Catering service is available for departments and student organizations, as well as for external clients. The on-campus catering service must be used for any on-campus food purchase for which Bellarmine University or student organization accounts will be used. Contact the Catering Office at 502.272.8349 for further information.

HEALTH SERVICES & MEDICAL EMERGENCIES

The Health Services Office is designed to offer health care and information to all students. A registered nurse is available to help with any illness, health-related concerns, and allergy shots, or to provide information and referral. The office hours are Monday - Friday, 8:00 a.m. - 5:00 p.m.

Use of the health service is completely voluntary. All health records are confidential and, except in cases specified by law, may not be disclosed except when authorized by the student.

Serious and Life-Threatening Illnesses or Injuries

1. Do not move a seriously injured person, unless he/she is in a life threatening situation.
2. If the Health Services Nurse is not available, or if an ambulance is needed, call 911 and then call the Office of Public Safety at ext. 7777.
3. The Health Services nurse and Security Officers are certified in CPR.
4. If an ambulance is summoned, the cost of the ambulance is paid by the person in need of medical attention, and is sometimes covered by insurance.

Other Medical Needs

1. Visit the Health Services Office, located in the Sport, Recreation, and Fitness Center or call the nurse at ext. 8493.
2. If the office is closed or the nurse is not available, the student should call their physician, or visit one of the local clinics listed on the next page.
3. If there is an emergency need for medical assistance, call 911 and then contact the Office of Public Safety at ext. 7777.

Norton Immediate Healthcare (Formerly: Patient First)

2450 Bardstown Road, 502.459.3991

Monday - Friday9:00 a.m. - 9:00 p.m.

Saturday and Sunday 12:00 p.m. - 6:00 p.m.

Directions: Turn left onto Newburg Road from Bellarmine. Turn left onto Trevillian Way. Turn right onto Bardstown Road. The center will be on your left after Kroger.

University of Louisville - Family Medicine Central Station

215 Central Ave. Suite 100, 502.852.2822

Monday - Friday8:30 a.m. - 12:00 p.m.

Saturday - Sunday1:00 p.m. - 5:00 p.m.

Directions: Turn right onto Newburg Road from Bellarmine. Turn left onto Eastern Parkway. Proceed for approximately 3 miles. Turn left onto South Third Street and proceed for .6 miles. Turn left onto Central Avenue. End at 215 Central Avenue.

Student Illness Documentation Policy

The Bellarmine University Health Services Office does not routinely provide excuses for students who miss class due to illness or injury. Students who need to miss class due to illness/injury are encouraged to notify their faculty that they are ill or injured and unable to attend (and follow the directions provided by the faculty member on the course syllabus). It is the purview of the faculty to determine when or if a student will be excused from class. Only when the student presents with a very clearly recognizable illness (such as a fever) will they be provided documentation.

Imminent Danger/Unreasonable Risk

The University recognizes the right of students and staff to protect themselves and others from unreasonable risk and/or imminent danger, (e.g., hostile and/or violent behavior; unwelcome sexual advances or sexual assaults; possession of weapon, abhorrent behavior, etc.). In the event that such behavior should occur, and university personnel are not able to control the situation, civil authority lies with the Office of Public Safety, officials of the university administration, and local authorities. In the event none of the above personnel are available, the student or staff member may call civil authorities to rectify the situation and/or to report the situation by dialing 911. The Office of Public Safety (502.272.7777) or the Dean of Students (502.272.8150) should be notified as soon as possible of the incident.

International Student Services

International Student Services are available in the Office of Multicultural Affairs. The Office of Multicultural Affairs staff assist international students with any U.S. Citizenship and Immigration Services(USCIS) or Department of State visa concerns. For more information about any of these services stop by the Office of Multicultural Affairs, Horrigan Hall 225J, or call 502.272.8302 or 502.272.8070.

INTRAMURAL SPORTS

The Intramural Program at Bellarmine University is designed for maximum student participation. The program provides for extensive student involvement in the actual administration and supervision of every activity.

The objective of the program is to offer a wide range of activities that can be enjoyed by the majority of students, faculty, and staff members. A concerted effort will be made to provide an organized and supervised program that is responsive to the needs of all Bellarmine University community members.

Though the program does provide a competitive environment, the goal of Intramurals is to enhance fitness, promote team play and sportsmanship, and to be a wholesome outlet for students, faculty and staff members.

Programs offered include: flag football, volleyball, softball, basketball, tennis, table tennis, dodgeball, corn-hole, soccer, and various special weekend events and single day tournaments. For more information, contact the Intramural Office at 502.272.8343. The Intramural Office is located in the Sport, Recreation and Fitness Center, office 107.

You can also find a list of Intramural activities, rules, forms, handbooks, and contact information at www.bellarmino.edu/studentaffairs/recreationcenter/intramurals.

LIBRARY

The W. L. Lyons Brown Library stands as a visible symbol of the centrality of teaching and learning at Bellarmine University. The services and collection resources of the library support the curriculum and general information needs of the university community. In addition to housing the library collections and services, it also contains the President's office, the Thomas Merton Center, the Academic Resource Center (the ARC) and the majority of all technology operations.

The W. L. Lyons Brown Library is a teaching library. Librarians work closely with faculty members to ensure that Bellarmine students learn to appreciate the value of informed participation in their communities. These collaborative efforts support the development of students into lifelong learners.

Reference Services

Professional librarians provide individualized research assistance to students, staff and faculty. This one-on-one assistance helps students learn to effectively use the academic resources available through the library. The library's resources include over 115,000 print volumes and more than 330 periodical subscriptions, as well as nearly 100 online databases, including ProQuest, EBSCOhost, JSTOR and the Kentucky Virtual Library. In addition, the library provides access to over 80,000 ebooks and over 45,000 online periodicals. Access to the library's online catalog and various resources available across the Internet is provided from twenty computer workstations in the Reference Area, as well as a number of other terminals throughout the building and remotely through the campus network. Interlibrary Loan services are provided so that students and faculty may access materials that are unavailable locally. In addition to the Bellarmine resources, all Bellarmine students have access to other academic and public libraries in the Louisville area

through the Kentuckiana Metroversity consortium. The library is a member of the Lyrasis regional library organization and uses the OCLC national database for cataloging and interlibrary loan purposes. The library is open over 100 hours per week during the regular semesters.

Classroom Instruction

Hands-on instruction and active project-based learning are important components in achieving the goal of information literacy for our students. The Online Classroom, located on Level 2 in the library, includes an instructor's workstation and 12 student workstations, enabling 24 students working in pairs to receive hands-on instruction from librarians and instructors. Equally important, this classroom permits students to work subsequently on research projects under the guidance of their instructors during scheduled class or lab periods. When not being used for classes, the classroom is open as a computer lab.

Information Literacy

Information literacy for all students is an important focus of the University. Through individual and collaborative efforts the librarians and staff actively promote information literacy, emphasizing the ability to locate, access, evaluate, and use information. This ability is essential for lifelong learning and is developed over time. Bellarmine students participate in a general education curriculum that is designed to be strongly developmental and help students cultivate and master abilities essential to a meaningful education. Many of these goals are achieved by connecting the student directly to the intellectual and technological resources available through the W.L. Lyons Brown Library.

Study Spaces

Students enjoy a variety of environments in which to study, including group study rooms, individual study carrels and lounge chairs, as well as tables, ledge desks and a spacious reading room. Level 2 of the library has been set aside as a "quiet floor". There is a study lounge with computer workstations that is open 24 hours per day. The library building also includes study locations offering networked desktop computers, and a wireless network which allows connection to the campus network and Internet for wireless device users. Additionally, members of the Bellarmine community may borrow laptops and iPads at the Circulation Desk for use in the library.

Foundation Center Cooperating Collection

The W. L. Lyons Brown Library has been designated a Foundation Center Cooperating Collection, one of less than 400 libraries in the United States to hold this designation. This allows the library to provide online access to the Foundation Center Online and house a print collection of resources for grants, as well.

Noise, Cell Phone and Service Animal Policy

It is very important that we maintain a quiet environment for those who will be using the library for studying and research purposes. Level 2 of the library has been set aside as a “quiet study” floor for individuals. Groups of students are given priority for the group study rooms, in order to facilitate collaborative learning in a more peaceful environment. These policies are intended to enhance an atmosphere that is conducive to study and research.

Patrons are asked to turn off or set on silent cell phones when entering the library. As a courtesy to all, cell phones should not be used in any study areas of the building. House phones are available on all levels of the building for your convenience. The library staff asks for cooperation in maintaining a noise-free library and adhering to the quiet floor, group study room, and cell phone policies. Also, keeping with campus policy, no animals except service animals are allowed in the building.

Regular Library Hours Fall & Spring Semesters*

Monday - Thursday 7:30 a.m. - 12:00 a.m.
Friday 7:30 a.m. - 10:00 p.m.
Saturday..... 7:45 a.m. - 5:00 p.m.
Sunday..... 12 p.m. - 12:00 a.m.

**The Library has extended hours during final exam weeks of the Fall and Spring Semesters.*

Lost and Found

Lost and Found is located in the Office of Public Safety, Room CC 055 on the ground floor of the Campus Center, 502.272.7777.

THE OFFICE OF MULTICULTURAL AFFAIRS

The mission of the Office of Multicultural Affairs is to create opportunities for members of the Bellarmine community to critically examine their beliefs, values, and assumptions as it relates to multiculturalism. To this end, the staff of the Office of Multicultural Affairs provides support services, programs, and activities for students, staff and faculty that promote intellectual, personal, social, moral and cultural growth; works collaboratively with academic departments and support units to promote the matriculation, retention, and graduation of underrepresented students. For additional information, contact the Assistant Vice-President for Student Affairs and Multicultural Affairs or the Director of Multicultural Affairs/ International Student Counseling at 502.272.8302, 502.272.8070, or room 225D and 225J, Horrigan Hall.

RESIDENCE LIFE

On-campus residence affords students added opportunity to become fully involved

in college life. All full-time first, second and third year students who are 21 years of age or younger must live in the residence halls or with a local parent/legal guardian (within a 50 mile radius of the university). Exceptions may be made in special cases, but must have prior approval from the Director of Housing and Residence Life. If a first, second, or third year student does not live either with a parent/legal guardian or in the halls and has not applied for an exception, the student may be subject to judicial sanctioning from the University and/or housing fines.

On-campus residence hall accommodations are available for students with disabilities. Adapted housing spaces are assigned on a first come, first-served basis when the completed application and deposits are received. It is the responsibility of the student to inform the Department of Housing and Residence Life if special accommodations are needed. If a student or the student's parents or advocate believe that the University's policy or the student's housing assignment does not reasonably accommodate the student's disability or endangers the student's safety or health, he/she may file an appeal. Residence Life and Office of Public Safety staff members will assist students with disabilities who may require assistance evacuating a building during an emergency. It is the responsibility of the student to inform the Department of Housing and Residence Life if evacuation assistance will be needed. Detailed information on these policies is available at the Department of Housing and Residence Life and on the website.

The daily visitation hours are 11:00 a.m. - 2:00 a.m. in all halls for non-residents. During these hours, visitors of the opposite sex may be in the residence halls. Visitors of the same sex are allowed anytime, provided they have been admitted to the hall by the resident host. All visitors are expected to abide by the Residence Life policies, and must be accompanied by their host while in the halls. Anniversary, Siena Terzo, Siena Quarto and Petrik Halls have 24-hour-in-hall visitation for building residents only. All overnight visitors must be registered with the Residence Life Office 24 hours before arrival and have a guest pass. More information about Residence Life can be obtained by calling the office at 502.272.7272.

PUBLIC SAFETY

Many students and their parents are concerned about safety on a college campus. Bellarmine understands and shares that concern and accepts its responsibility to provide a safe, pleasant and attractive place to live and study and employs security measures to ensure that our students enjoy their years at Bellarmine as free as possible from any serious threats to their safety or well-being.

Bellarmino University is a community of approximately 3200 students (2200 full-time undergraduates and approximately 1000 residents). It is located in a quiet, stable suburban area of the city of Louisville. As part of that larger community, the University shares many of the same interests and problems, including the concern about crime.

No campus is totally isolated from crime, but Bellarmine has been fortunate

in seldom experiencing felony crimes such as assaults, burglaries, rapes, or auto thefts in the past. To prevent such incidents, a competent Residence Life staff, a professionally-trained Security force, and the students themselves are responsible for a number of measures to ensure that the students and their possessions are protected as much as possible.

Finally, Bellarmine University takes student safety very seriously. To this end, we have developed policies and procedures to assist in locating Bellarmine students and collaborating with police authorities and the campus community. Individuals who believe a student to be missing should contact the Office of Public Safety at 502.272.7777.

OFFICE OF PUBLIC SAFETY

The Office of Public Safety is located on the ground floor of the Campus Center. To contact a Security Officer, call 502.272.7777 or dial ext. 7777 when on campus.

Public Safety is coordinated through the Director of Public Safety, with a security force of 12 officers. These men and women are graduates of the Safety and Security Officers Academy and undergo continuing training to upgrade their skills each year. All have been trained in emergency medical procedures and CPR. They conduct foot and vehicular patrols of the campus and residence hall areas 24 hours a day. On campus, the officers enforce university policies outlined in the *Student Handbook*. They also work very closely with the Louisville Metro Police Department, as well as with the state and federal agencies, to assist them with incidents that may occur on and off-campus. The Louisville Metro Police Department's 5th District Office is only three to five minutes from campus.

Bellarmino conducts background investigations on critical staff positions at Bellarmine. Students, faculty, and employees at Bellarmine have access to academic, recreational, and administrative facilities on campus. Access to the residence halls, however, is limited to residents and their guests, according to University policy. Access to the residence halls by University employees is on an as-needed basis and incorporates strict key control procedures. The general public may attend cultural and recreational events on campus, with their access limited only to the facilities in which these events are held.

The University's Office of Public Safety enforces University policies regarding alcohol, the use of controlled substances, and weapons. Illegal drugs are not permitted on campus. Firearms and dangerous weapons of any type are not permitted in the residence halls or on campus by students or employees other than as may be required by the Office of Safety and Security. Intentional use, possession, or sale of firearms or other dangerous weapons by students is strictly forbidden and is a violation of the student Code of Conduct.

Security officers are on duty 24 hours a day. They also utilize video monitors which are connected to cameras located throughout the campus in public access or circulation areas. The security office is staffed with a dispatch officer on all

three shifts. When there is an emergency that requires additional support such as the Louisville Metro Police Department and/or the Louisville Fire Department dispatch will make the call. Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty member, or employee to the Office of Public Safety by dialing campus extension 7777. Upon receipt of the call, a Security Officer immediately responds to the site. Security Officers prepare and submit Incident Reports to be filed in the Office of Public Safety as well as the office of the Vice President for Student Affairs and Dean of Students.

The Office of Public Safety holds sessions each year on topics including personal safety awareness and security, rape prevention, and the prevention of burglary and vandalism. Information on safety and security is provided to students and employees regularly through seminars, films, videos, bulletins, SAFETY ALERTS (see below), posters, brochures, the student newspaper, and email announcements.

The Facilities Management department maintains the University's buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows, locks and lighting.

The University campus is well lit, and further lighting improvements are being made, including placing high intensity sodium vapor lights on buildings, in parking lot areas, in areas with heavy landscaping and trees, and along pathways frequently traveled by students, and there are campus telephones in each building. The locations of Emergency Phones are listed in the Student Handbook on page 46.

The Office of Public Safety provides the availability of a dusk-to-dawn escort service around the campus. Anyone may request use of this service. Students are limited to time spent in academic buildings after hours. Students are not allowed in academic buildings after 10:00 p.m. or 12:00 a.m., depending on the facility, unless they have specific permission from the Office of Public Safety.

The Office of Public Safety provides assistance to any student who requires the use of handicap parking. If a student who requires handicap parking cannot locate appropriate parking, an officer from the Office of Public Safety will assist in finding suitable parking. An officer from the Department of Public Safety will assist any student who requires the use of handicap parking in reaching that student's destination on campus.

Bellarmino Emergency Response Team (BERT)

The Bellarmino Emergency Response Team (BERT) was founded in 2008 as a service organization that provides scheduled coverage for campus events and many community-wide activities. The team was founded on the principle that we should all be able to take care of ourselves and the people around us in the event of an emergency. BERT's mission is threefold: to increase emergency education on campus through CPR and first aid training, continue to respond in emergencies to provide the best possible care to anyone in need, and to create a workable model for other schools in Kentucky.

BERT is a Registered Student Organization under the Department of Public Safety. The faculty advisor is Dr. David Porta (dporta@bellarmine.edu).

BERT CPR and First Aid Education

CPR and First Aid education is available for anyone who would like to participate. There are both traditional classroom courses and online courses available in a wide range of topics and levels of training. To find a course that will fit your particular wants or needs, please contact BERT@bellarmine.edu or visit the SuRF center for more information. If you are interested in becoming an instructor of CPR courses, please contact BERT@bellarmine.edu.

BERT Emergency Services

The Bellarmine Emergency Response Team works directly with Louisville Metro EMS to provide the best emergency care to any student, faculty, staff, or guest on campus. BERT provides volunteer nationally-certified EMT-Bs under the medical direction of Dr. Richmond, LMEMS. Stand-by Emergency Medical care is free for any event, but must be scheduled at least 2 weeks in advance. To schedule an event, contact BERT@bellarmine.edu.

BERT is always accepting applications from current EMT-Bs to become a part of the team. If you are interested in becoming an EMT, contact Dr. David Porta, the faculty advisor at dporta@bellarmine.edu. LMEMS reserves ten spaces for Bellarmine students, faculty, and staff in their summer EMT course. Students from any major or course of study are welcome.

Security in the Residence Halls

The Director Housing and Residence Life, Assistant Director, Hall Directors and student Resident Assistants live in the residence halls or in close proximity to the halls and serve in a duty rotation. All Residence Life staff members undergo thorough training in enforcing residence hall safety and security policies. As part of their responsibility for residence hall security, the Residence Life staff participates in workshops associated with the safety and security of the campus conducted by University administrators and Security officers.

Bellarmino University has both single-gender and co-ed residence halls, each with outside visitation from 11:00 a.m. to 2:00 a.m. All residence hall entrance doors are self-closing and locked 24 hours a day. Overnight guests in the residence halls may only be students of the same gender. All windows have locking devices. Special security procedures are in effect for students during low occupancy periods.

The Student's Responsibility

The cooperation and involvement of students themselves in a campus safety program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well-lit, any

student (male or female) may feel more comfortable traveling in pairs or using the Office of Public Safety's Escort Service at night. Residence hall room doors should be kept locked when the room is unoccupied. Valuable items, such as stereos, cameras, and televisions should be marked with engraving instruments provided by the Office of Public Safety at no charge. Bicycles should be secured in the bicycle rack with a sturdy lock. Students with cars should keep their vehicles locked at all times. Valuables should be locked in the trunk. Students should report any suspicious-looking individuals and any unusual incidents to a Security Officer.

Timely Warning Policy - SAFETY ALERTS

The purpose of the Safety Alerts bulletins is to notify the University community of a potentially harmful situation and to inform members of possible precautionary measures. The University community will be warned about potentially unsafe, harmful, or threatening conditions in the University and/or surrounding community if/when they arise. Safety Alert text messages and email messages are sent to all students, faculty, and staff who register their cell phones and to those who have computer access.

The safety of members of the Bellarmine University community is very important. If the student is aware of behaviors/conditions that may be harmful to others, he/she should notify the Office of Public Safety (502.272.7777) and/or the Dean of Students (502.272.8150).

Missing Student Notification Procedures

Bellarmino University takes student safety very seriously. To this end, we have developed policies and procedures to assist in locating Bellarmine students who live in campus housing. Individuals who believe a residential student to be missing should contact the Office of Public Safety at 502.272.7777 to complete a missing person report.

Upon notification that a student is missing, security will conduct an investigation to confirm that the student is missing and determine when they were last seen. When a student has been determined to be missing for 24 hours or more the student's designated contact person will be notified by the Vice President for Student Affairs or a designee. The designated contact person is confidential. If the student does not have a designated contact person the local Police Department will be contacted by the Office of Public Safety no later than 24 hrs after the student has been determined missing. Students who are under 18 years of age will have their parents or guardians notified by the Vice President of Student Affairs or a designee that they are missing. Residence Life asks for the name of an emergency contact person for all residential students.

PARENT PROGRAMS

Parent Programs outreach at Bellarmine University is offered by way of a part-

nership between the Director of Student Engagement (Student Affairs) and the Director of Writing and Parent Communication (Academic Resource Center). Through this partnership, the university engages family members as partners in the educational journey of their students. Programs, events, and open communication exchange will assist parents and family members to be involved in the university community, navigate the institution, assist their students, and develop a long-lasting connection to the Bellarmine community.

The office of Parent Programs provides multiple resources for students' transitions, including communication tools, quality programming, and orientation to assure parents are involved in their students' success. For more information about Bellarmine University Parent Programs, visit, www.bellarmino.edu/parents

You may also contact parents@bellarmine.edu for questions, additional resources, or further information.

FIRST YEAR STUDENT ORIENTATION

Orientation at Bellarmine is a two-part program designed to assist students in making a smooth transition to the university. All first-time, fulltime first-year students are required to attend Orientation. The off-campus, student-led orientation program occurs after move-in day, prior to classes beginning. It is led by trained upperclassmen Orientation Crew members who lead small group discussions and large activities. At Orientation, students meet their fellow classmates and learn from experienced students, faculty, and administration what it takes to be successful at Bellarmine. Information about Crossroads is sent out during the summer. Student leadership is provided by the Orientation Crew, under the direction of the Director of Student Activities (502.272.8433). Contact the Office of Student Activities if you are interested in becoming an Orientation Crew member.

During on campus orientation, students will be introduced to Bellarmine through a four day orientation. During these four days, students will receive their student id, and become acquainted with faculty, academic programs, and campus resources. Students will also participate in the matriculation book signing, Opening Convocation, and several exciting social activities.

BELLARMINE AMBASSADORS

The Bellarmine Ambassador Staff positions are important student leadership opportunities. The function of this staff is to assist in the student recruitment process by assisting the Office of Admission with Knight U, Knight L.I.F.E., Discover Days, Sophomore & Junior Preview Days, Kaleidoscope, Super Saturdays and other recruitment events. Ambassadors serve as friends, mentors, and role models for entering students and welcome new students and parents by helping them feel a part of the Bellarmine community. This role is pivotal in the success of our programs, which assist in the smooth transition, satisfaction, and retention of new

students. Students interested in becoming an Ambassador should contact Jen Braye at 502.272.7100 or look for flyers advertising the position in the Fall semester.

STUDENT ACTIVITIES & ORGANIZATIONS

The Student Activities Center offers numerous opportunities for the Bellarmine community. Bellarmine has a wide variety of campus organizations, including academic, special interest, social, spirit, and honors societies. The Bellarmine Activities Council (BAC) is the student organization that plans programs for the entire campus utilizing student activities fees. Student Government Association (SGA) provides a voice for all students on campus issues. Some organizations may have academic requirements to hold office or to become a member. For a complete listing of campus organizations or to start a new organization, contact the Director of Student Activities, Campus Center, Room 023, or call 502.272.8477.

TECHNOLOGY SERVICES

Technology is an essential component of teaching and scholarship and is one of the most critical tools in higher education today. Through an integration of technology, research, and teaching, Bellarmine is able to provide a learning environment that encourages open communication, collaboration, ethical standards, community improvements, and life-long learning skills.

Technology at Bellarmine is used to augment the classroom experience, broaden the research environment, enhance communications and provide connectivity to needed systems. Our goal is to help students develop into practitioners of the subjects they study by making resources available which will enhance their abilities to think critically and make effective decisions.

Student Computing - The emphasis of technology at Bellarmine is to ensure that students have access to the most appropriate and reliable technology throughout campus. Public computers are available everywhere on campus, and each building has computer labs or computer equipment available for students to use. In addition, there is a wireless network in many areas of the campus, and the Library is equipped with laptops that students may check out for use in the Library. There are over 300 computers available for students.

Bellarmino also recognizes that many students will come to campus equipped with computers, and students who engage in learning from home or the workplace will increasingly have the capability to access university resources from off-campus. Therefore, Technology Services provides:

- An on-campus infrastructure for connecting student-owned computers to campus networks;
- Remote-access capability for connecting to campus resources from off-campus; and
- Support services needed by students using personally-owned computers.

Each student is given an email account and disk space on the network and receives instruction on how to use email and other software used in their curriculum. Students living in residence halls at Bellarmine University have access to the network through network outlets in their room, or through a wireless network. Each room is wired with a port for telephone and network access. Additionally, there are computer labs located in each residence hall for students to use.

COMPUTER LAB/PUBLIC COMPUTER LOCATIONS

Horrigan Hall - H013 and H017, bottom floor, open daily between classes through 12 midnight

Brown Activities Center - Student Lounge and Mac Lab BAC207, open daily between classes through 11:00 p.m.

Miles Hall - M312 and Miles Lounge, Nursing-oriented, top floor, open daily through 11:00 p.m.

Pasteur Hall - P106, Mathematics-oriented, first floor, open daily between classes through 6:00 p.m.

W.L. Lyons Brown Library*

- 24-Hour Study Room, Level 1, open 24 hours a day
- Reference Area computers, Level 1, open daily during regular Library hours
- Multimedia Development Lab, Level B, open daily during regular Library hours, ask at Help Desk
- Student PC and Mac Labs, Level B, open daily during regular Library hours, next to Help Desk
- Laptops available for use in the library are available for checkout at the Circulation Desk

** The W.L. Lyons Brown Library is equipped with over 400 Bellarmine network connections and a wireless network. This allows students to access the Bellarmine network through the use of a wireless network card or by simply plugging a laptop into any data outlet in the facility and logging on. Bring your laptop to the Help Desk for assistance.*

Residence Halls

A computer lab is located in each of the residence halls for use by residential students. Open 24 hours a day.

Campus Center

There are several computers located in the Campus Center for student use. Ad-

ditionally, the Campus Center is equipped with a wireless network, which allows access to the Bellarmine network through the use of a wireless network card. Students should bring their laptops to the Help Desk for assistance.

Computer Literacy - Bellarmine provides these resources as part of our effort to guarantee that all Bellarmine students are computer literate. Computer literacy is developed in a variety of ways. For instance, students will be required to submit papers using a word processing program, conduct searches for reference material, use databases to find information for papers, or use spreadsheet software for writing formal lab reports. The Help Desk is always available for students to discuss computer questions/problems with computer service staff members or knowledgeable students.

HELP DESK

The main customer service center for technology and your one-stop shop for all computer issues – including ID cards, e-mail accounts, and network information. Support is provided in-person, online, and over the telephone. The Help Desk is located on Level B of the W. L. Lyons Brown Library, and staff members are available to meet computing and technology needs, including user account information, email assistance, network storage space (W: drive), computing and Internet assistance, general troubleshooting, and computer lab availability.

The Help Desk may be reached by phone at 502.272.8301 and by email at helpdesk@bellarmine.edu; students should also feel free to stop by in person.

I.D. Cards

All Bellarmine University students are required to have a valid Bellarmine ID card. Student ID cards are issued at the Help Desk. The Bellarmine ID card is valid as long as the student is enrolled and must be updated annually. University policy requires students to carry their ID card with them at all times on campus and to submit their ID card to any University official upon request. The ID card allows you free admittance to any University sporting event. The ID card is also needed for certain meal plans, admittance to all student-sponsored events and activities, checking out books or laptops from the Library, and to utilize the Sport, Recreation & Fitness center.

Help Desk Hours- Fall and Spring Semesters

The Help Desk is closed when the Library is closed.

Monday - Friday	7:30 a.m. - 10:00 p.m.
Saturday.....	8:00 a.m. - 5:00 p.m.
Sunday.....	12:00 p.m. - 6:00 p.m.

Student Owned Computers

Students are encouraged to bring their personal computers to campus. In order

to connect them to the University provided network, the computer must meet the following requirements:

1. It must be configured to receive automatic updates, and it must have the University approved anti-virus software.
2. The student must promptly comply with any reasonable request to ensure the security and reliability of the campus network.
3. The Help Desk will assist students in configuration of their computers to comply with these requirements.

Other Network Devices

Students are not permitted to attach other devices to the network such as network switches, routers, firewalls, hubs, or access points. Wireless network connectivity is provided in all Residence Halls. Student computers must be equipped with Wireless Network cards in order to connect.

Media Services

The Help Desk provides multimedia equipment for individual checkout. Pocket Video Recorders, and Digital Camera's are available and Media Rooms have been set up for creating, viewing and editing.

VOTER REGISTRATION

In compliance with the 1998 Higher Education Act, Bellarmine University will make available voter registration forms to all degree- or certificate-seeking students who attend classes on campus. The forms, which are supplied by the state, will be available before the registration cut-off date for every federal and gubernatorial election, as well as special elections for federal office. Students will be able to pick up voter registration forms in the Student Activities Center in the lower level of Horrigan Hall.

The Kentucky State Office of Election's website answers many questions about voting, allows one to download the voter registration form, and provides a listing of all County Clerk's offices in the state where the forms can be sent. To register to vote or for more information go to <http://elect.ky.gov/default.htm>.

Students who are registered to vote in their home state may request an absentee ballot by going to www.usa.gov and clicking on Voting & Elections under the Explore Topics menu or by contacting the county clerk in their hometown. Students from out of state can find their local county clerk by visiting the members section of www.nased.org. For a listing of Kentucky's county clerks go to www.elect.ky.gov/countyclerks.htm. For additional information visit www.usa.gov/Citizen/Topics/Voting/Register.shtml

POLICIES

Introduction

The Bellarmine Community acknowledges the existence of both rights and responsibilities of each student. The administration, faculty, and student leadership are committed to personal and academic excellence. Student community members are individually and collectively responsible for their behavior and fully accountable for their actions both on and off campus.

Any student, faculty or professional staff member may submit charges against any person believed to be in violation of any University regulation or policy. All charges are to be filed with the Dean of Students 502.272.8150.

STUDENT NON-ACADEMIC GRIEVANCE POLICY

Introduction

Students of Bellarmine University who believe they have been treated unfairly by other students, University employees, or other 3rd parties with respect to non-academic matters or are convinced they have been discriminated against in any matter on the basis of race, color, disability, religion, age, national origin, gender, or sexual orientation, may initiate and pursue the grievance procedure in accordance with the provisions of this document. Please see the Sexual Misconduct Policy for grievance issues misconduct and harassment. Non-academic matters are those concerned with all campus life, athletics and intramural sports, access to facilities, services, and events. All grievances of a non-academic nature are handled through the Vice President for Student Affairs (VPSA) office, as outlined in the Student Non-Academic Grievance Policy.

If it is unclear whether a grievance is academic or non-academic, or if the grievance is determined to allege a violation of the Sexual Discrimination and Misconduct Policy, the Provost or his/her designee and the Vice President for Student Affairs or his/her designee will consult to determine the appropriate grievance venue and process.

1. Preliminary Steps

To initiate or pursue a non-academic grievance, the following steps must be observed within three (3) weeks of the time in which the alleged grievance occurred.

- a. The grievant should first discuss the matter with the person or persons directly involved, in an attempt to resolve the grievance through informal discussion.
- b. If there is no resolution, the grievant should discuss the matter with the department supervisor or director to whom those directly involved report (or if the department supervisor or director is directly involved, with their

- supervisor), who shall attempt to mediate an informal resolution.
- c. If there is no resolution through the department supervisor or director, the grievant should discuss the matter with the Dean of Students, who shall attempt to mediate an informal resolution.
 - d. If reconciliation has still not been achieved, the grievant shall submit to the Non-Academic Grievance Committee, through the VPSA, a written statement of the grievance. The statement shall contain:
 - i. a brief narrative of the condition giving rise to the grievance, including a summary of any attempts at reaching an informal resolution to the matter;
 - ii. a designation of the parties involved; and
 - iii. a concise statement of the remedy requested.

2. Formation of the Committee

- a. At the beginning of each academic year, the VPSA shall choose three members and two alternates from among the University's full-time faculty and staff to serve on the Non-Academic Grievance Committee pool for that year.
- b. At the beginning of each academic year, the Executive Committee of the Student Government Association (SGA) shall select two students and two alternates to serve in the Non-Academic Grievance Committee pool for that year.
- c. A chair and vice chair will be selected from the faculty and staff members to serve for one year.
- d. Upon receipt of a written statement of a non-academic grievance, the VPSA shall notify the Committee Chairperson (or Vice-Chairperson if the grievance involves the Chairperson's area). The Committee is composed of a Chairperson (or Vice-Chairperson, as appropriate), two faculty/staff members and two students.

3. Committee Action

Upon receipt of the written statement of a non-academic grievance and the accompanying statement of response from the individual member named in the grievance, the Non-Academic Grievance Committee shall:

- a. Determine prior to considering the grievance whether discussions between the student, persons directly involved, department supervisor/director, and the Dean of Students have been exhausted in attempting to resolve the grievance informally. Such discussions must have been completed within three (3) weeks of the time in which the alleged grievance occurred, as outlined in section 1 above.
- b. Notify the parties named in the statement of the receipt of a grievance naming them; send a copy of the statement to the named parties and to all committee members; and request a written statement of response from the faculty/staff member (respondent) named in the student's grievance. The

faculty/staff member's statement of response shall be received within five (5) working days of its request and shall contain the following:

- i. a brief narrative of any attempts made between the grievant and respondent to resolve the matter informally, including the names of any mediators (department supervisor, director, and/or Dean of Students) involved; and
 - ii. a response to the allegations made in the student's statement of grievance.
- c. Notify the grievant and respondent of their rights to challenge Committee members for cause and request early notification of challenge(s) to expedite the grievance procedures. Included in this notification will be a list of the names of Committee members. Any Committee members removed for cause shall be replaced by alternate members selected as in section 2, and the newly formed committee shall meet again to render a decision as to whether sufficient grounds are present to warrant a hearing.
 - d. Determine whether grounds are present to warrant a hearing within five (5) working days after receiving the written statements of grievance. This decision cannot be appealed.
 - e. Notify the grievant and the named parties of the committee's decision to hear the grievance in writing.
 - f. If a hearing will be held, notify in writing all parties involved, including any witnesses, of the date, time and place of the hearing at least ten (10) days prior to the hearing date set.
 - g. Inform the parties that the standard of proof rests with the grievant, and that each party may be accompanied to the hearing by a supporter. A supporter is a Bellarmine University faculty, staff or student who may not participate in the hearing unless specifically addressed by the Committee. The supporter cannot be one who is involved in the case or is related to any person involved in the case. The supporter may not address the panel. The standard of proof will be the preponderance of the evidence, which means that the information presented as a whole demonstrates that the occurrence of the alleged behavior was more probable than not.
 - h. Request in writing from all parties involved any pertinent material deemed necessary for review by the Committee prior to the hearing, as well as the names of witnesses who will appear at the hearing or will submit a written statement on behalf of the parties involved. A written statement may be provided by a witness on behalf of any party involved in lieu of an appearance at the hearing, unless the Committee, after review of any such statement, deems an appearance at the hearing is necessary. Witnesses will not be allowed both to submit a statement and appear at the hearing unless the committee so requests. These materials, plus any additional materials either party chooses to submit, must be submitted to the Committee no later than two (2) working days prior to the hearing.

- i. All communications among the Committee, the grievant(s) and person(s) named in the statement of grievance will be confidential. Every effort will be made by Committee members to maintain confidentiality throughout the entire grievance process.
- j. The student has the right to review official documents in his/her grievance file. Official documents consist of materials that would be considered “educational records” under the Family Educational Rights and Privacy Act of 1974.

4. Hearing Process

All hearings conducted by the Non-Academic Grievance Committee shall be conducted confidentially in the following manner:

- a. The hearing shall be closed to everyone except the hearing officials (Committee members, recorder, and chief hearing officer), the grievant(s), respondent(s), supporter(s) and witnesses during the actual time of their testimony. Private attorneys and parents may not be present at the hearing.
- b. The hearing shall be a private, internal review process that is informal but thorough.
- c. The grievant(s) and respondent(s) must be present during the information gathering portion of the hearing. If the respondent chooses to not attend, the committee will meet in his/her absence. Witnesses will be available and called when needed. The Committee reserves the right to allow the presence of a secretary or technical assistant, if needed.
- d. Any Committee member may question any of the participants at the hearing at any time during the proceedings.
- e. The grievant will present his/her statement and/or witnesses to the Committee.
- f. The respondent will present his/her statement and/or witnesses to the Committee.
- g. The grievant and respondent will have the opportunity to question the grievant and respondent(s) and witnesses about their statements.
- h. After all information is exchanged, all persons, other than the Committee members and the recording secretary, will leave the room. The grievant(s), respondent(s) and witnesses will continue to be available to the Committee should further information be requested.
- i. The Committee will meet in closed session to decide upon its recommendation(s) to the VPSA.
- j. The Committee shall submit its report with recommendation(s) to the VPSA. If the grievance directly involves the VPSA the report and recommendation(s) of the Non-Academic Grievance Committee shall be referred to the Provost. If the grievance directly involves the Provost, the report and recommendation of the Non-Academic Grievance Committee shall be referred to the President.

- k. The student's grievance will not be included as part of the student's record, unless it results in a change in student status or the student voluntarily inserts the information.

5. Decision

In the event a hearing is held and an appeal taken, the VPSA shall approve or reject the Committee's recommendation(s) within ten (10) working days after it is received, unless the VPSA feels that more information is necessary, in which case the VPSA may resubmit the case to the Committee for further findings prior to the decision. If the decision of the VPSA is not in accord with the Committee's recommendation(s), he/she shall state the reasons for that decision, in writing, to all persons directly involved in the grievance and to the Committee Chairperson (or Vice-Chairperson, as appropriate). The VPSA shall then take appropriate action to implement his/her decision.

6. Appeal

The Provost, within twenty-one (21) days after the VPSA's decision, may be petitioned by the grievant(s) or respondent(s) to reconsider the decision based only upon information clearly not available at the original hearing. Such an appeal is discretionary.

COMMUNITY STANDARDS & OBLIGATIONS

As members of the Bellarmine community, students, faculty and staff work cooperatively to achieve a common standard of academic excellence. A caring and disciplined atmosphere is central to providing an open environment for learning.

The rules and regulations of the institution are stated to assist each person in the development of a responsible lifestyle, in being respectful of the rights of others, and compatible with the norms of society and the mission of the University. All proceedings of the Bellarmine University community are intended to be educational and are non-adversarial as well as confidential. Provisions made for these proceedings are intended to be fair and thorough but informal at the same time and do not reflect the formalities of either civil or criminal judicial procedures.

The community discipline process is based on the concepts of fundamental fairness and reasonableness. This community is composed of all students, faculty, and staff members. When a member of the Bellarmine University community believes that the Community Standards and Obligations have been violated, the member may file charges through the proper channels. Incidents involving faculty will be referred to the Provost. Incidents involving staff will be referred to the Director of Human Resources. All incidents involving students will be referred to the Vice President for Student Affairs or a designee who has the responsibility for administering the Code of Conduct and all proceedings related to inappropriate student behavior, both on and off the University property. Non-students may be

charged for violations of University policies. Recognized Student Organizations (RSOs) may be held responsible for the actions of individual members according to the standards set forth in the RSO Handbook

Students are responsible for the behavior of their guests and are responsible for informing the guest of University policies. If a guest violates the University policy, the guest and host student are held responsible. Non-students having no affiliation with the University and who have violated University regulations shall be referred to the Dean of Students and may be referred to the relevant civil and/or criminal authorities for appropriate action. The University may, at any time, ban individuals from the Bellarmine campus. Records concerning student conduct are maintained in the office of the Dean of Students and in the Residence Life Office.

In establishing a responsible community, it is imperative that students, faculty, and staff assist in the enforcement of University regulations. Bellarmine University community members are accountable to both civil authorities and to the University for acts that constitute violations of law and of the community. The University will refer matters to federal and/or state authorities for prosecution when appropriate. At any point, students have the right to contact law enforcement.

CODE OF CONDUCT

Bellarmino students are expected to conduct themselves in a mature and responsible manner, showing respect for persons and property. The following is an illustrative list of inappropriate behavior that could occur both on and off campus, including all university-related travel and study abroad experiences, which will be considered cause for disciplinary action. This list is illustrative only and intended to give a guide to expected behavior. It cannot and does not include all behavior that may lead to disciplinary action.

1. Any form of academic dishonesty, which includes, but is not limited to, plagiarism, cheating, and misrepresentation of one's work.
2. Intentionally or recklessly harassing or causing physical harm to others or causing apprehension of harm. Harassment includes, but is not limited to, stalking, verbal harassment, hate speech, bullying, cyber-bullying, and verbal threats.
3. Intentionally or recklessly interfering with University functions, University sponsored activities, or any activity on University premises.
4. Violation of federal, state, or local laws and ordinances, or University policies including the residence hall contract. A student has 48 hours to notify the Dean of Students after being charged with violating a federal, state, or local law/ordinance whether it occurred on or off campus.
5. Theft, unlawful use or possession of property of the University or others.
6. Forgery, falsifying identification, and providing false information to University officials.
7. Intentionally or recklessly destroying, altering, or damaging University

property or the property of others.

8. Unauthorized use of University property or facilities.
9. Unauthorized use or possession of fireworks, or incendiary, dangerous or noxious devices or materials or setting an unauthorized fire.
10. Unauthorized use or possession of firearms or dangerous weapons. On the Bellarmine campus, only authorized federal, state and local law enforcement officers are permitted to possess firearms or dangerous weapons.
11. Intentionally initiating or causing any false report, warning or threat of fire, explosion or other emergency; misusing or damaging fire or other safety equipment.
12. Hazing or behavior which creates a situation that may endanger mental or physical health, or involves forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any campus organization or group.
13. Conduct which is disorderly, obscene, lewd, indecent, or a breach of peace. This includes, but is not limited to physical, electronic or verbal misconduct.
14. Failure to comply with the directions of University officials, which include student/staff personnel acting in the performance of their duties.
15. Abuse of the student conduct system including, but not limited to, filing a false complaint, abuse of student conduct proceedings, and/or violating the terms of a student conduct sanction.
16. Any demonstration of gang-related activity or affiliation.
17. Gambling (e.g., lotteries, betting on athletic events, numbers games, cards and dice).
18. Any form of sexual misconduct, which includes, but is not limited to: sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, or retaliation. Violations involving sexual discrimination and /or sexual misconduct may be heard separately from other code violations occurred at the same time. See the Sexual Discrimination and Misconduct Policy immediately following the section on Disciplinary Sanctions

STUDENT CONDUCT PROCEDURES (NON-ACADEMIC)

All student conduct regulations, procedures, and sanctions established by the University shall be administered by the Dean of Students, a designee, or a panel. Any member of the University community may file charges under the Code of Conduct. Charges should be submitted in writing to the Dean of Students, Office of Public Safety, or Residence Life Office as soon as possible, but within two (2) weeks of the alleged misconduct. The Dean of Students has latitude to extend this deadline if deemed necessary.

The Student Conduct Procedures will be used to adjudicate student conduct cases involving alleged violations of the Code of Conduct. Minor deviations in these procedures, including failure to meet stated deadlines which do not signifi-

cantly prejudice any party, shall not invalidate the procedure. A student who has been charged with a Code of Conduct violation, and thus alleged to be involved in an inappropriate behavior, will be afforded the following to assure fundamental fairness in the student conduct process:

1. **Notice** - to be informed in writing of the specific violation in which the student was allegedly involved. Such notice will be given at least three (3) days prior to the hearing, when appropriate and possible, and will include the time and place of the hearing. The notice will also include information regarding the student conduct process.

The hearing officer may extend the scheduling of hearings based on good cause (i.e., illness or reasonable delays). The hearing officer may consult with the complainant or the respondent prior to the hearing to review the charges and the student conduct procedures. The Dean of Students, Vice President for Student Affairs, or a designee has the authority to immediately suspend, pending the hearing, any student from the residence halls and/or the University.

Students with disabilities who require accommodations for classroom activities may also qualify for accommodations during student conduct hearings. The student must notify the Dean of Students' Office two (2) business days in advance of the hearing if he/she qualifies for accommodations so that information can be confirmed and arrangements can be made through the Disability Services Coordinator in the Counseling Center.

2. **File Access/Review** - the student has the right to review official documents in his/her student conduct file, whether they be the complainant or the respondent. Official documents consist of materials that would be considered "educational records" under the Family Educational Rights and Privacy Act of 1974. Personal notes of University staff members are not included. The student must make an appointment with the Dean of Students and/or his/her designee and documents may be reviewed up to 24 hours before the hearing. No copies may be made from the file, the hearing officer or designee must be present, and the file may not be removed from the office.
3. **Investigation** - Once a charge has been filed and investigated, the student will receive notice of the hearing to be conducted by the Dean of Students or designee(s), including, but not limited to, Residence Life staff, Student Affairs staff, and conduct panels composed of faculty and staff members. In cases of sexual misconduct, the school will conduct a full and timely investigation of the complaint. Typical investigations should normally take 60 calendar days following receipt of the complaint and will include investigation as to whether any other students also may have been subjected to sexual harassment or sexual misconduct. Participants will be updated throughout this process and other policy violations may, at the option of the Dean of Students, be handled separately.

4. **Hearing** - to have an opportunity to respond to the information, to present information, and to include relevant witnesses, during a fair and impartial hearing. The hearing shall be a private, internal review process that is informal, but thorough. Criminal law concepts do not apply to the student conduct process. Neither federal nor any state's rules of evidence apply in student conduct proceedings. The standard of proof will be the preponderance of the evidence; which means that the information presented, as a whole, shows that the occurrence of the alleged behavior was more probable than not. Conduct Panels are composed of one chief hearing officer, one faculty member and one staff member. Any real or perceived conflicts of interest between the parties will be disclosed prior to proceedings. In cases of sexual misconduct, a pre-hearing meeting is held for the complainant and the alleged respondent. The hearing shall be closed to everyone except the hearing officials (panel members, recorder, and chief student conduct officer), the accused student, the accuser, supporters, and witnesses during the actual time of their testimony. Private attorneys and parents may not be present at the hearing. If the accused student fails either to appear or to provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the accused student. The information in support of the charges will be presented and considered, and the case will be heard in a fair manner. Both the complainant and the respondent will be given the opportunity to indirectly question each other and all witnesses through the hearing officer(s) during the proceedings. Parents may be informed of charges if deemed necessary by the Dean of Students or a designee.
5. **Witnesses** - to be able to have witnesses speak or present material relevant to the case. It is the responsibility of the student charged and/or the student bringing charges to notify the witnesses of the hearing and to provide a list of the witnesses to the hearing officer at least two (2) business days prior to the hearing. Exceptions to the deadline may be determined by the hearing officers/panel. The University may also call witnesses. The student may review possible witness names 24 hours prior to the hearing. Witnesses are to be on site for the duration of the hearing, and will be called to provide his/her information as needed throughout the hearing.
6. **Supporter** - to have a Bellarmine University faculty, staff or student attend the hearing in the role of a supporter, but who is not permitted to speak in the hearing. The supporter cannot be one who is involved in the case or is related to any person charged. The person charged and the person making the charges may have a supporter present. The role of the supporter is simply to lend emotional and personal support to the student involved in the student conduct process.
7. **Written Decision** - to have written notification of the findings of the

hearing and the sanction(s), if applicable, within three business days of the hearing. In instances of sexual misconduct, the University will disclose the results of any student conduct proceeding concurrently to the complainant and respondent. In instances of crimes of violence, the University will disclose the results of student conduct proceedings upon receiving written request from the complainant in the Dean of Students' Office.

8. **Appeal** - the student may make a written appeal within three (3) days of being informed of a disciplinary sanction, when the result of the hearing is suspension or dismissal from the University or residence halls. In cases involving sexual misconduct, regardless of the result of the hearing, either the complainant or the respondent may make a written appeal within three (3) days of being informed of a disciplinary sanction. Appeals must be based on one or more of the following reasons:
- a. Sanction proportionality - to determine whether the sanction was disproportionate to the offense committed, for which the student was found to be responsible.
 - b. New information - to consider new information that was not known at the time of the original hearing that, if introduced, would substantially impact the finding or sanction.
 - c. Procedural conformity - a claim that the hearing did not conform to the procedures outlined, and that substantially affected the outcome of the original hearing.

The written appeal must include the specific grounds for the appeal, supporting arguments and documentation, and any other relevant information the respondent wishes to include. Upon receipt of the written appeal, the other principal parties involved in the original hearing are notified and provided reasonable opportunity to respond in writing to the appeal. The principal parties include, but are not limited to, the Dean of Students, the chief student conduct officer, and any person(s) bringing charges against the student.

Validity of appeals for residence hall suspension or dismissal will be heard by the Dean of Students or a designee. Validity of appeals for University suspension or dismissal will be heard by the Committee on Student Appeals.

Appeals of residence hall suspension or dismissal will be heard by the VPSA or a designee. Appeals of University suspension or dismissal will be heard by the Committee on Student Appeals. This committee is composed of two students appointed by the Student Government Association, one faculty and two administrators appointed by the VPSA. The Appeals Committee will examine witnesses not previously heard, new information, pertinent materials or information related to the original hearing, including, but not limited to previous hearing summary/minutes, sanction notification letter, incident report, letter of appeal, and appeal responses. The committee will render a recommendation to the VPSA or a designee, who will review the

recommendation and issue a written decision in the matter. The VPSA will notify the accused student of the decision within three working days of receipt of the recommendation from the Appeals Committee. In case of any crime of violence or sexual misconduct, both the complainant and the respondent will receive written notification of the outcome of the appeal. Students involved in an appeals process may be allowed to attend classes; participate in University activities, and use University facilities, unless their presence constitutes a clear and present danger to the University community or until the verdict is determined.

9. **Maintenance of Records** - Documentation of all proceedings, which may include written findings of facts, transcripts or audio recordings will be kept in a secured location. In cases which do not involve suspension or expulsion, the records will be destroyed after seven years. Cases involving suspension or expulsion will be stored indefinitely. Conduct records are kept separate from other academic records and are protected under the Family Education Records Protection Act (FERPA).

DISCIPLINARY SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Code of Conduct.

1. **Warning** - a notice that the student has violated University policy and is warned that further misconduct may result in more severe disciplinary action.
2. **On Notice** - if a student has violated a policy that warrants a more serious sanction than a Warning, but does not justify being placed on Probation, or if a student has already received two or more Warnings, the student may be placed "On Notice." Any further infractions would result in being placed on Probation or could justify suspension or dismissal from the University or residence hall without first being placed on Probation, depending on the incident.
3. **Probation** - a student may be issued a sanction of Probation for a relatively serious first offense or as the result of an accumulation of previous violations and sanctions. Probation may be either University Probation or Residence Hall Probation. Probation is for a designated period of time and includes the probability of more severe student conduct sanctions if the student is found to be in violation of any University policies during the probationary period. Residence Hall Probation means that further violation of residence hall policy will result in suspension or dismissal from the residence halls. University Probation means that further violations of University policy will result in suspension or dismissal from the University.

4. **Parent/Legal Guardian Notification** - in accordance with the Family Educational Rights and Privacy Act, which is part of the Higher Education Act, amended in 1998, the University has a right to notify parents/legal guardians if a student under the age of 21 has violated an alcohol or drug policy or is accused of a violent crime. Bellarmine University may inform parents/legal guardians of students who have received the sanction of University or Residence Hall Probation.
5. **Campus Involvement Restrictions/Good Standing Status** - a student found in violation of University or Residence Hall policy with a sanction of probation or suspension may no longer be considered in “good standing” with the University and may have her/his campus involvement restricted, suspended or eliminated (e.g., athletic competition, honors program involvement, scholarships, student organization leader/officer, or other privileges deemed appropriate). The Dean of Students, in consultation with other appropriate University personnel, will determine this on a case-by-case basis, depending on the severity of the violation and the student’s conduct record.
6. **Loss of Privileges** - denial of specified privileges for a designated period of time.
7. **Educational/Developmental** - the student may be required to present a program, attend counseling sessions, write a paper, or engage in other related activities. For alcohol-related offenses, the student may be required to participate in an alcohol education program.
8. **Fines** - fines may be assessed, depending on the incident.
9. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service, monetary, or material replacement.
10. **Discretionary Sanctions** - work assignments or service to the University or community.
11. **Residence Hall Relocation** - the student may be required to move to another room, floor, or residence hall. The student may also be limited in his/her selection of a room, suite, or building during the room selection process for the following year.
12. **Residence Hall Suspension** - separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

13. **Residence Hall Dismissal** - permanent separation of the student from the residence halls.
14. **Held in Abeyance** - the student is already on University or Residence Hall Probation and is informed that the decision to suspend or dismiss him/her is being suspended. This is rarely used and is a very serious sanction, as any further violation would result in suspension or dismissal.
15. **University Suspension** - separation of the student from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. A fourth alcohol-related offense may result in University Suspension.
16. **University Expulsion/Dismissal** - permanent separation of the student from the University.

SEXUAL DISCRIMINATION & MISCONDUCT POLICY

Philosophy

Sexual assault is a serious violent crime. It is a crime of hostility and aggression, as well as a violation of human dignity. Sexual assault is also a very sensitive crime which is unique in its physical and mental impact upon the alleged victim. When it occurs at Bellarmine University, it is also a flagrant violation of University standards and will not be tolerated.

The Bellarmine University community expects its members to treat other persons with respect and dignity and will not tolerate any form of sexual assault or sexual misconduct. Sexual activity should be explicitly agreed upon by both parties. The same holds whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged with the violation of this policy. In addition, the use of alcohol or other mind-altering substances by either party does not have to be known by both parties for the offense to be considered sexual assault or sexual misconduct. Wanton, unacceptable conduct will be addressed severely for the good of the students and the academic community.

Students who violate this policy will be disciplined under the University's Code of Conduct and may be prosecuted under Kentucky's criminal statutes. Whether or not a criminal prosecution occurs, Bellarmine retains the right to proceed with disciplinary action at any time, and the University need not await the dispensation of any such criminal prosecution. Appropriate disciplinary action may include counseling, educational sanctions, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution.

This policy applies to student on student allegations only.

Definitions

The following definitions are offered to inform the Bellarmine University community of the various types of sex offenses that occur most frequently on college campuses. If the institution reasonably should know about student-on-student harassment that creates a hostile environment, immediate action will be taken to eliminate the harassment, prevent recurrence, and address effects, even if the harassment occurred off campus or is reported by a third party.

Sexual misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation
5. Retaliation in connection with any of these offenses

1. Sexual Harassment is:

- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, persistent or pervasive that it,
- Has the effect of unreasonable interference with, denying or limiting someone's ability to participate in or benefit from the University's educational program and/or activities and is
- Based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexually based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; gender-based bullying.

2. Non-Consensual Sexual Contact is

- Any intentional sexual touching,
- However slight,
- With any object,
- By a man or a woman upon a man or a woman,
- That is without consent and /or by force.

Sexual Contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, groin, genitals, mouth or other orifice.

3. **Non-Consensual Sexual Intercourse is**

- Any sexual intercourse
- However slight,
- With any object,
- By a man or woman upon a man or a woman,
- That is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. **Sexual Exploitation:** Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

5. **Retaliation:** Retaliation is any adverse action against a student who reports discrimination or sexual misconduct, files a complaint, assists someone in reporting or filing a complaint, participates in an investigation or hearing of a complaint, or protests what he or she considers to be discrimination or sexual misconduct under this Policy, where the intent of the action is to intimidate, coerce or otherwise deter the student from exercising his or her rights under this Policy. Retaliation includes, but is not limited to, verbal threats, physical abuse or different treatment because of the student's exercise of his or her rights.

6. **Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. The responsibility to obtain consent rests with the initiator of the activity. Consent is defined as informed, freely and actively given, mutually understandable words or actions. A person has the right AT ANY TIME to say "no" to sexual activity and that "no" means "no." Verbal communications of nonconsent, nonverbal acts of resistance or rejection, or mental incapacita-

tion of the alleged victim due to any cause including the alleged victim's use of alcohol or drugs constitute a lack of consent. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity
- Previous relationships or prior consent cannot imply consent to future sexual acts.

7. Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone whom one should know to be or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction.).
 - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of drugs of any kind. Possession, use and/or distribution of any of any of these substances, including, but not limited to, Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.

- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Reporting Procedure for Sexual Discrimination and Misconduct Cases

If a student assault occurs, it should be reported to the Office of Public Safety, the Dean of Students, Residence Life, Health Services, or the Counseling Center. If a faculty or staff assault occurs, it should be reported to the Office of Public Safety or Human Resources. Privacy will be maintained unless another student is involved or a potential risk of harm to self or others exists; reports to Health Services or the Counseling Center will be kept confidential, to the extent possible. Information will be shared only with relevant medical and/or therapeutic personnel until such time that a decision is made or temporary, indirect, or direct action taken. Assaults that occur by an assailant not affiliated with the University and/or off-campus should be reported to local police (911). If law enforcement officials are notified first, it is still recommended to contact a campus resource person so that appropriate measures can be taken and support provided.

When an alleged sexual assault is reported, campus resource persons will notify the complainant of the range of resources and alternatives available to him/her both on campus and in the Louisville community. The discussion should include encouraging the complainant to report the incident to law enforcement authorities. The University can help arrange a meeting with law enforcement authorities and will accompany and support the alleged victim during the meetings.

In instances where reports of sexual discrimination or misconduct are found to be falsely made, the complainant may be charged with a violation of the Student Code of Conduct, specifically, providing false information to University Officials.

Informal Action

1. Immediate medical attention (U of L Hospital has the most comprehensive rape response unit). Refer to subsection on Medical Attention.
2. Referral to free, trained therapists.
3. Access to legal advocacy.
4. Access to printed information to enable informed decisions regarding crime and assistance, and criminal and disciplinary proceedings.
5. No mediation will be used to resolve sexual assault complaints.

Formal Procedures

The complainant is encouraged to file a formal report, not only in order to deter such assaults from happening to others, but also to receive services that enhance recovery. Once an informal or formal report has been made, a prompt, thorough, and impartial investigation by the University will occur. Law enforcement investigations do not relieve the school from the need to conduct an investigation. The University will inform and obtain consent from the complainant before beginning an investigation. If the complainant requests confidentiality or asks that the com-

plaint not be pursued, 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 or other identifiable information not be disclosed to the respondent, the University will have limited ability to respond to the complaint, but will pursue other steps to limit the effects of the alleged offense and prevent its recurrence. If the complainant continues to ask that identifiable information not be revealed, the University will evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Bellarmine will inform the complainant if it cannot ensure confidentiality. The complainant has the option to participate in conduct procedures without being physically present through written statement, phone conference, or other means.

A student who has been sexually assaulted may pursue a complete professional investigation before making a decision about how to proceed with the case. The pendency of criminal proceedings shall not be ground for appeal of any findings or sanctions based on the respondent's failure to attend or speak at the hearing. The complainant always has the right to contact LMPD at any point. Not all incidents of sexual assault result in criminal proceedings. In some cases, the complainant chooses not to press criminal charges. In other cases the prosecutor may decide that there is insufficient evidence to meet the burden of proof "beyond a reasonable doubt."

Whether or not criminal proceedings are initiated, campus conduct proceedings will be started when the information warrants. The pendency of criminal proceedings shall not be grounds for appeal of any findings or sanctions based on the respondent's failure to attend or speak at the hearing. The University will request the presence of any witnesses identified by the complainant or respondent. Please see the Student Conduct Procedures section of this handbook for additional information. This will be discussed with the student. The University will request the presence of any witnesses identified by the complainant or respondent to provide statements during conduct procedures. A complainant's identity will be kept confidential as much as possible and only released on a need to know basis.

RIGHTS OF COMPLAINANT AND RESPONDENT

Rights of Complainant

The complainant's rights include, but are not necessarily limited to, the following:

1. The right to end the informal process at any time and begin the formal stage of the complaint process.
2. The right to confer with an advocate of not more than one person to be chosen by the complainant from the Bellarmine University campus community (student, faculty, or staff member) to help prepare information to present at the hearing. This advocate may be present at the hearing, but only to answer questions that the complainant may have during the course of the proceed-

ings. The advocate may not speak at the hearing unless specifically requested to do so by the chairperson of the hearing panel.

3. The right to make his or her statement without being in the presence of the respondent in the hearing.
4. The right to make an “Impact Statement,” which is an oral statement that describes the effect that the incident has had on the complainant emotionally or physically.
5. The right to call witnesses (other than character witnesses) to testify at the hearing. However, the hearing panel may establish a reasonable limit to the number of witnesses.
6. The right to have witnesses (other than character witnesses) submit written statements.
7. The right to withdraw a complaint at any time prior to the imposition of sanctions.
8. The right to appeal the decision to the Vice President for Student Affairs, as set forth in this policy.
9. The right to file a complaint with law enforcement at any point.

Rights of Respondent

The rights of the respondent include, but are not necessarily limited to, the following:

1. The right to confer with an advocate of not more than one person to be chosen by the respondent from the Bellarmine University campus community (student, faculty, or staff member) to help prepare information to present at the hearing. This advocate may be present at the hearing, but only to answer questions that the respondent might have during the course of the proceedings. The advocate may not speak at the hearing unless specifically requested to do so by the chairperson to the Hearing Panel.
2. The right to make his or her statement without being in the presence of the complainant in the hearing.
3. The right to be informed of the charges in writing, the time and place of the offense, and his or her complainant.
4. The right to call witnesses (other than character witnesses) to testify at the hearing. However, the hearing panel may establish a reasonable limit to the number of witnesses.
5. The right to have witnesses (other than character witnesses) submit written statements.
6. The right to appeal the decision to the Vice President for Student Affairs, as set forth in this policy.

Student Conduct Procedures

Refer to the Community Standards and Obligations section of the *Student Handbook* for a complete outline of the student conduct procedures. Both the complainant and the respondent shall be informed of the outcome of any campus student conduct

proceeding alleging a sex offense. However, in accordance with the provisions of the Family Educational Rights and Privacy Act, the alleged complainant must be informed that the information provided may not be shared with any other person without the assailant's signed written consent.

Prevention of Recurrence & Retaliation

The University owes a duty to care for the students within its charge and, for this reason, must make every effort to ensure the safety and well-being of all students. The University prohibits retaliation of any sort. Any act of retaliation including, but not limited to, harassment, abuse, threat, or intimidation toward the complainant, the respondent, or any witness who makes a report is forbidden. Such behavior should be reported to the Office of Public Safety, the Dean of Students, or local law enforcement. The Dean of Students' Office or a designee shall be responsible for contacting complainants to determine if retaliation has occurred.

Interim Protective Orders - When a report has been filed and both parties have been informed of the charges, the University may remove the alleged respondent from his or her living arrangement, pending the hearing. Alleged complainants may also request a campus escort.

In addition, the Dean of Students or his/her designee may issue an interim "no contact" order to help ensure that the alleged complainant is not harassed by the alleged respondent. All forms of contact between the alleged victim and respondent will be prohibited. Harassment by either party or their acquaintances will also be prohibited. Such interim measures will be in effect through the end of the student conduct hearing process, and may be extended after the hearing.

Living Arrangements - When the alleged complainant and the alleged respondent in a sexual assault case live in campus housing, alternative living arrangements for the respondent and/or the alleged complainant may be made when reasonably available and if so requested by the alleged complainant. Unless otherwise requested by the complainant, the alleged respondent will, most likely, be the one to move as the alleged complainant can be further victimized by having to move.

Academic Considerations - Should the alleged complainant and alleged respondent be enrolled in the same class, alternative class assignments may be made when reasonably available, and if requested by the alleged complainant.

Recommended Action

The purpose of this material is to provide information and assistance to alleged complainants of sexual assault and sexual misconduct, and persons who may come in contact with an alleged complainant. The University encourages reporting all incidents of assault to Security. On-campus sexual assault or sexual misconduct should also be reported as quickly as possible to a campus resource person.

Campus Resources

- Lynn Bynum, Title IX Coordinator: 502.272.8236, lbynum@bellarmine.edu, Horrigan 215-A,
- Hannah Clayborne, Title IX Assistant Coordinator: 502.272.8070
- Leslie Fields, Title IX Assistant Coordinator for Athletics: 502.272.8408
- Cindy Gnadinger, Title IX Assistant Coordinator Academic Affairs: 502.272.8259
- Joan Hughes, Title IX Assistant Coordinator for Human Resources: 502.272.8235
- Office of Public Safety: 502.272.7777
- Vice President for Student Affairs: 502.272.8304
- Dean of Students: 502.272.8150
- Counseling Center: 502.272.8480
- Health Services: 502.272.8493
- Director of Residence Life: 502.272.3000
- Anniversary Hall: 502.899.8607
- Petrik Hall: 502.899.8601
- Kennedy/Newman Halls: 502.899.8600
- Siena Complex: 502.272.3500
- BU Properties (1816 Norris): 502.899.8606

The best **off-campus resource** is the Center for Women and Families, 1.877.803.7577 (24 hour Domestic Violence and Rape Crisis Line 581.7222). There an individual can receive counseling and/or be directed to a safe place if the individual feels they are in danger of further harm.

Making decisions and regaining control are important to the healing process after an offense. The choice of how to proceed after the assault belongs largely with the alleged complainant. The following are a number of factors to consider.

Emotional Trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty or distrustful. However, there are many people who understand and places where support is available while one is recovering. The University Counseling Center is the best on-campus resource for students.

Medical Attention is critical. Even if the alleged complainant ultimately decides not to report the assault, it is still very important to seek immediate medical attention for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

1. Taking a shower or washing any part of the body;
2. Douching;

3. Brushing teeth;
4. Drinking liquids;
5. Changing clothes or changing sheets before seeking medical help; and
6. Putting anything in the mouth (gum, cigarettes, mints).

A particularly well-equipped emergency room with a Sexual Assault Response Team is located at University of Louisville Hospital.

At the Emergency Room, the doctor will collect hair samples, semen samples, and other evidence, including clothing. A alleged victim should bring a change of clothing to wear home. The police will be contacted to take possession of the samples until the victim makes a decision about whether or not to press charges.

University of Louisville Hospital

530 S. Jackson St. Louisville, KY 40202

Directions: Turn right onto Newburg Rd./KY 1703 and continue to follow northwest 1.6 miles. KY 1703 becomes Baxter Ave. Turn left onto E. Broadway and follow for 1 mile. Turn right onto S. Jackson St. and end at 530 S. Jackson St.

Counseling is a very important step in helping someone who has been sexually assaulted regain control of his/her life. Sexual assault is an extremely traumatic experience that needs professional attention. The University urges students involved in a sexual assault to meet with a counselor. Among other things, counselors can help alleged victims decide what further steps may be taken following an assault. The best resources are the Center for Women and Families and the University Counseling Center.

Note to Friends, Faculty, and Staff

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the alleged victim will not report the offense, anyone with knowledge of the assault may inform the Dean of Students and/or the University Counseling Center that a sexual assault has occurred.

Campus Statistics

In compliance with the Campus Security Act and the Higher Education Amendments of 1998, Bellarmine University annually publishes statistics on campus crimes, including reported sex offenses. These statistics are located in the back of the *Student Handbook*.

Educational Programs

To foster awareness of sex offenses, unhealthy relationships, and alleged victims' options, and to promote responsible behavior, Bellarmine University offers edu-

cational sessions through the S.O.S. program (Support Our Students), which is comprised of representative from the following areas: Office of Public Safety, Health Services, Counseling Services, Campus Ministries, the Dean of Students Office, and the Office of Multicultural Affairs. These programs are offered to Bellarmine University student, faculty, and staff on an ongoing basis. Additional programs are offered specifically to residential students.

SEXUAL HARASSMENT POLICY

Sexual harassment will not be tolerated in the University community. It subverts the mission of the University and threatens the well-being, educational experiences, and careers of students, faculty, and staff. It is especially threatening in the context of a teacher-student or supervisor-subordinate relationship, in that it can exploit the power inherent in the position of teacher or supervisor regarding grades, recommendations, wage status, or promotion. However, sexual harassment can also occur by subordinates against supervisors, by those of equal status, or by students, thereby creating an environment that is intimidating or offensive in a variety of settings.

Any member of the faculty, staff, or student body of the University who believes that he or she has been or is being subjected to sexual harassment should utilize the mediation procedures. The aggrieved individual can utilize the formal grievance procedures that are promulgated for the various constituencies (*Student Handbook* for students; *Policies and Procedures Manual* for employees).

Definition of Sexual Harassment Prohibited Actions

It is a violation for any member of the University community to engage in sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made:

1. either explicitly or implicitly a term or condition of an individual's employment or status in a program, course or activity;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual; and/or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive work or educational environment.

Examples of Sexual Harassment

Any sexual attention that is unwelcome could constitute sexual harassment. Specific acts of sexual harassment include, but are not limited to:

1. physical assault;
2. propositions of a sexual nature;
3. direct or implied threats that submission to sexual advances is a condition of

- employment, promotion, good grades, recommendations, etc.; and
4. unwelcome physical or verbal conduct of a sexual nature which an individual regards as undesirable, or offensive, including but not necessarily limited to sexually explicit jokes, statements, and questions or unsolicited remarks about sexual activity or experience.

Inadvertent and Isolated Offenses

A member of the University community who exhibits a singular or isolated act of conduct expressed in the above cited example number 4 may simply lack the sensitivity to know that these actions or statements are creating discomfort or may be humiliating to others. Any member of the University community who becomes aware of such activity is encouraged to caution the individual directly about the questionable conduct in a discreet and confidential manner.

Procedures

The underlying philosophy of this sexual harassment policy is one of correction rather than punishment, although specific sanctions, depending on the nature and severity of the incident(s), ranging from a letter of reprimand, suspension, or termination of employment, are possible outcomes if the formal grievance procedures of the University are invoked. Nevertheless, the guiding principles of this policy are to:

1. respond in a timely manner to a reported incident of sexual harassment;
2. take whatever measures are appropriate; and
3. take all reasonable measures to prevent the incident from recurring.

The University has established mediation and resolution procedures in order to respond immediately to a sexual harassment complaint and investigate it fully. The procedure is designed to mediate and resolve such complaints promptly and fairly. Similarly, a formal grievance structure for handling complaints that cannot be resolved through mediation is also available. In general, any individual with supervisory authority who obtains knowledge of an incident of sexual harassment occurring within his or her area is expected to take the proper steps immediately to address the situation.

SEXUAL HARASSMENT MEDIATION & RESOLUTION PROCEDURES

Step 1 - Unofficial

It is often the case that a student, faculty, or staff member of the University, believing that he/she may be experiencing a form of sexual harassment, will attempt to resolve the situation on one's own, or consult with another individual within the University community such as a colleague, supervisor, department or division head, faculty or student advisor, or a member of the student affairs or counseling

staff. With the requested aid of an advisor, the individual may attempt to resolve the situation in an informal and unofficial manner. The advisor, acting with discretion and in confidence, may assist the individual in reviewing the situation in the context in which it occurred, aid the individual in identifying the problem, and review the options for resolution that are available.

Step 2 - Official

If the matter cannot be resolved through the unofficial, informal method cited in Step 1, or if the individual chooses not to obtain the help of an unofficial advisor, the complainant may seek the assistance of one of the official University resource persons appointed by the President or his designee.

The role of the official University resource persons will be to fact-find, mediate, and resolve the complaint, if possible. The official University resource persons will handle complaints independently and follow these procedures:

1. be available to dialogue with the complainant or other concerned individuals and the individual accused to determine the nature of the incident related to sexual harassment and the context in which it occurred;
2. conduct a discreet inquiry into the complaint, gathering and examining all relevant facts;
3. mediate and resolve the complaint informally if possible;
4. inform the parties of the formal grievance procedures available when no resolution is forthcoming or if either party is dissatisfied with the progress of the mediation;
5. keep confidential all information gathered during the investigation, and all processes of mediation and resolution; and
6. prepare a record of the complaint, the investigation and findings, the mediation and resolution, if any.

The official University resource persons will forward their records to the Director of Human Resources to retain for three years from the date of the complaint. If the matter has been resolved through mediation, and no further incident occurs regarding the accused individual within this period, the record will be destroyed. After a successful mediation, if the behavior is reported as continuing, the record will be retained and can be made available to the appropriate formal grievance body.

If the matter has not been successfully mediated and either party wishes to proceed with formal grievance procedures, the official University resource person will submit the record of the attempted mediation to the formal grievance structure to be utilized in the particular case.

Grievance Procedures

Inasmuch as a formal grievance procedure is expected to be used as a last resort, it is assumed that all efforts to resolve the complaint through the mediation and resolution procedures cited above have been conducted. Formal grievance procedures are found in various handbooks and other documents or publications relating

to the various University constituencies (e.g., faculty, administrators, staff and students). Student grievances are handled through the Student Code of Conduct.

Confidentiality

Sexual harassment is a matter of grave concern for both the complainant and the respondent; therefore all procedures designed to deal with sexual harassment should be handled with the utmost sensitivity. All mediations/resolution procedures, as well as formal grievance procedures, shall be held in strict confidence to reasonably insure the privacy of all parties concerned (complainant, respondent, and witnesses, if any) and to offer as much protection of the careers and reputations of the parties involved as possible.

Retaliation

Faculty, staff, and students are encouraged to express their feelings in a responsible manner regarding a problem of sexual harassment. Any member of the University community who attempts to interfere, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual responsibly pursuing a complaint of sexual harassment will be subject to prompt and appropriate disciplinary action.

False and Malicious Charges

The use of this policy for false or malicious purposes is strictly prohibited. Any student, faculty, or staff member who exercises bad faith and brings a false, malicious charge of sexual harassment against another member of the University community will be subject to appropriate disciplinary action.

Dissemination of Policy

It is the responsibility of the Director of Human Resources to distribute the sexual harassment policy to all vice presidents for clear and regular communication, and to all employees within their respective areas. The Vice President for Student Affairs will make the policy available to all students as may be appropriate during orientation and registration periods.

Educational Resources and Assistance

The Human Resources Office and the Vice President for Student Affairs provide educational materials regarding sexual harassment and act as a resource for any questions regarding this policy.

Official University Resource Persons

- Dr. Helen-Grace Ryan, CC-225, 502.272.8150
- Dr. Hannah Clayborne, CC-225, 502.272.8150
- Ms. Lynn Bynum, H-204, 502.272.8236
- Ms. Joan Hughes, H-204, 502.272.8435
- Dr. Fred Rhodes, CC-231, 502.272.8304

PROTEST & DEMONSTRATION GUIDELINES

One of Bellarmine University's greatest mentors, Thomas Merton, taught that prayer and contemplation would create a special relationship with God and inevitably send us toward action for the good of the world, especially for those on the margins whose voices are often unheard. Inspired by this concept of faith moving communities toward action for the common good, the University is an ideal gathering place for peaceful demonstrations which call attention to injustice. Such assembly calls us to question, to study, and to learn so that we might participate in changing the world for good. This policy statement is designed to give direction to those who wish to organize such assemblies.

Procedures for Demonstration and Protest:

All demonstrations and protest must be registered with the Dean of Students' Office and also must observe the following rules:

1. All demonstrations must be peaceful and orderly.
2. Only members of the University community may organize or lead a demonstration on campus.
3. Demonstrators may not impede the freedom of the University community.

Infractions of University policy at these events, as with all infractions, are addressed using the procedures outlined in the Code of Conduct.

Persons wishing to express their opinions, distribute materials, or assemble on campus in accordance with state and federal constitution in relation to their right to free speech must submit an Application to Schedule Facilities form. This form can be obtained from the Dean of Students' Office in Horrigan Hall and must be submitted, two weeks before the event is scheduled to occur, to the Dean of Students' Office. The written application process should include the following:

- Name of group demonstrating
- Date, time, location
- Description of the purpose of the activity
- Number of anticipated participants
- Campus sponsoring organization
- Off campus group affiliation (if applicable)
- Campus contacts

The person who submits the application must be present during the event. Given the size and nature of the demonstration/protest, security personnel may be asked to help facilitate the event at the cost of the organizing group.

The sponsoring of events by any University student, faculty or staff organization, however, is not to be taken as an endorsement by the University or the sponsoring group.

Any group wishing to participate in a protest and/or demonstration on the Bellarmine campus that is not affiliated with Bellarmine University must be

sponsored by a Bellarmine student group, faculty or staff member. Groups must complete the Application to Schedule Facilities form two weeks prior to the event and follow all procedures outlines in the general policy. The application must be approved before the event may occur.

POLICY ON ALCOHOL

Preamble

The use and especially the abuse of alcohol can pose a serious threat both to the full development of the individual person and the educational environment, which includes not only the campus community but the neighborhood and surrounding community.

Federal regulations (Federal Drug Free Schools and Communities Amendments of 1989) require notification of the following: unauthorized distribution, possession, or use of any controlled substance or illegal drug as defined by the Kentucky Revised Statutes; providing alcoholic beverages to individuals under twenty-one (21) years of age; possession or use of alcoholic beverages by individuals under twenty-one (21) years of age; and unauthorized possession of an open container of an alcoholic beverage, public intoxication; unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of illegal distribution on Bellarmine University premises or at Bellarmine University sponsored activities.

This policy and the related procedures outline the University's responsibilities and the responsibilities of those who work, study, or congregate at the University. This policy applies to students in all academic-related activities and environments on and off campus. Care has been taken to outline these responsibilities so as to allow each member and guest of Bellarmine University to assume the respective responsibilities attendant to his or her status with Bellarmine University.

Risks Associated with Alcohol and Drug Use

All substance use poses some degree of health risk. The level of risk is dependent on the type of substance, frequency, and amount used; interactions with other medications/substances, and individual risk factors including family history, previous substance abuse history, and health conditions (e.g. depression, pregnancy, diabetes, heart disease). For more information about alcohol and drugs and/or to take a free alcohol abuse screening, please visit the following site: www.bellarmino.edu/studentaffairs/counselingcenter/alcoholdrugs.

Counseling and Treatment Resources

- Bellarmine University Health Services
502.272.8493 or www.bellarmino.edu/studentaffairs/healthservices/
- Bellarmine University Counseling Center
502.272.8480 or www.bellarmino.edu/studentaffairs/counselingcenter
- Alcoholics Anonymous

502.582.1849 or www.louisvilleaa.org

- Jefferson Alcohol & Drug Abuse Center
502.583.3951 or www.sevencounties.org

Alcoholic Beverage Policy

The following information and guidelines apply to all Bellarmine University students, friends, and guests attending events sponsored by the University. They have been established to provide for the growth of the individuals as persons and to provide for the preservation and enhancement of the environment and communities within which this growth occurs.

Those who engage in substance abuse may be referred to appropriate internal and external assistance programs. The University provides counseling and referral services to students through the Counseling Center. Information on this program can be picked up in the Counseling Center, 502.272.8480.

State and City Laws

Members of the University community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages. Alcohol concentration of or above 0.08 is the definition of intoxication in the State of Kentucky.

Students who are cited for violations of such laws or ordinances by state or municipal authorities also may face University disciplinary proceedings and/or be required to pursue counseling or treatment as a condition of continued enrollment at the University. The laws of the Commonwealth of Kentucky are applicable to every person on the Bellarmine University campus, regardless of his or her state or country of origin.

The following are important Kentucky and City of Louisville laws or ordinances:

1. It is illegal for any person under twenty-one (21) years of age to attempt to purchase, consume, possess or transport any alcoholic beverages.
2. It is illegal for any person under twenty-one (21) years of age to knowingly and falsely present himself or herself to be twenty-one (21) years of age for the purpose of procuring any intoxicating beverage.
3. It is illegal for any person to represent to a dealer or any other person that a minor is over twenty-one (21) years of age for the purpose of inducing the dealer or other person to serve alcoholic beverages to that minor.
4. It is illegal for any person to request anyone over twenty-one (21) years of age to purchase or offer to purchase any alcoholic beverage from a licensed dealer for a minor.
5. It is illegal for any person to sell, furnish or give away any alcoholic beverage to a person under twenty-one (21) years of age or to any person who is visibly intoxicated.
6. It is illegal to operate or control a motor vehicle while under the influence of alcohol.
7. It is illegal for any person, whether or not a minor, to sell alcoholic beverages

without a license.

8. It is illegal for any person to induce anyone under twenty-one (21) years of age to commit any of the above criminal acts.

A City of Louisville ordinance prohibits the consumption of alcoholic beverages and the possession of open containers of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas or other public property within the City of Louisville.

The penalties for violating the above laws and ordinance are severe. Moreover, individuals may face severe financial consequences from a civil lawsuit arising out of the use or misuse of alcohol.

UNIVERSITY REGULATIONS GOVERNING THE USE OF ALCOHOL

The following regulations govern the use of alcohol on the Bellarmine University campus:

1. The use or possession of alcoholic beverages is allowed at on-campus and off-campus student sponsored events or at University-sponsored activities for students when approved by the Director of Student Activities and the Dean of Students. A student-sponsored event includes, but is not limited to, private parties and events at which University or student organization funds or resources are used. This policy applies, therefore, to all out-of-state travel or travel abroad, regardless of the alcohol policies/laws that exist elsewhere.
2. Intoxication and/or alcohol abuse shall not be permissible as an excuse for unlawful behavior or misconduct. Public drunkenness, as commonly defined by slurred speech, erratic behavior and physical coordination difficulties, is prohibited. In addition, disorderly conduct, property destruction, intimidation, verbal abuse or harassment, or other infringements of the rights of others as a result of alcohol use is prohibited.
3. Alcoholic beverages of any kind are prohibited at University-sponsored athletic events on and off campus. Such beverages may be served to adult groups (guests of the University) within the controlled environment of the Booster Room or one of the rooms provided for entertaining guests.
4. No driver shall consume alcoholic beverages in any University vehicle or in a University sponsored vehicle. State law prohibits alcohol consumption in any vehicle on public highways.

Alcohol Policy Violations and Sanctions

Each violation of the University Alcohol Policy will be reviewed according to the University's student conduct. The following sanction per alcohol policy offense will be used as guidelines and are not requirements. The sequence of sanctions below might not be followed for more severe alcohol policy violations (e.g. exces-

sive amounts of alcohol). Failure to meet the terms of any sanction in the allotted time period will result in further disciplinary actions, including additional sanctions and/or fines.

First offense - Warning and completion of AlcoholeDU for Sanctions within time frame allotted by Hearing Officer, Substance Education Fund Fine of \$100.

Second offense - Substance Education Fund fine of \$150.

Third offense - University Probation and Parental Notification*

Fourth offense - University Suspension

Additional sanctions may be assigned as deemed necessary by the appropriate student conduct body. Additional sanctions may include, but are not limited to, assignment of community service hours, residence hall probation, educational sanctions, restitution, etc.

**In accordance with the Family Educational Rights and Privacy Act, which is part of the Higher Education Act, the University has a right to notify parents/legal guardians if a student under the age of 21 violated an alcohol or drug policy or is accused of a violent crime. Bellarmine University may inform parents/legal guardians of students who have received the sanction of University or Residence Hall Probation or higher.*

Advertising and Marketing of Alcohol

Bellarmino University does not permit the advertisement or promotion of the availability of alcohol at social functions as an attraction of the event, nor does it permit the marketing of alcoholic beverages by manufacturers or distributors, or by clubs, organizations, departments or divisions of the University.

Legal and Responsible Use of Alcohol for Registered Students Organizations and Special Student Events

The right to acquire, possess, and consume alcoholic beverages is limited by state laws that establish minimum drinking ages, drinking and driving laws, and public intoxication laws. The possession, sale, use or consumption of alcoholic beverages, while on or off campus or during an RSO sponsored event must be in compliance with all applicable laws of the state, province, county, city, and institution.

Bellarmino University has also established policies on alcohol use on campus and off campus by student groups. It is incumbent on students, faculty, and staff to become knowledgeable regarding these policies for planning programs and events for a department or organization, including Registered Student Organizations (RSOs).

Education Requirement

The education requirement pertains to those RSOs that plan to serve or consume alcohol at any student event both on and off campus. All RSOs at the beginning

of the fall semester anticipating events with alcohol in the spring semester are encouraged to attend awareness programs when offered. Special accommodations for programming can be requested through the Director of Student Activities or his/her designee.

The University encourages all organizations to participate in alcohol programs even if alcohol is not served at their events.

Fifty percent or 15 members of each RSO, along with RSO presidents and event chair, must have documented attendance at one of the Alcohol Awareness Programs provided by the Director of Student Activities and his/her designee. The President of the RSO and/or the Advisor must sign an Acknowledgement and Review Statement indicating that Alcohol Guidelines have been reviewed with their membership. If a group does not meet the education requirement and documentation is not filed by the last Alcohol Awareness Program, no further events involving alcohol will be scheduled until the education requirement is met.

In situations where it appears impossible to adhere to the membership attendance requirements, a request for waiver of the requirement must be submitted to the Director of Student Activities two weeks prior to the educational program approved by the Director of Student Activities and the Dean of Students.

EVENT NOTIFICATION & GUIDELINES

All RSOs must send appropriate prior notification to the Director of Student Activities regarding events where alcohol will be served or consumed. Event notification forms are available in the Student Activity Center. The Event Notification form must indicate anticipated attendance at the event and what safety and security measures will be taken.

The Event Notification form must be submitted a minimum of two weeks (14 days) in advance of the event to the Director of Student Activities. Events may be cancelled or alcohol will not be permitted if notification is not given.

Event Notification forms must be signed by at least one advisor or approved substitute of the sponsoring RSO. At least one advisor that has signed the form must be present for the entire length of the event.

Event Guidelines

Any organization holding an event where alcohol is served must get their promotional materials approved through the Director of Student Activities or his/her designee. The promotional materials may not advertise that alcohol will be served or consumed at their event or present any pictorial, radio, written, or verbal references to alcohol (BYOB or names of alcoholic beverages). Promotional materials may state that: Beverages will be provided with a valid ID but the font must be the smallest of all fonts appearing on the advertisement.

Any person entering an event with the purpose of consuming or purchasing alcoholic beverages must provide a valid driver's license stating that he/she is of

age. Bellarmine University identification cards are not acceptable as proof of age.

All persons 21 or older who wish to drink at the event must have a wristband attached upon admission to the function. The third party vendor will be responsible for seeing that only those people with the appropriate wristband will be furnished with a drink. In accordance with state law, no one under the age of 18 is allowed at an event where alcohol is furnished unless a Bellarmine ID is presented.

The above mentioned wristband will have indicated marks where a third party vendor will mark the wristband when a drink is purchased. The wristband will only allow for one drink per hour, with drinks ceasing to be served one hour before the event ends.

Alcohol at the events must be served by a third party vendor. The third party vendor must utilize trained bartenders for all events that are held in licensed facilities and/or that require a one-day license. All bartenders must be certified by programs such as T.I.P.S, Servsafe, or other alcohol server programs. The bartender holds the privilege to refuse service to anyone that is publicly intoxicated.

Nonalcoholic beverages and accessible food must be made available by the organization. Those attending events on or off-campus are prohibited from taking alcohol to or from those events and those having their own containers are prohibited from entering an event with the container.

A reasonable number of non-drinkers as determined by the Director of Student Activities or his/her designee from the sponsoring organization must be designated to serve as monitors for the event. This number will consist of no less than 5% of the estimated group size or 5 members of the organization. Monitors assist with making sure no one under the age of 21 is consuming alcoholic beverages, patrolling the event to assist intoxicated individuals with assuring a safe ride home, and making sure non-alcoholic beverages and food is readily available.

It is strongly suggested that the sponsoring organization provide a means of transportation to and from the event for those individuals who are intoxicated. Suggested methods of transportation include establishing a base rate with a taxi company to provide continuous service from the event or obtaining permission for a Bellarmine University vehicle to serve as a shuttle. This suggestion of transportation will be at the discretion of the Director of Student Activities.

A detailed checklist is available in the Student Activities Center for an RSO to ensure that all requirements have been met.

Security Guidelines of Public Safety

Sponsoring organizations must make arrangements to have Security officials at their event. The Security officers will be from the Office of Public Safety or an agency approved by the Director of Student Activities or his/her designee. The sponsoring RSO is responsible for payment of all Security officers.

At least three Security officers will be assigned to the event. One Security officer is to be in charge of checking identification and issuing wristbands to those who are of legal age to consume alcohol. One Security officer is to be stationed

near the alcohol serving area. One Security officer is to make frequent rounds throughout the venue in which the event is being held. In addition to the three mandated Security officers, for events in which the expected amount exceeds 100 persons, there should be one security officer for every 100 persons in attendance.

The advisor of the RSO and an officer or event chair is to meet with the security agency for the event at least 30 minutes prior to the event to outline specific security needs and expectations of the event.

Security must remain at the event until all parties have been dispersed. The event chair of the sponsoring RSO must see to it that the head of the security detail submits a post event report to the Director of Student Activities. The report should include any problems or issues that arose during the event.

Responsibility and Liability

Bellarmino University assumes no liability for students who are negligent in upholding the above policies and procedures. RSO leaders and members should educate themselves about potential legal liability and consequences regarding alcohol consumption and accidents resulting in personal injury or death. Each individual is responsible for his or her personal behavior and may be held accountable under the Bellarmine University Code of Student Conduct.

Checklist for RSO events that are providing Alcoholic Beverages:

1. Have the proper campus officials been notified? Submit event form to the Director of Student Activities.
2. Will any state laws or city ordinances be violated? If the answer is yes you should rearrange your plans to follow University, state laws and/or city ordinances.
3. Have the members of your organization participated in the education requirement and do they know the governing laws of the institution and state?
4. How will the organization/group officers maintain control over the function? Has security been acquired?
5. What alternative beverages and food are to be provided? Who is responsible for this?

If you have any questions you can contact the Director of Student Activities at 502.272.8433 or the Dean of Students at 502.272.8150.

ILLEGAL DRUG USE POLICY

Bellarmino does not allow the use of illegal substances. Because the use of illegal drugs is dangerous to the well being of individual users, and to the goals of this educational community, the following regulations are in effect. Students involved in the manufacture, sale, offering to sell, delivery, use or possession of a controlled substance or paraphernalia will be referred to the Dean of Students. Such conduct could entail suspension or expulsion from the University and/or a requirement that the student enroll and actively participate in a drug counseling

and rehabilitation program as a condition of continued enrollment or readmission. The University reserves the right to evict a residential student involved in any of the above-mentioned behaviors from its residence halls at any time during the academic year. These regulations are not substitutes for criminal sanctions provided for by state and federal statutes.

Laws Concerning Illicit Drugs

The following laws concerning specific illicit drugs are drawn from the Controlled Substance Act of the Commonwealth of Kentucky. A representative listing of specific drugs and the violations inherent in illegal activities related to such drugs is provided below. The failure to list all drugs included in the above act does not exonerate individuals from responsibility for their actions as it relates to illegal drugs, nor does it preclude the University from taking steps to address illegal activity in terms of its own internal counseling and referral system or its judicial system.

Among others, the following acts and the causing thereof are prohibited within the Commonwealth of Kentucky:

- The manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance or drug paraphernalia.
- The penalty for violation of these acts is based upon the nature or schedule of the drug involved and the weight of the substance.

Possession of Marijuana

1. A person is guilty of possession of marijuana when he/she knowingly and unlawfully possesses marijuana. Possession of marijuana can be a misdemeanor or felony depending on the amount in possession and number of offenses.
2. A person is guilty of marijuana cultivation when he/she knowingly and unlawfully possesses marijuana plants with the intent to sell. Possession of 5 or more plants of marijuana is a felony.

Criteria for Classification of a Schedule 1 Narcotic

A Schedule 1 narcotic is one that has high potential for abuse and has no accepted medical use in treatment in the United States. Possession of a Schedule 1 narcotic for a first offense is a class D felony.

Criteria for Classification of a Schedule 2 Narcotic

A Schedule 2 narcotic is one that has a high potential for abuse and has a current medical use in treatment in the United States. Possession of a Schedule 2 narcotic for a first offense is a class A misdemeanor. Trafficking in narcotics or marijuana within one-thousand (1000) yards of any school is a class D felony.

Drug Conviction & Financial Aid

If a student is convicted in a court of law for possessing or selling illegal drugs while receiving federal student aid, this action may negatively affect the student's

future eligibility to receive such aid. Please contact the Office of Financial Aid to discuss the students' aid eligibility.

Possession of Drug Paraphernalia

Possession of any drug paraphernalia is a class A misdemeanor; however, the presence of any illegal controlled substance in/on this paraphernalia may change this to a class D felony.

HAZING POLICY-STUDENT ORGANIZATIONS

I. Definition

The University hazing policy follows as a fuller interpretation of statements regarding hazing in the Bellarmine University Code of Conduct, #12. Each "Selective Membership Organization" or "Non-Selective Membership Organization," by its affiliation with and/or chartering upon the Bellarmine campus, assures the University community that it will strictly abide by this basic commitment to human decency.

Bellarmino University views any form of hazing, whether on or off campus, as contrary to the community standards and obligations as stated in the *Student Handbook*. In accordance with North-American Interfraternity Conference (NIC) and National Pan-Hellenic Council (NPC), and other national affiliations, Bellarmine defines hazing as any intentional, negligent or reckless action, activity or situation whether physical, mental, emotional, or psychological, which subjects a person or group of persons, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which in any fashion compromises his or her inherent human dignity. Acts of hazing committed under the guise of tradition, unity development, or unofficially encouraged by group pressures are unacceptable. Bellarmine University insists on the complete and total elimination of any activity, which either is or closely resembles hazing.

Acts of hazing are often based on non-constructive relational power differentials. This type of human interaction is not conducive to the mission of this University, nor does it protect human dignity. At Bellarmine, respect for the personal dignity and equality of each student, faculty, and staff member is of preeminent importance.

If, at any time, the individuals have questions regarding activities they have planned, it is their responsibility to check with the Director of Student Activities for guidance regarding the content of the activity. The Director of Student Activities can help make the determination as to whether the activity includes hazing content. It is the responsibility of all group members to be vigilant in their examination of their actions with regard to other group members or individuals. All organizations are responsible for the actions of their group members. This proactive stance regarding hazing is essential to maintaining a hazing-free environment for students, staff, and faculty.

Hazing activities are defined as any activity with a direct or implied threat of

physical, psychological, or emotional harm or any conduct or activity that would be a violation under the Bellarmine University Code of Conduct.

II. Education Requirement for Selective Membership Organizations

In order to better facilitate a hazing-free environment, Selective Membership Organizations must follow this requirement:

There shall be no activities during pledge education, except constructive, educational, and inspirational programs that attempt to increase the person's knowledge of the organization and the person's self-worth or programs which result in materially better members, better public relations, and increased prestige of the organization. These activities must be carried on in a dignified manner and must show proper respect for another person as an equal.

III. Responsibility

It is the responsibility of all individuals to report any instances of hazing of which they become aware. All reports will be investigated. Groups and individuals can be charged with and sanctioned under the Bellarmine University Code of Conduct for hazing.

HIV/AIDS & INFECTIOUS DISEASES POLICY

This policy is based on current medical knowledge regarding the effects of the human immunodeficiency virus (HIV) which causes Acquired Immune Deficiency Syndrome (AIDS) and other infectious diseases, such as meningitis. The policy may be modified as new developments regarding HIV/AIDS and other infectious diseases become available and shall be reviewed and distributed annually. This policy applies to all students, faculty and staff of Bellarmine University.

The University will be guided in its actions by medical evidence, applicable federal and state laws and regulations, and guidelines suggested by the Centers for Disease Control, the U. S. Public Health Service, the American College Health Association, Occupational Safety and Health Administration, and the Department of Health and Rehabilitation Services.

Confidentiality

Health records are treated confidentially. No information, confirmation or denial, about HIV/AIDS or other infectious disease status will be provided to anyone, including families, or any member of the University community. Breach of confidentiality by a University employee will result in disciplinary action.

Training

Training is given to all safety officers, health providers, Residence Life staff, Athletic staff, Facilities Management staff and those who may come in contact

with the body fluids of others. This training will be scheduled once a year and the training is coordinated by the Biological Sciences faculty and Health Services. Training documentation of employees is maintained in the respective departments listed above.

Minimizing Risks in Specific Programs and Activities

The University and individual departments have adopted safety guidelines as proposed by the Centers for Disease Control for the handling of the blood and other bodily fluids of all persons. The University's Chemical/Hazardous Materials Hygiene Officer will ensure that appropriate procedures are on file for departments whose employees have great potential to be exposed to blood and other bodily fluids.

Discrimination

Discrimination, emotional abuse, or physical abuse of any student or employee known or suspected to have HIV/AIDS or other infectious diseases will not be tolerated. Acts of discrimination or abuse should be reported to the Vice President for Student Affairs, who will be responsible for dealing with such concerns.

An individual's HIV/AIDS or other infectious disease status may not be considered in the decision for admission to or employment with the University. Persons with HIV/AIDS or other infectious diseases will not be excluded from enrollment or employment or restricted in their access to University facilities, including housing, or services unless a medically-based judgment in an individual case establishes that exclusion or restriction is necessary for the welfare of the infected individual or the welfare of other members of the University community.

STUDENT HEALTH INSURANCE

Students are strongly encouraged to have health insurance coverage. The University recommends that the student's insurance plan be carefully evaluated to determine whether it can be used in the local area (i.e. - is it a PPO or HMO plan that will not cover local physicians and hospital? Would it require that the student return home for care?)

A voluntary accident and sickness health insurance policy is available through the American College Student Association (ACSA). The insurance plan is offered through United Health Care. The University recommends enrollment for students not covered by another policy. Insurance can be purchased for 3, 6 or 12 months. All enrollment and payment is directly through ACSA and United Health Care. For more information go to the ACSA website www.acsa.com. Brochures are also available in Health Services.

All international students attending Bellarmine University must enroll in the approved International Student Health Insurance plan offered through ACSA. Information is available online at <http://acsa.com/student-health-plans.aspx> and through the Office of Multicultural Affairs.

OUTDOOR ACTIVITIES ON CAMPUS

Due to risk of physical harm to others and University property, throwing/hitting such items as Frisbees, snowballs, footballs, practicing with athletic equipment and softballs/baseballs are only permitted in the play fields located on Newburg Road or in the University Quad. Such activities are not permitted near the residence halls or academic buildings where a building or person may be hit or physically harmed by the activity, or in the parking lots, where a person or car may be harmed. Sledding and skateboarding are not allowed on any campus property at any time.

PARKING & DRIVING ON CAMPUS

The Office of Public Safety is responsible for enforcing all University parking rules and regulations. There are parking areas on the University campus that are dedicated for the handicapped and visitors. Use of these reserved areas is strictly enforced. The reserved markings may appear on signs or painted on the pavement. All University personnel and students must assume responsibility for any citations they receive for improper parking. This responsibility includes the payment of fines.

SHUTTLE SERVICE

The University provides shuttle service for all students, faculty, and staff. The dates and times of the shuttle service are posted each semester on the Public Safety website (www.bellarmine.edu/security/ShuttleBusTransportation1) as well as on benches at pick up and drop off points at Anniversary Hall, Petrik Hall, in the Franciscan Circle, Allen Hall, and the Flynn Building. The shuttle is handicap accessible.

Direct shuttle service is also available from Allen Hall to the Franciscan Circle from 7:30 a.m. until 5:00 p.m. Monday through Friday. Shuttle services to the Flynn Building will take place as posted. A second shuttle operates from 10:00 a.m. until 10:00 p.m., stopping at all designated shuttle stops during this time frame.

VEHICLE REGISTRATION & PARKING PERMIT DECAL

All University personnel and students must register any vehicle parked on campus and obtain a parking permit decal. All vehicle registrations and parking permit decals expire July 31 of each year. The decal is to be displayed on the **outside of the rear window on the lower left corner of the driver's side of the vehicle**. Vehicle registrations and issuance of the parking permit decals for students

will be issued by the Security Office, Monday through Friday, 8:00 a.m. - 8:00 p.m. The parking permit fee for students is included in the comprehensive fee. Individuals will be allowed to register and obtain two vehicle permits. Request for a third permit must be submitted by email to the Director of Public Safety at jfrye@bellarmine.edu. The vehicles must be owned by the registrant or a member of his/her family. Violations will be assessed a minimum fine of \$100.00.

All faculty and staff members' parking permit decals must be obtained at the Bursar's window at a cost of \$80.00. (Parking permit decals purchased after December 15 are \$40.00). If they drive more than one vehicle, one additional permit can be obtained at no extra charge. An optional new permit will be available for faculty and staff who choose to park in the R-lot. Faculty and staff selecting this option will pay \$10 for their parking permits. Faculty and staff choosing this permit can only park in the R-lot

Individuals will be allowed to register and obtain two vehicle permits. After the two have been issued, you will need to get a temporary permit from the office of Public Safety. Payment can be made in cash, check, or credit card. If the vehicle has a Bellarmine license plate, a 50% discount off the parking fee is given. For family members only, one permit payment is required. If the relationship includes a full-time or part-time student, the employee can obtain an "S" permit decal at no additional charge.

An optional new permit will be available for faculty and staff who choose to park in the R-lot. Faculty and staff choosing to park in the R-lot can demonstrate their commitment to health and fitness, the environment, and campus driving and walking safety by parking in the lot farthest from the center of campus. With this option you will benefit your health and fitness by walking further to work on a daily basis. You will contribute to cleaner air and make our campus safer by reducing the number of cars driving through campus searching for a parking spot. Too far to walk? Take the Shuttle! There is a shuttle stop/shelter just behind the S.u.R.F. Center. Faculty and staff selecting this option will pay \$10 for their parking permits. Faculty and staff choosing this permit can only park in the R-lot.

Use of the parking permit decals is restricted solely to the vehicle identified on the registration form and are NOT transferable to another vehicle. In the event the parking permit decal is transferred to another vehicle, a fine of \$100.00 will be assessed.

GENERAL VISITORS & ADMISSIONS VISITORS

No parking permit decal is required for short-term parking in visitor-designated areas located in front of Horrigan Hall/Campus Center, Allen Hall, next to the School of Communications or in the Admissions Visitor spaces beside and in front of Miles Hall.

- Parking time is limited to 2 hours in the A-lot visitor spots in Front of Horrigan Hall and the visitor spots in front of Allen Hall.

- Long-term visitors (those parking for more than 2 hours) should be sent a special parking permit by the department they are visiting or obtain a special parking permit from the Office of Public Safety.
- If there are no visitor spots available, please park in any other legal parking space. If you receive a ticket contact the Office of Public Safety at 272-7777 or bring the ticket to the Public Safety Office.

The University endorses the general Kentucky regulations governing parking, and the prescriptions thereof will be enforced. Further, parking is permitted on campus, but only in the designated paved areas. Parking in some areas on campus is restricted for use only by handicapped individuals and visitors. Compliance with these restrictions is strictly enforced. If asked by Security, you will be expected to show documentation of proof of disability. Parking in designated handicapped areas is reserved for those students or employees who are handicapped. Driving a vehicle that has a handicap tag does not give an individual the right to park in a handicap space unless he/she is the one who is handicapped.

All First Time, Full Time (FTFT) Freshmen will be issued an F designated sticker and will be required to park north of Knight's Way to include the lot behind the Surf Center from 7:00 a.m. Monday morning to 5:00 p.m. Friday evening. (This applies for the entire academic year.) On weekends, F designated vehicles may park in any legal parking spaces on campus. FTFT Freshmen who have legal handicap parking privileges will not be restricted to these areas and may park in any legal space, provided their vehicles display the proper handicap hang tag or license plate

All parking except those areas designated for Visitors and Handicap are available on a first come, first served basis. Students, faculty, and staff members are all strongly encouraged to use the parking spaces available on campus to be good neighbors.

Non-credit course enrollees will not be required to register their vehicles. However, the Continuing Education Department will issue special permits, which will be valid only during the hours in which the non-credit courses are being offered. The special permit allows the individual to park in any unrestricted parking areas.

General Visitors are required to park in the areas reserved for them located in front of Horrigan Hall/Campus Center and the M-lot, which is adjacent to the Communication's Building. All visitors parking time is limited to two (2) hours. Admissions Visitors are required to park in front of Miles Hall and/or on the second-tier of Horrigan Hall /Campus Center parking lot, and there is no time restriction for these parking spaces. Long-term visitors (those parking for more than one hour) should be sent a special parking permit by the department they are visiting or obtain a special parking permit from the Office of Public Safety. If there are no visitor spots available, please park in any other legal parking spot. If visitors receive a ticket, please forward it to the Director of Campus Public Safety (CC 055) with an explanation of why the ticket was received; it may be voided.

Staff and Faculty have designated parking on the A-Level around Horrigan Hall and in the M-Lot between the University Dining Hall and Via Cassia until 5 p.m. Monday through Friday.

Loading Zone parking spots have been added in several places next to each major building. Vehicles parked in these spaces must be dropping off or picking up material for their office or class. Parking in the loading zones is limited to 15 minutes and will be strictly enforced.

R Lot Parking - R Designated Parking Sticker

Vehicles with a designated R sticker will be required to park in the R lot from 7:00 am until 5:00 pm Monday through Friday. The R lot is located behind the lot behind the Surf and Tennis Courts. This area was formerly the Campus Golf Course

Student Parking - S Designated Parking Sticker

Vehicles with a designated “S” permit may not park in the designated faculty and staff lots, (the lot in front of Horrigan hall and the lot beside the School of Communications) during Monday through Friday from 7:00 am until 5:00 pm. Vehicles with “S” permit can park in all other lots on campus and the faculty and staff lots after 5:00 pm on weekdays and all day on weekends.

Other Parking and Traffic Regulations

Parking in fire lanes (as indicated by yellow striping on the roadway or curb), driving lanes (any area that does not have white striping), and spaces allocated for the handicapped will result in costly fines and possible disciplinary action. Continued abuse will result in the vehicle being booted or towed at the owner’s expense.

Persons involved in moving violations, such as speeding, reckless driving, failure to observe stop signs and other driving regulations are subject to receiving a citation.

All traffic and parking regulations will be enforced by the University Office of Public Safety beginning the first day of each semester. During the first five (5) calendar days of each semester, warning citations will be issued only to newly-enrolled students.

Enforcement of the parking regulations will be suspended during the period from 5:00 p.m. on Friday through 7:00 a.m. on Monday, as well as during events that draw a large number of visitors to the campus. However, the prohibition of parking in fire lanes, unauthorized use of a handicapped parking space, and moving violations will be enforced at all times. Any vehicle with 2 unpaid citations after thirty (30) days will be booted.

FINES & APPEALS

A person receiving a citation must pay the fine(s) within 10 working days of the date of issue. When a person believes the citation is unjust and not in keeping

with University Parking Regulations, that person may appeal the citation to the Traffic Appeals Committee in writing within five (5) class/work days subsequent to date of issue. The student, faculty, or staff member may choose to meet with the Director of Public Safety to discuss their citation prior to a written appeal.

The Traffic Appeals Committee will be convened monthly throughout the fall and spring semester (September, October, November, December, February, March, April and May). The Chair of the Committee will convene the Committee and notify those requesting an appeal with a minimum five (5) days' notice of the projected time of the hearing on the scheduled hearing dates. All meetings of the Traffic Appeals Committee will be listed on the University's Master Calendar and posted on bulletin boards and in the Office of Public Safety. Office of Public Safety will have a representative at the appeal hearings.

Students, faculty, and staff members must submit their appeal via the Parking Citation Appeals' website, www.bellarmine.edu/security/parkingappeal, to schedule an appeal no later than 24 hours prior to the scheduled traffic appeal hearing dates.

- All appeals must include the name and e-mail address of the person requesting the appeal, the violation being appealed, and the reason(s) why the citation is being appealed.
- All appeal decisions will be emailed to the appealing party within three (3) working days of the hearing. Decisions will not be given at the hearing. The applicable fine for denied appeals must be paid within 10 days of the date of the Traffic Appeals Committee meeting date.

The following fines will be assessed for violations of the respective regulations:

No parking permit decal displayed	\$40
Parking in a handicapped space	\$100
Expired permit	\$40
Reckless driving/speeding	\$200
Improper parking	\$50
Stop sign violations	\$80
Parking in a restricted area	\$50
Other violations	\$25
Parking in a fire lane	\$100
Transfer of decal to another vehicle	\$100
Boot Removal.....	\$100*

**Boot removal fee must be paid before the boot will be removed.*

Parking boots will be applied to vehicles with any unpaid citations after thirty (30) days.

POSTING POLICY

The publicizing of events or programs is a necessary part of insuring the success of functions. The University has designated areas in all buildings for the purpose

of providing a place for groups and organizations to post these notices.

Announcements of general interest to the student body of the University by recognized student organizations, academic units, or University departments are the only type of materials permitted. Advertisement or solicitation materials related to political party affiliation are prohibited on campus. The following are the posting regulations:

1. Postings in the residence halls are approved by the Director of Residence Life. Departmental bulletin boards are the responsibility of those University Departments. Permission to post on these boards is granted by those individual departments. Classroom bulletin boards are to be monitored and maintained by the appropriate faculty and deans of those individual classrooms.
2. All posters and signs, outside of the areas above, must be approved by the Student Activities Center. All approved postings will be stamped and will include an expiration date. All flyers posted without stamped approval will be removed and discarded. The only exception is SGA campaign flyers.
3. Publicity materials for recognized student organization events will not be approved until an event registration form is completed.
4. All postings will expire within one month unless special permission is granted by the Director of Student Activities.
5. All postings are to be placed on bulletin boards with tacks. Postings made with tape or staplers will be removed and discarded.
6. No postings can be made on doors or windows. Postings on walls must use painter's tape. Flyers or notices may not be placed on vehicles parked on campus.
7. All posters must be in good taste.
8. All notices and signs must clearly state the official name of the sponsoring organization.
9. One copy of each posting will remain on file with the Director of Student Activities.
10. Advertising which explicitly or implicitly suggests or indicates alcohol will be available at an event is prohibited.
11. Only one of each poster or flyer per bulletin board is allowed, and postings are not to be hung over other postings.
12. All postings on electronic media must abide by the Technology Policy.
13. Chalk writing/drawing is permitted, but must be approved by the Director of Student Activities at least 2 weeks in advance. Chalking is permitted on sidewalks only (not on walls, buildings, etc.) in order to advertise an event. The chalking must be removed prior to noon on the day following the event.
14. Contact Facilities Management for permission and assistance in hanging banners and large signs.
15. Any postings in violation of these rules will be removed and discarded. Repeated violations may include disciplinary action.
16. Posters will be reviewed by the Student Activities office and must be free of misspellings and errors and be aesthetically pleasing.

17. Students may post their own posters in accordance with these guidelines or the Student Activities staff will post them. The SAC should be allowed one (1) week to put up flyers.

If an organization or department fails to meet the aforementioned guidelines, the Student Activities Center reserves the right to suspend posting privileges. Any questions regarding general posting should be directed to the Student Activities Center at 502.272.8477.

RAFFLES & OTHER CHARITABLE GAMING ACTIVITIES

In accordance with Kentucky state law, raffles, 50/50's, and other games of chance must follow the laws governing Bellarmine's Charitable Gaming License. For a student organization to be approved to conduct a Charitable Gaming activity, the organization must (a) be an officially recognized student organization with the Director of Student Activities and the Student Government Association; (b) be an officially recognized Bellarmine Athletic Team; or (c) be any other Bellarmine student group with a designated faculty or staff advisor. Any student organization interested in hosting a Charitable Gaming activity must obtain pre-approval from the Director of Student Activities and the Bellarmine Business Office. The charitable gaming rules and regulations will be reviewed and several worksheets will be supplied to the student organization's liaison. All forms must be completed correctly and returned to the Business Office as instructed. Once approved by the Business Officer, the event/drawing must be registered with the Student Activities Center prior to advertising or hosting the event. If the Assistant Vice President for Administration and Finance determines that a student organization has not sufficiently followed the rules and regulations for charitable gaming activities, the student organization may be suspended from charitable gaming activities for a period of two years from the date of any such occurrence.

TOBACCO USE POLICY

In keeping with Bellarmine's intent to provide a safe and healthful learning environment, tobacco use is not permitted in any University buildings, on the campus property, or in University-owned vehicles. Tobacco may be used in individual's own personal vehicles. Tobacco products means all forms of tobacco including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), electronic cigarettes, and smokeless tobacco products. This policy applies to all individuals including but not limited to faculty, staff, students, volunteers, patients, customers, contractors, and visitors to the campus.

SOLICITATION

All canvassing and soliciting on campus must have prior approval from an appropriate University official; non-student and non-University groups must obtain approval from the Office of Special Events; student and University groups must

obtain approval from the Dean of Students and/or his/her designee. Solicitation includes door-to-door sales or promotions in office and academic buildings and in the residence halls, sales in the campus center, and promotion or sales in other locations on campus. This also includes advertisement or solicitation materials related to political party affiliation on campus, which is strictly prohibited. Solicitation in the residence halls is prohibited, unless contracted or approved by a University official. Flyers or notices may not be placed on vehicles parked on campus. The Dean of Students and/or his/her designee may authorize subscriptions, memberships and sales by registered student organizations and campaigns for charitable purposes at such times and in such a manner as not to interfere with University business and functions.

Contact the Dean of Students for permission to solicit for off-campus subscriptions, ticket sales, memberships, questionnaires, etc. Contact the Director of Facilities Management for permission to display any materials, banners, or signs on the grounds.

TECHNOLOGY POLICY

In support of its mission and goals of teaching and public service, Bellarmine University provides access to computing and information technology for students, faculty, and staff. The Technology Policy provides guidelines for responsible use of information technology, and applies to all members of the Bellarmine community. These excerpts provide a summary of some of the key points of these policies for which all users of campus technology are responsible. All members of the Bellarmine community are expected to abide by all related policies and guidelines.

1. Computers and other electronic media are the property of Bellarmine and are to be used for the primary purpose of benefiting, enhancing and furthering the mission of the University.
2. By using University-supplied technology, individuals and other entities agree to abide by all applicable policies and procedures adopted by the University, and/or with current state and federal laws, including, but not limited to those relating to trademarks, service marks and copyright, defamation and discrimination.
3. University policies that address academic dishonesty, including theft, plagiarism, disruptive conduct and misuse of materials and property, must guide your computing activities, just as they guide your activities in the classroom, residence hall, or elsewhere on campus.
4. Access to computing resources is a privilege, not a right. The University reserves the right to limit, restrict, or extend computing privileges and access to its information resources.
5. Email transmissions are considered to be non-confidential communications and may be subject to disclosure through legal proceedings or otherwise

through various laws that may be held to apply to such transmissions. Other policies on email include the following:

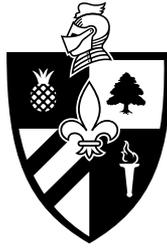
- a. Email should be used to communicate to individuals and/or small groups.
 - b. Sending electronic system-wide messages (“mass mailings”) is prohibited.
 - c. Sending chain mail is prohibited. Chain mail most often asks the recipient to copy and send the message to others.
 - d. Email storage will be limited for each user and everyone is expected to ensure there is adequate space in their inbox to receive new email from faculty and staff
 - e. Users must never “REPLY ALL” when using distribution lists.
6. Intentionally receiving, viewing, or transmitting pornographic information or images is prohibited. Materials are deemed pornographic at the sole discretion and judgment of the University.
 7. Distribution of unsolicited advertising is prohibited.
 8. Transmission of slanderous and/or harassing materials is prohibited.
 9. Creation and/or propagation of computer viruses or worms is prohibited.
 10. Campus technology is not to be used for illegal or criminal activities or for personal financial or commercial gain.
 11. Under certain unusual circumstances, a system administrator is authorized to access your computer files.
 12. All software on Bellarmine University systems is licensed by Bellarmine University, and as such, may not be copied for personal use, transferred to non-Bellarmino University equipment or modified in any manner.
 13. Use only those computers and computer accounts for which you have authorization.
 14. Be responsible for all use of accounts and for protecting each account’s password. In other words, do not share computer accounts. If someone else learns your password, you must change it.
 15. Report unauthorized use of your accounts to your instructor, supervisor, system administrator or other appropriate University authority.

ILLEGAL FILE SHARING

Students are required to respect the intellectual property rights of others. The sharing of copyrighted materials such as music and movies either through P2P (peer-to-peer) file sharing or other means, without the permission of the copyright owner is illegal and can have very serious legal repercussions. Those found guilty of violating copyrights in this way have been fined enormous sums of money. Accordingly, the unauthorized distribution of copyrighted materials is prohibited. Students are encouraged to visit www.educause.edu/Resources/Browse/LegalDownloading/33381 for a list legal alternatives to obtain music, movies, and television shows.

TRANSPORTATION POLICY

The Transportation Policy applies to any students traveling for University affiliated programs that have been approved by the University. Requirements for registering travel differ depending on the sponsoring organizations. All athletics-related travel should be coordinated by contacting the Assistant Athletics Director in the athletics department at 502.272.8408. All travel by student organizations must be approved by the Director of Student Activities and coordinated through the Student Activities Center, at 502.272.8477. Academic related travel is to be coordinated through the respective academic department. Any travel that does not fall within one of these three areas should be coordinated through the Director of Student Activities. No alcohol shall be consumed or carried in any vehicles while on University related trips. The University's liability extends only to travel and activities related directly to the University-related functions. The University's policies related to travel apply regardless of the form of transportation and whether or not the transportation is public, private, or university owned. For full travel policies, including required timelines, contact the appropriate office.



Student Handbook

GUIDE TO RESIDENCE HALL LIVING

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Dear Residence Hall Students:

The residential living experience at Bellarmine University is based on providing you with a quality residence hall program. As a member of the residential community, you have the opportunity to become involved in numerous activities, to meet and become friends with many people from a variety of different backgrounds, and to enrich your academic pursuits at the university.

You also have some responsibilities in being an involved community member. The Guide to Residential Living has been developed to aid you in knowing more about the residence hall experience. By reading and understanding the policies and procedures outlined you can be a positive, productive member of the community.

The entire residence life staff will always be here for you. Your Residence Life Coordinator, Academic Peer Advocate, Resident Assistant, and I want to hear your ideas, thoughts, and feedback about our housing program and how we can better assist you in this upcoming academic year.

Go beyond your comfort zone this year. Challenge yourself to grow and experience new ideas and knowledge. Be willing to make a difference and spend time getting to know others in your community.

Best wishes for an exciting, successful academic year!



Leslie Maxie-Ashford

Associate Dean of Students, Director of Housing & Residence Life

RESIDENCE LIFE MISSION & VISION

The mission of the Department of Housing and Residence Life is to support the mission of the Division of Student Affairs by providing a living-learning environment for students that supports their academic endeavors and fosters the growth of the whole person. Residence Life promotes student development by encouraging the student to live cooperatively in community, demonstrating good citizenship and character, and to become involved in the activities and leadership opportunities in the halls. The Residence Life program at Bellarmine University seeks to educate residents in the ways of community. In keeping with the Catholic tradition of Bellarmine University, the Residence Life program upholds the fundamental dignity of each resident. Residents are expected to treat each other with respect and concern and to be engaged, productive members of the community.

Each residence hall is staffed with one Resident Assistant per floor. The Resident Assistants are undergraduates and serve in a paraprofessional capacity. There is a Resident Assistant on duty each night for students to access. Our First Year communities (Kennedy, Newman, Siena Primo, and Siena Secondo) also have an Academic Peer Advocate (APA) on every floor working with them. The APAs are undergraduate, upper-class students working to aid first year students in their academic transition to the university. All staff members of the Department of Housing and Residence Life are here to address the student population needs, maintain a safe and academically conducive environment, and assist students in the transition to university life. We encourage all students to become acquainted with their Resident Assistant, as well as all residence life and security staff members. The Residence Life Office is located in Petrik Hall and is open Monday through Friday, 8:00 a.m. to 5:00 p.m.

RESIDENTIAL LIVING POLICY

The Residential Living and Meal Plan Policy of Bellarmine University states that **all full-time, first, second and third year students who are 21 years of age or younger must live in the residence halls or with a local parent/legal guardian (within a 50 mile radius of the University)**. Those students found in violation of this policy may be subject to a fee equal to half of the room and board rate for Fall and Spring semesters. This fee will be assessed each semester that they are in violation of the Residential Living Policy. This policy is founded on the belief that residential living provides students with the educational and social ground work necessary for continued personal and academic growth. All residential students are required to have a meal plan during each contract year. Bellarmine provides a meal plan program that offers the student tremendous flexibility and convenience. The meal plan options described in the Food Service section of the *Student Handbook* allows you to select a meal plan that best meets your needs. Students may change their meal plan selection during the

first ten business days of each semester. Meal plan exception applications must be submitted prior to the beginning of the semester for consideration. Please visit Residence Life if you have questions.

Six Principles of Community

Community is defined as a body of people living together in the same place for a common purpose. The Bellarmine Community is defined by the individuals who live within it and by their relationships to each other. Residence Life creates a positive, learning community in which the individuals are able to develop their skills, values, and identity. Residence Life provides the structure for an effective community through quality programming and meaningful leadership opportunities within the halls. Residence Life also provides community members the tools to hone their skills as life-long learners. Each community member is asked to individually contribute to the community to reach the holistic principle of a strong, positive community.

1. To contribute to a community that is conducive to academic pursuits and encourages all members to meet their individual academic goals.
2. To contribute to a safe community for all members by adhering to safety protocols, demonstrating care and concern for your fellow community members' safety and taking steps to ensure personal safety.
3. To contribute to a clean community by keeping not only one's personal space clean but also assisting in the residence halls' overall appearance of the common areas and the grounds surrounding it.
4. To contribute to an orderly community where members as individuals and as a collective group strive to adhere to the policies and procedures set forth by the administration.
5. To contribute to an open community that promotes treating others with respect and dignity; valuing diversity in all aspects; and developing self-worth and personal identity.
6. To contribute to an environment that promotes cooperation and collaboration amongst its members while exploring individual values and standards.

RESIDENCE HALL ASSOCIATION (RHA)

RHA is the organization that represents all students residing in the residence halls. Its purpose is twofold. RHA plans activities for all the residence halls as well as produces policy recommendations affecting the quality of life in the residence halls and presents these suggestions to the Director of Housing and Residence Life. RHA is an excellent involvement opportunity for any student living in the residence halls and especially for freshmen or transfer students who want to immediately get involved on campus.

RHA consists of an Executive Board of elected officers that represents all

residence halls. The Executive Board positions are Executive President, Programming and Recruitment Chair, Secretary, Treasurer, Public Relations Chair, and National Communication Coordinator. The Executive Board meets regularly.

RHA Assembly meets on a monthly basis in order to plan activities and discuss policy recommendations. Programs offered by RHA include student picnics, floor decorating contests, and Welcome/Finals Baskets. Many of these programs, policy recommendations, and services have been developed through student input either by residents attending the open RHA meetings or by becoming a Floor Representative. All residents of the halls are members of the RHA and are welcome to voice their opinions at the RHA meetings.

One way to become involved is to attend the RHA meetings on a monthly basis. Ask Resident Assistants for meeting location and time. Another excellent way to become engaged is to run for a position as an Officer of one's Building Hall Council or Floor Representative. Elections will be held early in the fall semester. Floor Representatives attend bi-weekly Hall Council meetings and take information and recommendations to the members of their floor in order to seek input and opinions on the matters discussed at each RHA meeting. Floor Representatives then bring this input back to the voting members of RHA to make more informed decisions based on residents' interests and needs.

Floor Representatives are entrusted as leaders of residential students to be of assistance to the Resident Assistants. Their responsibility, therefore, is not to be taken lightly. They serve not only as a voice for residential students but also as promoters of the Residence Life Program. The qualities of a good RHA Floor Representative are organizational skills, a strong work ethic, the willingness to pitch in, self-motivation and initiative, and the ability to plan, manage, and follow through with RHA activities and events.

RECREATIONAL GAMES & OTHER ITEMS

The following games and equipment are available for checkout from the Residence Life staff members, Monday - Friday, 7:00 p.m. - midnight and on weekends.

- Assorted board games
- Assorted sports equipment
- Pool, Ping Pong, Foosball and Air Hockey equipment
- Vacuums

Games and other equipment are provided by the Residence Hall Association and Residence Life. Equipment check-out is available at the front desk area of all halls from 7:00 p.m. - midnight Residents may contact the staff member on duty for assistance. If you have ideas for new purchases, come to a RHA meeting.

SAFETY TIPS

Personal safety often requires no more skill than common sense. The following are some common sense steps that a residential student can take toward personal safety. Your safety is very important to us. Do not take your personal safety lightly and remember to use your common sense in all situations.

- Always be alert to your environment. Personal safety begins with taking notice of your surroundings and responding appropriately to them.
- When walking around campus in the evenings, or at times when there are fewer people on campus, travel in pairs or utilize the Campus Escort Service by contacting Security at x7777. Be sure to use well-lit paths and side-walks.
- Never allow anyone into the residence halls who is not a resident. All guests are to use the Courtesy Phones located outside of the lobby areas and may not enter the building without a Resident Host.
- Keep your residence hall room locked at all times and do not give your keys to anyone.
- Take photos or engrave your valuables with your name so that they are easily identified if stolen.
- The University is not responsible for damage or loss of property, so residents are encouraged to purchase renter's insurance for emergencies.
- Do not prop open any doors or windows to buildings. Also, be sure to report any broken latches, missing screens, or other facility concerns immediately to Residence Life.
- When using the Internet, do not to make arrangements to have people you meet online visit you or for you to visit them. If you choose to meet, do so in a public place and inform someone of the meeting. If you receive threatening or inappropriate emails save them and report them immediately to Residence Life and Security.
- Report any strangers on campus or in the residence halls who you feel are suspicious to Security and the Residence Life Office.
- Report any crimes or violence immediately to Residence Life and Security.
- If you are staying in the residence halls during a break period (before/after/ during a semester) be sure to register with the Residence Life Office and seek permission to be in the halls.
- Don't over extend the usage of your electrical outlets in your residence hall room.
- When cooking be sure to stay in the area of the food preparation to attend to any concerns that might arise.
- Keep a flashlight and a small first aid kit in your residence hall room in case of an emergency.
- Know your emergency exits from the residence hall and vacate the hall each time you hear the fire alarm, unless instructed by the Residence Life Office to do otherwise.

- Talk to your roommate or suitemates about guests and other topics. The Residence Life Office encourages the use of the Roommate/Suitemate Agreement.
- Inform family or friends if you have plans to be out of town for an extended time so that they do not needlessly worry.
- Carry your student I.D. or another form of photo I.D. with you at all times.
- If a medical emergency arises contact your Resident Assistant or Security. University staff members cannot transport you, but they can assist with making phone calls to family members or for medical assistance.
- Not only is alcohol and drug use against Residence Life policy, it can place your health in danger. If you ever suspect that you, or a friend, are at risk of being ill as a result of drug or alcohol use, don't worry about "getting in trouble"; contact Residence Life and Security immediately for assistance.
- Be knowledgeable of residence hall and university policies and procedures and adhere to them. Attending residence hall meetings will increase your awareness of these procedures and any changes that are forthcoming.
- Park in designated parking areas with your parking pass in the aforementioned location to avoid tickets or damage to your vehicle. Also, keep your car locked and secured at all times. Don't leave keys or valuables in your car; if necessary, store them in the trunk or take them to your room.
- Report any threatening or harassing behavior to Residence Life and Security. Report any vandalism or theft to Security immediately.
- Introduce yourself to your Resident Assistant and seek them or the Residence Life Office for information or concerns.

RESIDENCE HALL AMENITIES & SERVICES

Bulletin Boards and Notices

Throughout the year, notices containing information pertinent to resident students are posted in the high traffic areas and on email. Students are responsible for reading and understanding these notices. Posters must be approved through the Residence Life Office before being posted. Postings are not permitted on glass entrance doors. RAs are given dry erase boards for their use in order to provide information for residents.

Cable TV

Basic cable service is offered to all residents, who are asked to provide their own cable cords.

Computer Labs

The computer labs, located in the halls, are equipped with Internet, email, and library information resources. The labs are equipped with computers and laser printers, plus lap-top access. All residence hall rooms have either wired or wireless access to internet, email, and library information resources.

Disability Services/Accommodations

Bellarmino University is committed to achieving equal educational opportunities and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from participating in any University program or activity, be denied the benefits of any University program or activities, or otherwise be subject to discrimination with regard to any University program or activity. A student must be registered with the Coordinator of Disabilities Services and the Coordinator must recommend any accommodations for housing. Disability Services is located in the Allen Hall, suite 403.

Mail Delivery Service

The University provides mail service for residents. The resident will receive a campus mailbox number and combination or key during the residence hall check-in process. If you do not receive a combination or key to a campus mailbox it is the student's responsibility to contact Residence Life. Mail and packages are distributed each weekday. All packages are logged immediately and an email message is sent out to residents who received a package that day. It is the resident's responsibility to check his/her mailbox daily. Mail should be addressed as follows:

Name
Bellarmino University
Campus Box #
2001 Newburg Road
Louisville, KY 40205

The Residence Life Office can track packages that come to our office from the University mailroom; however, we cannot track any mail (envelopes, cards, etc) from the USPS. We recommend never sending cash through regular mail; all valuables and/or gifts should be sent in the form of a package.

Outgoing mail can be put in the mailboxes located in the residence hall lobbies or in the mailroom at the Campus Center.

Please Note: The Residence Life Office does not forward mail during University holidays, semester break, or over the summer. Residents need to contact individual businesses (e.g., banks, credit card companies/department stores, CD clubs, magazine/newspaper subscriptions, etc.) to inform them of the new address. The U.S. Postal Service Mail Forwarding kits cannot be used to forward student mail because the resident's address is the same as the entire University's address.

Roommate Agreement

The Roommate Agreement is a tool to help you and your roommate(s) to get to know each other and to establish specific guidelines/expectations for your room, its use, and your belongings. It is important to complete the Agreement in detail to avoid possible conflicts that might arise during the year. The Roommate Agreement should be returned to your RA. Your RA will keep the Agreement on file and he/

she may use it in assisting with the resolution of roommate conflicts, if needed. At any time, you and your roommate(s) may make changes to the Agreement.

Sacred Space

See Campus Ministry on page 22.

Evacuation Assistance

It is the policy of the University to provide accessible places for students to live and study, with appropriate safety and security measures in place. During fire alarms and other emergencies, alarms and flashing lights, which are located throughout the residential facilities, will alert students of potential and/or imminent danger. In addition, public address systems will be used when possible. Smoke detectors are in all residential rooms and public areas, and sprinkler systems are located in all residence halls. Security Officers and Residence Life staff will assist persons with disabilities who may require assistance evacuating a building during an emergency. The staff have been trained to follow the Evacuation of Persons with Disabilities procedures, as outlined in the Student Handbook. The Residence Life and Security staffs will maintain a list of the students who may need assistance and their room assignments. This information will be shared with external rescue personnel if needed. It is the responsibility of the student to inform the Residence Life Office if evacuation assistance will be needed.

Students have the opportunity to provide this information at the time of submitting an application or may contact the Residence Life Office at any time during the year to request assistance.

Recreation

Recreational areas are located in all the residence halls. Residents may check out equipment with a current I.D. Game rooms are subject to all residence hall and University policies.

Kitchen Facilities

A common area with microwaves, ice machine, and vending is located in Kennedy-Newman and Petrik halls. Full kitchens with a refrigerator, stove, sink, and eating area are located in Anniversary, Siena Primo, Siena Secondo, Siena Terzo, Siena Quarto and Kennedy-Newman halls.

Each student is responsible for providing his/her own cooking and eating utensils. Knives are allowed in the residence halls as long as they are used for and designed for cooking purposes (i.e., a paring knife). ALL other blades are a violation of the Student Code of Conduct and Weapons policy.

Common courtesy requires that residents clean up after themselves in the kitchen. For health and safety reasons, the kitchen cabinets or drawers may not be locked at any time. If you have concerns about securing your food and utensils, keep them in your room.

Laundry Facilities

Laundry machines are located in all of the halls and laundry service is a free amenity to all residential students.

Loan Keys

Students who are locked out of their room may gain access by contacting the RA on duty (7:00 p.m. - midnight or on weekends 8:00 a.m. - midnight) or the Residence Life Office (8:00 a.m. - 7:00 p.m., Monday through Friday) or Security (midnight - 8:00 a.m. weekdays and weekends). The staff members will only key individuals into their room after verifying their identity and documenting the loan key/key-in with appropriate paperwork. If a resident is issued a loan key, the student must bring the key back to the Residence Life Office within 48 hours or a lock change will be ordered at the expense of the student. The student will be assessed \$120 for a lock change to cover the expense of one new core and three new keys. Any additional keys needed for the room will be an extra charge of \$20 per key. Effective the first week of classes, the first loan key/key-in will be courtesy, but any subsequent loan key/key-in from that point forward will have a \$5 charge assessed per incident.

Missing Student Policy

Bellarmino University takes student safety very seriously. To this end, we have developed policies and procedures to assist in locating Bellarmino students who live in campus housing. Individuals who believe a residential student to be missing should contact the Safety and Security at 502.272.7777 to complete a missing person report.

Upon notification that a student is missing, Security will conduct an investigation to confirm that the student is missing and determine when they were last seen. When a student has been determined to be missing for 24 hours or more the student's designated contact person will be notified by the Vice President for Student Affairs or a designee. The designated contact person is confidential. If the student does not have a designated contact person the local Police Department will be contacted by the Office of Public Safety no later than 24 hrs after the student has been determined missing. Students who are under 18 years of age will have their parents or guardians notified by the Vice President of Student Affairs or a designee that they are missing. Residence Life asks for the name of an emergency contact person for all residential students.

Safety and Security

Safety and security is a responsibility shared by the entire University community, including every student. Residential students have special responsibilities to keep room and entrance doors locked at all times, to lock windows when out of the room, and to deny entrance to any building or room by unauthorized individuals. Residents should immediately notify the Residence Life staff in the building and

Safety and Security of any suspicious person or other emergencies in a building.

A Security officer provides security coverage through regular rounds in the residence halls. The officer will patrol the buildings, identifying and addressing safety, security, and behavioral problems. The Security officers work in conjunction with the Residence Life staff members.

Residents are expected to give full cooperation to Safety and Security by complying with the security procedures and cooperating with Security personnel. Propped doors will result in disciplinary action. Student Conduct sanctions will be imposed on any student who tampers with room or building doors, fire alarms or detection equipment, security cameras, or the emergency telephones.

If you find your vehicle has been damaged by an accident, hit and run, or vandalism, notify Safety and Security at once. An officer will respond and take a report. A police report is necessary to satisfy most insurance company requirements. The University is not responsible for damage to a student's car.

Study Rooms

The study rooms that are available are open 24 hours per day. These rooms are for study or reading purposes only and cannot be reserved for group/organization use.

Telephone Services

Telephone service is no longer automatically provided in residence hall rooms. Over the last few years the Department of Housing and Residence Life has found that most students use cellular phone service as their sole/primary telephone communication with family and friends. Surveys completed in the fall of 2008 show over 86% of students would prefer not to have an "active" phone line in their room. So that adequate phone service will be available for personal or emergency use, students will have access to a "public phone" in each residence hall lobby and the Resident Assistant and Academic Peer Mentor staff members will be provided with a land line phone in their rooms.

Residents who need (no cellular phone access, emergency medical service, etc.) local land line phone service may request installation of the service by submitting an application to the Department of Housing and Residence Life. Activation will be based on the individual application submitted and will be at no cost to the student. Students with room activation are responsible for providing their own telephones. Cordless telephones 2.4 ghz or larger cannot be used in the residence halls for the potential interference with the wireless network.

Students residing in 1816 Norris Place apartments will automatically have local telephone service.

Television Lounges and VCR/DVD Use

Each residence hall is equipped with a color TV with cable. VCRs and DVD players are available for residents to check out from the Residence Life Office during regular RA office hours from 7:00 p.m. - midnight. A valid student I.D. is required

for a resident to check out any equipment. Use of VCRs or DVD players should be in common areas with community consent and with regards to others.

Vacuum Cleaners

All residents may check out a vacuum cleaner from the Residence Life Office, Monday - Friday, 8:00 a.m. - 7:00 p.m. After 7:00 p.m. a vacuum can be checked out with the RA on duty at each front desk area from 7:00 a.m. - midnight. An I.D. card is required to check out a vacuum. Residents will be held financially responsible for damages to equipment.

RESIDENCE HALL PROCEDURES

Check-In and Check-Out

A student moving into the residence halls is responsible for completing a Room Condition Report (RCR) with the Resident Assistant. We define a room as an enclosed space with a lock and a door. Common or suite lounges are not considered rooms. This report is kept on file and used for assessing damages when a student changes rooms or exits the halls. Residents must also complete the RCR upon checking in or out of the halls. All furniture must remain in the room and be returned to its' original arrangement, damages should be reported, the room cleaned, keys returned and the check out process completed prior to the student vacating the room. Failure to complete the check-in or check-out process properly will result in fees and forfeiture of the remaining balance on the damage deposit. Students must return keys to a Residence Life staff member prior to checking out of a hall permanently. Keys not returned to a staff member will result in an improper check out fee and a charge for a lock change.

Consolidation Process

A Consolidation Process is utilized by the Residence Life Office to maximize the space in the residence halls and open rooms for new assignments. The Consolidation Process occurs during the first three weeks of each semester. The Residence Hall Contract states that the University reserves the right to require a student to share a room with a roommate. The Consolidation Process is as follows:

1. All residents who do not have a roommate will be contacted by the Residence Life Office and notified of the Consolidation Process in writing.
2. Residents without roommates will be given the following options:
 - a. Be consolidated with another resident on their current floor.
 - b. Choose a roommate and complete the Room Change Process.
 - c. Take their current room as a single (at the private room rate).
3. All moves will be completed by the end of the third week of each semester.
4. In general, a resident who is the last single person on his/her floor is not required to consolidate to a different floor. However, the Residence Life Office reserves that option if there is a need for space within the residence halls.

Students who lose their roommates after the third week of each semester may remain in their room. They must reside on only one half of the room and the room must be prepared to accept a new roommate at any time.

Hall Closings

The residence halls close for Thanksgiving Break, Winter Break, Easter Break and Spring Break at 8:00 p.m. the last day of classes or finals prior to each break. At the end of the Spring Semester, the halls close at 8:00 p.m. on the evening of the last day of final exams. Students are asked to leave the halls no later than 24 hours after their last scheduled exam or at the final hall closing time, whichever comes first. Your RA will provide information about required check out procedures. Students who do not check out appropriately, or vacate their rooms within the stated time frame may be assessed a fee. Residents found in the halls while they are closed are subject to University judicial sanctions. It is important that students remove items they may need during the hall closing period.

You can apply for an exception during each break to remain on campus in the event of extenuating circumstances. Exception information will be sent out two weeks prior to each break. Some breaks may require a nightly fee. Consult all notices that are posted during these times for more information.

Room Assignment

The established guidelines for obtaining housing are published by the Residence Life Office in the spring semester. It is the student's responsibility to obtain the necessary forms and follow all instructions carefully. Room assignment is contingent upon the receipt of the application/contract, health history form, and payment of the room and/or damage deposit. A room is defined as a space with a door that locks. Common areas are not considered room space and cannot be assigned.

Room Assignment for Students with Disabilities

On-campus residence hall accommodations are available for students with disabilities. Adapted housing space is limited and spaces are assigned on a first-come, first-served basis when the completed application and deposits are received. It is the responsibility of the student to register with the Office of Student Disability Services. In addition, the student should inform the Residence Life Office if special accommodations are needed. The Residence Life Office will respond to requests for appropriate and reasonable housing accommodations in a timely manner.

If a student or the student's parents or advocate believe that the University's policy or the student's housing assignment does not reasonably accommodate the student's disability or endangers the student's safety or health, he/she may file an appeal. The appeal must be in writing and filed with the Associate Dean of Residence Life within 15 days of the assignment. If the student is not satisfied with the response of the Residence Life senior staff member, the student may request a review by the Appeals Committee within seven calendar days after receipt of the decision by the Residence Life officer. The Appeals Committee shall be comprised

of the Disability Services Coordinator (Chair), the Chief of Public Safety, the Director of Health Services, and the Assistant Director of Facilities Management. The Associate Dean of Residence Life will forward the appeal to the Disability Services Coordinator. The Appeals Committee shall notify the student in writing of its decision within ten working days after the appeal is received. The decision of the Appeals Committee shall be final and not subject to further review. Specially adapted rooms for ADA students are located in Petrik, Anniversary, Siena Terzo, and Siena Quarto halls.

Room Changes

Room changes may occur during the designated room change period after two weeks of classes. After first discussing the matter with the roommate(s), a student wishing to change rooms should notify his/her Hall Director. Residents requesting a different roommate **MUST** be willing to move to another room. The resident **NOT** requesting a change has a right to stay where she/he is. Room changes should be for the benefit of all parties involved. All roommates must go through the roommate mediation process with their Resident Assistant or Hall Director before a decision will be made about a room change.

Any student who changes rooms without prior approval from the Associate Dean of Residence Life or his/her designee will be subject to disciplinary action and must move back to the original room. A roommate responsible for creating a conflict, as a result of inconsiderate behavior or harassment, will be subject to disciplinary action and a possible mandatory room change. If a mandatory room change results in the offender having a private room, he/she will either need to consolidate with another single occupant or be charged the full private room rate.

Security Cameras and Equipment

Tampering with security cameras or other equipment dedicated to the safety of the residential community may result in immediate dismissal from the residential system and potentially from the University. Student(s) found responsible for the vandalism or tampering will be charged for the costs of repairs, parts, and labor of the equipment in addition to potential judicial fines.

COMMUNITY STANDARDS

An environment conducive to learning, living, and growing requires an atmosphere of cooperation among residents and respect for self, others, and property. Community Standards help to ensure a positive community in the residence halls. While the Residence Life staff assumes some responsibility for educating residents about community standards and implementation of them, ultimate responsibility for knowing and complying with the information in this handbook lies with each resident. Living in a residence hall is a privilege and requires residents to exercise good judgment and self discipline by taking responsibility for their decisions and

behavior. By allowing the existence of behaviors or items that violate housing and residence life policies and/or the Bellarmine Code of Conduct, students have demonstrated an implied consent for the violation and thus may be equally charged and sanctioned for the violation. In addition, students will be considered in violation if they fail to remove themselves from the violation and/or fail to report it. Students who choose not to respect the established standards will be subject to judicial action and may be asked to leave the community.

Students must also comply with the terms of the Residence Hall Contract, the Community Standards and the University's Code of Conduct. The Department of Housing and Residence Life and the University reserve the right to add or change policies.

Alcohol

Use and/or possession of alcoholic beverages, distribution of alcoholic beverages, drinking in public, public intoxication, abuse (requiring medical attention, passing out, vomiting, loss of memory or hospitalization), manufacturing alcohol, possessing consumption devices (bongs/funnels) and mass containers (kegs/mixed alcohol from a common source outside of its original packaging) are not permitted. This includes common areas (main lounges, laundry rooms, study lounges, etc) suites, rooms, lawns, courtyards, parking lots, stairs and elevators.

Residents may not display alcohol containers (e.g., beer can pyramids, windowsill displays, etc.) regardless of the person's age. Empty containers and/or packaging (cans, bottle, kegs, beer bongs, cardboard cartons, etc.) will be viewed as evidence of possession and/or consumption of alcohol. Residents are not allowed to use alcohol containers whether full or empty as decorations within their residence hall room.

21 years and over environments: Residence Life may designate certain floors or residence halls as environments that allow personal levels of alcohol for students who are 21 years and over. Personal levels of alcohol are one six-pack, one bottle of wine, or one pint of liquor per resident. Guests of residents may not bring additional alcohol into the environment. Alcohol must be consumed inside the resident's room and parties are not allowed. Residents in 21 and over environments may not provide alcohol to any student or guest who is not 21 years of age.

Substance Free Areas: Residents may choose to designate a suite or floor as a substance-free living environment. All residents have contractually agreed not to possess or use alcohol, illegal drugs, or tobacco products of any kind in those areas. Signs are posted, informing others of the policy for these floors, and the residents of the floors are responsible for the behavior of their guests.

Appliances

Limitations are imposed on electrical appliances because of fire safety concerns. Acceptable appliances include: iron, radio, stereo, TV, study lamp, video game console, electric razor, hair dryer, personal computer and VCR/DVD. Small coffee

pots and hot air corn poppers with an automatic cutoff element and enclosed heating unit are permitted, provided they do not exceed 5000 watts or 120 volts. Hot plates, toasters, toaster ovens, electric grills, space heaters, candle warmers and other open-element electrical appliances are not permitted in the residence halls.

In addition, halogen lamps are not allowed in the residence halls for safety reasons. Prohibited electrical equipment will be confiscated and returned at semester break.

Bicycles

Bicycles are not permitted to be kept in lounges or hallways, and should not block building exits, stairways, or hallways. It is recommended that bicycles be kept locked in the outdoor bicycle rack provided and the bicycle's serial number be included on your registry of personal items. We ask that all residential students register their bikes with their Hall Director within the first 10 days of each semester. The University assumes no responsibility for bicycles that are stolen, lost, or damaged while on University property. Bicycles that are in unauthorized areas will be removed. If a lock must be cut to remove the bicycle, the student assumes responsibility for its replacement.

Building Safety

Any attempt to compromise the University security systems, access an unauthorized area, replicate University keys, and/or any behavior that is perceived to be a wide spread threat to the safety of others is prohibited. Other safety and security restrictions include but are not limited to tampering with entry/exit doors locking systems, accessing attics and roofs and/or posting campus threats. Residents are not allowed to throw objects into or out of windows or off balconies. Not only does this act increase the litter around the buildings, it also causes undue danger to residents and people passing by. Windows and balconies are not to be used for drying purposes, as entrances to rooms, or for coolers.

Propping doors is also a building safety issue. Propping doors imposes a security risk for all people within the community. This includes outside entrance doors to a building, room doors, bathroom doors, or any other doors within a building as well as tampering with the locking mechanism. Any student found propping a door or entering in the building through a propped door may be subject to disciplinary action. Door propping also includes taping or otherwise interfering with the locking mechanism on any door, so that it does not lock. Bedroom door stops are permissible when a resident is present in his/her room.

Hanging items from or displaying items on the outside of windows is also prohibited. However, appropriate inside window displays are acceptable. Hallways, lobbies, and lounges are not to be used as recreational areas. Any hall sport can be dangerous to other persons and can result in damage to the residence halls. The noise and obstructions may also negatively impact the community. Therefore, sports and recreation activities (including food fights, water fights, rollerblading,

skateboarding, bike riding, football, etc.) are prohibited in the residence halls.

Bunk/Loft Beds

Siena, Petrik, Newman, and Anniversary Halls have factory made “bunkable” beds. Beds may be used as bunk beds if residents insert metal dowels in the beds. These metal dowels may be obtained from the Residence Life Office. Also, residents of Newman, Petrik, Siena Complex, and Anniversary Halls may raise their beds up to one foot (12 inches), to accommodate the storage of boxes, etc. Bunk beds may not be raised. Students may loft their own beds at their “own risk.” The university is not responsible for non-university loft beds.

Confiscation

Residence Life staff members have the right to confiscate any item deemed inappropriate for causing disturbance to the community or in direct violation of a University or Residence Life Policy. Items may be returned by the building Hall Director at semester break so that items can be removed from campus.

Drugs

Refer to the Policy on Alcohol and Illicit Drugs, p. 62 and 69.

Escort Policy

All guests, whether residents or not, must be escorted by the resident host at all times. Residents are responsible for the behavior of their guests at all times. Disruptive behavior from guests during visitation may result in loss of visitation privileges.

Building Entrance Phones

Building Entrance Phones are located at the main entrance of the residence halls for convenience to guests and security of residents. Guests, including residents from other halls, can contact their host to request admittance to the residence hall. The guest must wait to be admitted to the residence hall by his/her host.

It is imperative that residents of the hall not admit individuals waiting outside or knocking on the entrance doors. Those individuals waiting will be admitted and escorted by their host. In addition, entrance doors may not be propped open. This policy is to help to ensure the safety of residents and the security of their belongings. Admitting persons who are not a resident’s guest presents a potentially dangerous situation. Residents who admit individuals, other than their own guests, or who prop the entrance door, will be subject to disciplinary action. For your safety, please admit only your guests and escort them.

Explosives and Weapons

Community values and safety require that weapons, knives, firearms, ammunition, hunting arrows, potentially injurious war souvenirs, other legally defined weapons (both functional and decorative), explosives, fireworks, firecrackers,

highly flammable materials, and dangerous chemicals be prohibited on campus. Such explosives and weapons will be confiscated and individuals will be subject to student conduct sanctioning.

Extension Cords

If extension cords are used, they must be UL (Underwriters Laboratory) approved and “heavy duty.” The University recommends the use of surge protectors. Residence Life and the University do not assume liability for damage caused by electrical surges that occur periodically.

Fire Safety

Fire safety equipment, such as fire doors, fire alarms, and fire extinguishers, are present to protect lives and property. Tampering with such equipment is extremely dangerous and will not be tolerated. Tampering with fire extinguishers and/or fire alarms, and lighting material other than a lighted match may result in dismissal from the residence halls. Tampering with other fire safety equipment, including damaging smoke detectors, is prohibited and results in a disciplinary action. Smoke detectors are checked periodically to ensure proper functioning. Setting an unauthorized fire is prohibited. For safety reasons, burning candles (including candle warmers), incense and smoking are not allowed in the residence halls for any purpose. If a student sees a fire, they should report it to 911 immediately.

Harassment/Offensive Behavior

All students and University employees are to be treated with respect. Abusive language, including but not limited to profanity, threats, racist or degrading language, remarks, “jokes,” unwanted physical contact, or inappropriate sexual language, gestures, or activity are considered harassment and/or offensive behavior. Such behavior degrades the dignity due to all persons and will be considered violations of both Residence Hall and University policies. Also refer to the Sexual Harassment policy in the *Student Handbook*, p. 85.

Harmful Behavior

Behavior that places self or others in harm or potential danger is prohibited.

Keys/Student IDs

Students will be issued the appropriate keys and or Student ID to their assignment upon arrival at the residence halls. Beginning Fall 2010 Student ID Cards will be used to gain access to bedroom doors in Siena Quarto and Terzo. It is a student’s responsibility to carry his/her key and /or ID at all times. Students are not allowed to hand out or lend their keys and/or ID to anyone at any time. Students must return keys to the hall staff when they move out of a room. Credit will not be given for keys returned after the check-out date.

Lost keys and/or IDs must be reported to the Residence Life Office. A charge

of \$120.00 will be assessed for each lost key. When a key is lost, the appropriate lock(s) will be changed and Card Swipe systems will be reprogrammed. All new keys and/or IDs will be issued to the residents. Students found with duplicate keys or ID cards will be subject to disciplinary action and a fine.

Needle/Syringe Disposal

For the health and safety of all residents and staff, students who use needles, syringes and/or finger prick devices must use an approved sharps container for disposal. These items cannot be disposed of in any building trash container or dumpster. Students are responsible for providing their own sharps container. If any student needs assistance with disposal of these items, please contact the Director of Housing and Residence Life (x7272).

Non-Compliance

All students and their guests are to cooperate with any reasonable request or sanction from a University staff member, including student staff members. Failure to comply will result in judicial sanctioning. Guests who fail to comply will be asked to leave the residential community immediately and will be banned until their student conduct hearing.

Offensive Materials/ Displays

The Residence Life staff members encourage all residents to be sensitive to our diverse population and to visitors to the halls. Offensive materials externally posted or that can be viewed from outside the room (e.g., through a door or window) are not permitted. University officials will deem appropriateness of materials and take necessary action. Inappropriate items may not be displayed on the outside of bedroom doors and Residence Life staff members may request items be removed. ** Please see the official University Posting Policy for details.*

Overnight Guests & Host Responsibility

Residents may have an overnight guest of the same gender for two nights within a seven day period, if they obtain an Overnight Pass from the hall staff at least twenty-four hours in advance. Roommates should confer about overnight visitors and agree that an overnight guest is not an imposition. Refer to the section on Roommate Agreements.

Overnight guests should not cohabitate with a resident at any time. Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he or she were living there. Cohabitation includes but is not limited to:

- Accessing the room or apartment while the assigned occupants are not present
- Utilizing a key to enter a room or apartment to which one is not assigned
- Keeping clothing or other personal belongings in the residence hall room or apartment

- Sleeping overnight in the room/apartment on a regular basis
- Using the bathroom and shower facilities as if one lives in the room/apartment

When a guest's continual presence hinders a roommate's ability to study, sleep, and or/occupy their room, this will be considered a violation of the policy as well.

All guests are required to observe Residence Life and University policies. The host is responsible for the guest's behavior and assumes this responsibility by informing the guest of the Residence Life and University policies. If guests violate Residence Life or University policies, the guest and host are responsible. The host must accompany the guest at all times in the residence hall. A guest must show a valid picture ID card and Overnight Pass when asked by Security officers or Residence Life staff.

Pets

Residents may have certain types of fish, aquatic frogs, and turtles that can survive under water in their residence hall rooms. Animals should be maintained in tanks of 10 gallons or less. There is a limit of no more than 2 tanks per residence hall room. Tanks should be maintained and cleaned routinely for the health of the animals. Animals should be taken home during holidays and breaks for their safety.

Physical Contact/Use of Force

Physical contact/use of force against any person will not be tolerated. Residents and employees of the University are entitled to be free of intimidation, fear, or the threat of physical contact or the use of force. Violations of this policy could result in severe disciplinary action.

Quiet Hours/Noise

There is to be an environment conducive to study in the residence halls at all times of the day and night. Therefore, we have a 24-hour Consideration Policy. The 24-Hour Consideration Policy means that residents should monitor their noise levels at all times, giving consideration to other residents. Quiet hours are as follows:

Sunday - Thursday	11:00 p.m. - 11:00 a.m.
Friday - Saturday	1:00 a.m. - 11:00 a.m.

The Quiet Hours policy will be further restricted during the week of and prior to final exams. Violations of 24-Hour Quiet Hours during final exams may result in the immediate suspension from the hall for the duration of the exam week. Stereos are not to be aimed out windows or played with the door open.

Refrigerators/Microwaves

Refrigerators must be UL (Underwriters Laboratory) approved and no larger than 3.2 cubic feet (not to exceed 120 volts). Each room is allowed one refrigerator and one microwave. However, one microwave per suite in Petrik Hall is allowed.

Microwaves cannot exceed 700 watts (not to exceed 120 volts). Microwaves exceeding this limit or the designated number per room/suite will be confiscated for the remainder of the semester and residents will be subject to the judicial process. The Department of Housing and Residence Life reserves the right to change or amend this policy should the electrical systems of the halls not be sufficient to withstand the use of microwaves.

Room Entry and Search

When a staff member seeks access to a student's room to determine compliance with applicable policies or for inspections for improvements and repairs, the occupant will be notified of such action in advance when feasible. There may be entry without notice in emergencies or when imminent danger to life, safety, health, or property is reasonably feared. Residence Life staff and Public Safety have the right to enter a resident's room when requests to open the door have been ignored or denied.

The University may conduct a search of a student's room to determine compliance with federal, state, or local law, as well as University rules and regulations, when there is probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists when the facts and circumstances within the knowledge of the institution, and of which it has reasonably trustworthy information, are sufficient to cause a person of reasonable caution to believe that an offense has been or is being committed. University officials will seek permission from residents for a consensual search as well as ask residents to produce any items that may be in violation with University and Residence Hall policies prior to conducting a judicial search. A consensual search allows residents to be forthcoming with officials about any violations that have occurred in the residence halls and will help expedite the process. Cooperation with officials will be noted in judicial records. University officials will respect resident's belongings and treat them with care when conducting any search. Judicial searches may be conducted when drugs, alcohol, or weapons/explosives are suspected to be in a residence hall.

Sledding and Other Outdoor Activities

Outdoor activities are encouraged in the play fields located on Newburg Road or in the University Quad. Sledding is not allowed on any of the areas surrounding the residence halls. Due to physical harm to others and University property, throwing/hitting such items as frisbees, snowballs, footballs, practicing with athletic equipment, and softballs/baseballs is not permitted near the residence halls where a building or person may be hit or physically harmed by the activity, or in the parking lots, where a person or car may be harmed. Outdoor activities except for sledding are permitted in appropriately designated areas.

Smoke Free Environment

All residence halls are tobacco and smoke-free (see complete policy on p. 91). No

smoking is allowed anywhere within the residence halls. Students found smoking inside the residence halls will be subject to judicial sanctioning. Tobacco use is not permitted in any University building, on campus property, or University owned-vehicles. Tobacco products in use mean all forms of tobacco including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), electronic cigarettes, and smokeless tobacco products.

Solicitation

No solicitors, sales people or agents, whether students or not, are permitted to personally contact students in the residence halls for commercial purposes except when contracted by the University or Department of Housing and Residence Life. If you have received sales solicitations or promotional information by phone, mail, door-to-door, or on your vehicle's windshield, please inform the Residence Life Office. Additionally, students are not allowed to use their rooms for commercial purposes.

Technology

All residents must follow the technology policies as set forth in the *Student Handbook*. Using the Internet or any computer in a public computer lab in the halls for playing games is not allowed.

Theft

Each year students lose money, clothing and valuables from rooms left unoccupied with the door unlocked or the windows open. The University is not responsible for any loss or damage due to theft, fire, vandalism, accident or student negligence and does not provide insurance for your personal property. Students are encouraged to inventory all personal belongings and to record serial numbers when possible. Residents are strongly advised to have their parents' homeowner's insurance cover their personal property at school or to obtain renter's insurance. In the event of theft, immediately advise your RA and Security. If a lock is not working properly, report it to the Residence Life Office. Students are expected to refrain from taking others' belongings without their permission.

University Property

Unauthorized possession of University property will be considered theft. If students are found with University property, a disciplinary fine may be assessed for each individual item in addition to the student being processed through the student conduct system.

Vandalism

Vandalism to any building, University property, or personal property is forbidden. Residents are encouraged to report vandalism. When the responsible person(s) is not identified, all residents of that area will be assessed to cover the repairs. The

responsible area will be determined by the Director of Housing and Residence Life.

Sanctions for those responsible for the vandalism include restitution of property damage, disciplinary action, and possible expulsion from the halls or the University.

Visitation

Room visitation allows for members of the opposite gender to visit during certain hours. Visitation hours for all nonresident guests are 11:00 a.m. - 2:00 a.m. everyday of the week in all residence halls. Nonresident guests are allowed in the main lobby of each building 24 hours a day but must be escorted by a resident host.

Specific halls allow for the following visitation:

Kennedy, Newman, Siena Primo, and Siena Secondo Halls

11:00 a.m. - 2:00 a.m. - Room Visitation Hours for all opposite gender guests. Only Kennedy-Newman residents are allowed in the second floor lounge before or after visitation hours. Nonresident guests are allowed in the main lobby of all buildings 24 hours a day but must be escorted by a resident host.

24 Hour In-hall Visitation

Anniversary, Petrik, Siena Terzo, and Siena Quarto Halls

24 hour In-Hall Visitation Residents of the building may visit each other within the building 24 hours a day.

Facilities

The Facilities Management staff has made, and continues to make, renovations. The following guidelines have been established to reduce necessary and costly repairs. Each student is responsible for the care and cleaning of his/her room/suite. The room and furnishings must be kept in clean and orderly condition and remain in the room at all times. It is expected that students will be considerate of University property.

Damage Charges

The University holds each student accountable and responsible for damage to University property beyond normal wear and tear. Breakage or marring of furniture; defacing of walls, ceilings, carpets; use of nails, screws, staples; damage to windows, doors; or general vandalism to University property will result in a damage charge and possible disciplinary action.

If a student or group of students can be identified as responsible for damages, they will be accountable for the charges. If a specific individual or group cannot be identified for damages in a public area, the assessments will be made against all individuals in that area.

Areas are defined as follows: Building, Hall, Floor, Suite, Room. For example, if there is damage to a bathroom in a clearly defined area, all individuals will be charged a repair cost if no single person takes responsibility. The entire building is

responsible for the following areas: Stairwells, Lobbies, Entrance Doors, Laundry Rooms, Office Areas, Basements, Elevators, and Study Rooms.

Damage to decorations and bulletin boards will be included in vandalism charges. Improper disposal of trash will also result in damage charges to the area. Responsibility for the maintenance of a vandalism-free environment rests with the individuals living in each building. RAs and Security facilitate safety and security within the residence hall boundaries. Residents are expected to report strangers, persons doing damage, or anyone engaging in behavior inappropriate to the development of community living.

Billing for damage assessments will occur monthly or as needed. These assessments are charged against the Damage Deposit. Fines, in addition to assessments, may be levied especially in cases in which fire safety equipment or other security property has been damaged. Such fines are billed to a student account and must be paid promptly to ensure one's status in the residence halls.

Decorations

Decorations are encouraged to enhance and personalize residents' rooms. Because of the fire hazard, live Christmas trees, wreaths, and garlands are not permitted. Hanging any item from the ceilings, in doorways, over lights, and over fire safety equipment (e.g., smoke detectors and sprinklers) is prohibited for fire safety reasons. All Holiday decorations should be removed 48 hours after the Holiday (i.e., Halloween, Easter, Thanksgiving, etc.). To reduce the damage to the doors, memo boards have been provided on room doors. The use of double-sided tape is not permitted and nails are never to be used in concrete. Posters and other wall hangings must be hung from the tack strips provided on room doors. Wallpaper borders and other fixed decorations are not permitted. Please be careful when removing decorations.

Elevator

The elevator is a convenience for residents of Siena, Petrik and Anniversary Halls. Overloading and manually holding the doors open will cause the elevator to malfunction. Please use the "open door" button to hold the door. Elevator repairs are expensive and will be assumed by the residents in cases of vandalism.

Extermination

All residence halls receive extermination service every month in public areas and twice a year in student rooms. If you have a problem between the exterminator's scheduled visits, please call the Residence Life Office.

Housekeeping Services

The University provides daily custodial service for the common areas in each residence hall: lounges, corridors, stairways, and public restrooms. Cleaning is done between 7:30 a.m. and 3:30 p.m. Students are expected to clean their own

rooms or suites. This includes bathrooms and commons area in Petrik, some areas in Siena and Anniversary Halls. Damage charges will be assessed if common or private areas are left unreasonably messy.

Inspections

The Residence Life Office may inspect rooms and suites to protect all residents from safety, health, and fire hazards. Inspections also identify preventive maintenance needs. When possible, you will be notified prior to these inspections. A walk through of all residence hall rooms is conducted during all hall closings.

Painting

While originality plays a big part in the atmosphere that residents create in their living space, no part of the residence area may be painted; this includes rooms and all common areas. Residents are encouraged to complete a Maintenance Request Form online as soon as a maintenance need arises. The Maintenance staff person completes Request Forms between 7:30 a.m. - 3:30 p.m., and in order of receipt and urgency. The staff member will always knock and announce his/her presence. If the residents are not available, the staff member will enter the room and make the repair. Your cooperation with maintenance and custodial staff will ensure prompt attention to problems and efficient maintenance of the halls.

Screens

Where provided, screens are not to be removed from windows. There will be a replacement charge for missing or damaged screens.

SAFETY

It is important for residents to familiarize themselves with the location of fire extinguishers, fire alarm boxes, exit routes, alternative exits, and fire safety procedures. A building must be evacuated by all present in an orderly manner as soon as any alarm sounds. It is suggested that you keep a coat, a pair of shoes, and a flashlight readily available in case you must evacuate.

MEDICAL EMERGENCIES

Serious and Life-Threatening Illnesses or Injuries

1. Do not move a seriously injured person, unless he/she is in a life-threatening situation.
2. If a medical emergency arises during office hours a student should contact the Residence Life Office immediately at 502.272.7272. The Health Services nurse can also be reached at ext. 8493. Public Safety will be contacted immediately by the Residence Life Office.
3. If a medical emergency arises at any time other than office hours then the

RA in your building should be called and the Office of Public Safety should be notified (502.272.7777). The Duty RA will contact The Residence Life Professional on Call.

If a student requires transportation to a hospital, the Office of Public Safety will contact the Emergency Medical Services (EMS) and guide them to the residence hall location. A Residence Life staff member should be at the door to greet EMS and Security and guide them to the resident's location. Another Residence Life staff member should remain with the student requiring medical attention at all times until the EMS arrives at the location. Under no circumstances should a student, staff member, or anyone other than the EMS transport the individual to the hospital. A residence life staff member will also escort a student to the hospital. The Associate Dean for Residence Life, or his/her designee, may contact the parent or guardian and notify him/her of the emergency and the location of the hospital.

WHAT TO DO IN CASE OF FIRE

1. Sound alarm and call the Office of Public Safety (7777)- If you discover or suspect a fire, sound the building alarm.
2. Leave the building- Try to help others only if you can do so without jeopardizing your personal safety. After exiting the building, go to your designated evacuation area to allow clear passage of emergency personnel and equipment.
3. Do not go back - Do not re-enter the building until safety officials say it is safe to return.

FIRE EXTINGUISHERS

Care must be taken in operating the fire extinguisher properly. Fire extinguishers generally are operated by pulling out the locking pin, aiming the nozzle at the base of the fire, and squeezing the handle. A description of each extinguisher's operating instructions is located on the nameplate of the extinguisher. There are two types of extinguishers as described on the label: large silver type A (water), for only trash/paper fires; and small, red type ABC (dry chemical), for grease, electrical, and chemical fires. When a fire extinguisher is discharged, even partially, do not hang it up again. Report it immediately to the Residence Life Office. It will be recharged and replaced.

FIRE DRILLS

A fire drill is a practice exercise entailing the prompt, complete, controlled, orderly, and quiet evacuation of a building. Kentucky law requires a minimum number of fire drills for University buildings each academic year. This trial run

familiarizes residents with proper evacuation procedures. A sufficient number of fire drills are held to ensure an efficient evacuation procedure for each residence hall. At the sound of an alarm, it should be assumed that it is an emergency and not a drill or a false alarm. No one is permitted to remain in the building any time a fire alarm is sounded.

SUGGESTIONS FOR FIRE SAFETY

Fire extinguishers, fire alarms, and warning systems are in the buildings for the safety of the people living or working therein. Tampering with these systems in any way may cause injury or death in the event of a fire. A false alarm is illegal. If apprehended, individuals risk expulsion from the University and/or criminal proceedings. Discharging extinguishers unnecessarily will result in dismissal from the residence halls.

Keep corridors and stairwell doors closed at all times to prevent smoke, fire, and toxic gases from spreading throughout the residence hall during a fire. Proper housekeeping is most important in the prevention of fires. Do not allow ordinary combustibles to accumulate in any area. Remove old papers, rags, and packing materials as soon as you are finished with them; remove garbage from your room on a daily basis. At all times, keep corridors and fire doors free from stored items (e.g., bicycles), debris, and other obstructions.

Flammable liquids such as gasoline and paint thinners are not permitted in the residence halls for any purpose. Because of the potential threat to personal safety in the event of a fire, clothing and other flammable materials are not allowed as ceiling hangings over lights, smoke detectors, or sprinklers. Flammable or wet materials must not be placed above heaters. Burning candles and incense is prohibited.

GENERAL STEPS FOR EVACUATION

1. Get down low and crawl if there is smoke - If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air can be found near the floor. In very low visibility environments, use your hands to feel for a wall then follow it around to an exit door.
2. Feel doors before opening - Before opening any doors, feel the metal knob; if it is HOT, do not open the door. If it is cool, brace yourself against the door, open slightly, and if heat or heavy smoke are present, do not enter. Immediately close the door.
3. Go to the nearest exit or stairway - If the nearest exit is blocked by fire, heat or smoke, go to another exit. **Do not use elevators.** All building elevators are dysfunctional during a fire alarm. Close as many doors as possible as you leave, this helps to confine the fire.
4. Keep doors closed if trapped - If you are trapped in a room, place towels or clothing, preferably wet under the door to keep smoke out.

5. Signal for help if trapped - Hang an object out the window (bedsheet, jacket, etc.) to attract attention. If a telephone is available call Campus Security (272.7777) and report you are trapped. Be sure to give your room number and location.
6. Do not jump from the room - Any rescue attempts will be made by the Fire Departments.

SPECIFIC EVACUATION PROCEDURES FOR RESIDENCE HALLS

All residents must be familiar with their primary assigned exit and an alternate exit. Students must also be prepared to direct guests to the proper exits and to ensure their compliance. Exit procedures will be checked by Public Safety, fire-fighters, and Residence Life staff.

- **Kennedy Hall:** Descend the stairwell closest to your room. Exit through the front lobby or the emergency fire door on the ground floor. Assemble in the parking lot area below the residence halls.
- **Newman Hall:** Descend the stairwell closest to your room. Exit through the front lobby or the rear emergency fire door. Assemble in the lower parking lot area.
- **Siena Halls:** Descend the stairwell closest to your room. Exit through the front lobby or the rear emergency fire door. Assemble in the lower parking lot area.
- **Petrik Hall:** Descend the stairwell closest to your suite. Exit through the front or rear exit. Do not use the elevator. Assemble in the lower parking lot area.
- **Anniversary Hall:** Descend the stairwell closest to your room. Exit through the lobby or the emergency fire door on the first floor. Assemble in the parking lot next to the building.
- **1816 Norris:** Descend the stairwell closest to your apartment. Exit through the front or rear exit. Assemble in the parking lot behind the building.

EVACUATION OF PERSONS WITH DISABILITIES

Persons with disabilities should study and remember the features of each building they are in, including designated Evacuation Assembly Areas, stairwells, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Persons with disabilities should seek assistance from others if emergency evacuation becomes necessary. Students should be aware of the exit nearest to their room or current location, and possible alternatives.

If you require any assistance evacuating the residence hall in an emergency (e.g. fire), please notify the Director of Housing and Residence Life at the beginning of

the semester and include the nature of assistance needed. This information will be shared with Residence Life, Public Safety, and fire department personnel who could provide assistance.

Please refer to the Disability Services section of the Student Handbook for complete evacuation procedures for persons with disabilities.

SEVERE WEATHER

Severe Thunderstorm Watch: Conditions are right for development of a severe thunderstorm. Continue normal activities, but be alert to intensified weather. Keep radio or TV tuned to weather casts. Be alert for changes in the weather. Be prepared to move to a safe place.

Severe Thunderstorm Warning: Severe weather is in the area and precautions should be taken. Remain indoors, away from windowed areas. Close windows/close blinds in case of broken glass. Refrain from telephone use. Notify Security of any damage.

Tornado Watch: A tornado watch is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornados. A tornado watch, therefore, implies that there is also a severe thunderstorm watch. Follow the same precautions as a severe thunderstorm watch.

Tornado Warning: A tornado has been sighted. Seek shelter! The Residence Life staff and/or Public Safety will notify you of severe weather conditions and when possible danger has passed.

- **Kennedy-Newman & Siena Halls:** Vacate upper floors and seek shelter on the lower levels along an interior wall, away from windows, with all doors closed. DO NOT go to the lobby.
- **Petrik:** Vacate top floor (5th) and seek shelter in the common area of suites on floors 1-4. Close bedroom and study room doors and stay away from windows.
- **Anniversary:** Vacate upper floors and seek shelter on lower levels. Stay away from the center and ends of the hallway due to glass windows. Close all room doors.
- **1816 Norris:** Seek shelter on the ground floor, interior walls and/or bathrooms. Stay away from windows.
- **If Outside:** Get out of cars. Lie in a low area, covering your head and neck. If possible, keep a portable radio tuned to weather reports.

STUDENT CONDUCT PROCESS

(See Code of Conduct Section)

Residence Life Office is located in Petrik Hall. 502.272.7272.

CAMPUS SECURITY ACT & CRIME STATISTICS 2009 - 2011

In accordance with the Crime Awareness and Campus Security Act of 1990, the Higher Education Amendments of 1998*, and the **right to know** regulations, Bellarmine University provides information on crime statistics and security measures to prospective and matriculated students and their parents, and employees. The Crime Statistics are reported for three-year periods and include all **reported** instances of crimes that are required by the Campus Security Act, not just the convictions.

CATEGORY	VENUE	'09	'10	'11
Murder and Non-Negligent Manslaughter	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Negligent Manslaughter	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Sex Offenses Forcible	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Sex Offenses Non-forcible	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0

** This "On Campus" category includes all on-campus incidents, including those listed in the category, "In residence halls or conference facilities." Therefore, the two categories are not cumulative, but duplicative.

CATEGORY	VENUE	'09	'10	'11
Robbery	• On Campus**	0	1	0
	• In residence halls or conference facilities	0	1	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Aggravated Assault	• On Campus**	1	0	1
	• In residence halls or conference facilities	1	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Burglary	• On Campus**	0	3	2
	• In residence halls or conference facilities	0	1	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Arson	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Motor Vehicle Theft	• On Campus**	1	2	1
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0

** This “On Campus” category includes all on-campus incidents, including those listed in the category, “In residence halls or conference facilities.” Therefore, the two categories are not cumulative, but duplicative.

CATEGORY	VENUE	'09	'10	'11
Arrest for: Alcohol policy Violations	• On Campus**	1	0	1
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Arrest for: Drug-related Violations	• On Campus**	2	1	0
	• In residence halls or conference facilities	2	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Arrest for: Weapons Possession	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Disciplinary Referrals: Alcohol policy Violations	• On Campus**	104	124	156
	• In residence halls or conference facilities	103	124	156
	• Non-campus building or property	0	0	1
	• On public property	0	0	0
Disciplinary Referrals: Drug-related Violations	• On Campus**	3	20	14
	• In residence halls or conference facilities	3	15	14
	• Non-campus building or property	0	0	0
	• On public property	0	0	0

*** This “On Campus” category includes all on-campus incidents, including those listed in the category, “In residence halls or conference facilities.” Therefore, the two categories are not cumulative, but duplicative.*

CATEGORY	VENUE	'09	'10	'11
Disciplinary Referrals: Weapons Possession	• On Campus**	3	3	0
	• In residence halls or conference facilities	3	1	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Murder and Non-Negligent Manslaughter	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Negligent Manslaughter	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Sex Offenses Forcible	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Sex Offenses Non-Forcible	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0

CATEGORY	VENUE	'09	'10	'11
Hate Crimes Robbery	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Aggravated Assault	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Burglary	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Weapons Possession	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Arson	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0

** This “On Campus” category includes all on-campus incidents, including those listed in the category, “In residence halls or conference facilities.” Therefore, the two categories are not cumulative, but duplicative.

CATEGORY	VENUE	'09	'10	'11
Hate Crimes Motor Vehicle Theft	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Larceny-Theft	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Simple Assaults	• On Campus**	0	0	0
	• In residence halls or conference facilities	0	0	0
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Intimidation	• On Campus**	0	0	3
	• In residence halls or conference facilities	0	0	2
	• Non-campus building or property	0	0	0
	• On public property	0	0	0
Hate Crimes Destruction, Damage or Vandalism of Property	• On Campus**	0	0	2
	• In residence halls or conference facilities	0	0	1
	• Non-campus building or property	0	0	0
	• On public property	0	0	0

FIRES ON-CAMPUS STUDENT HOUSING FACILITIES

FACILITY	SUMMARY	'09	'10	'11
Anniversary Hall	• Fires	0	0	0
	• Injuries	0	0	0
	• Deaths	0	0	0
Bonaventure Hall	• Fires	0	0	0
	• Injuries	0	0	0
	• Deaths	0	0	0
Kennedy Hall	• Fires	0	0	0
	• Injuries	0	0	0
	• Deaths	0	0	0
Newman Hall	• Fires	0	0	0
	• Injuries	0	0	0
	• Deaths	0	0	0
Norris Apartments	• Fires	0	0	0
	• Injuries	0	0	0
	• Deaths	0	0	0
Petrik Hall	• Fires	0	0	0
	• Injuries	0	0	0
	• Deaths	0	0	0
Siena Primo/Secondo	• Fires	0	0	0
	• Injuries	0	0	0
	• Deaths	0	0	0
Siena Quarto	• Fires	0	0	0
	• Injuries	0	0	0
	• Deaths	0	0	0

***This “On Campus” category includes all on-campus incidents, including those listed in the category, “In residence halls or conference facilities.” Therefore, the two categories are not cumulative, but duplicative.*

HATE CRIMES STATISTICS

Each statistic resulting in bodily injury that is motivated by a type of bias or prejudice will have a superscript notation for the type of bias. Numbers in superscripted parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias.

Key To Hate Crimes Notations By Type of Bias or Prejudice:

Race = ra Sexual Orientation = s
Gender = g Ethnicity = e
Religion = re Disability = d

Further Information

Further information about campus safety can be obtained from the Director of Public Safety, 800.274.4723, extension 7777, or by calling direct 502.272.7777.

THE MICHAEL MINGER ACT REPORT FOR 2011 ACTIVITY REPORTED FOR CALENDAR YEAR 2010

I. Section 1: - *definition at KRS 164.948(2)*:

Campus Security Authority - *definition at KRS 164.948(2)*: Campus Security authorities at Bellarmine University include the Director of Public Safety, Public Safety officers and staff and any official of the university who has significant responsibility for student and campus activities including student discipline, student housing, student judicial affairs and student life. Designated university officials are: President, Vice President for Business Affairs, Vice President for Academic and Student Life, Dean of Students, Assistant Vice President for Student Affairs, Assistant Dean of Students, Director of Residence Life, Assistant Director of Residence Life, Athletic Director, Basketball Coach, Baseball Coach, Volleyball Coach, Cross Country Coach, Track Coach, Softball Coach and Field Hockey Coach. The president or his designee may identify other officials if necessary.

Enforcement Authority: The Office of Public Safety officers have the responsibility for enforcing university polices and regulations and for reporting crime violations to local and state authorities. The Office of Public Safety enforces university policies regarding alcohol, the use of controlled substances, and weapons. Illegal drugs are not permitted on campus. Firearms and dangerous weapons of any type are not permitted in the residence halls or on campus by students or employees other than as may be required by the Office of Public Safety. Intentional use,

possession, or sale of firearms or other dangerous weapons by students is strictly forbidden and is a violation of the student Code of Conduct.

Public Safety Officers are responsible for crime reports, fire and weather related emergencies, medical emergencies and traffic accidents. They also enforce parking laws and regulations. Public Safety Officers are graduates of the Public Safety Officer Academy and they undergo continuing training to upgrade their skills each year. They are trained in emergency medical procedures and CPR, including the use of defibrillators that are stationed in campus buildings and in the Public Safety vehicle.

Relationship with Law Enforcement Agencies: Office of Public Safety works closely with the Louisville Metro Police Department and other local, state, and federal law enforcement agencies. Every crime violation is reported promptly to the local police department. The Director of The Office of Public Safety meets regularly with the police officials to discuss common crime problems and criminal activity on and near campus. The Office of Public Safety provides assistance to local law enforcement agencies when they are conducting an investigation that may involve a university student or employee.

II. Section 2: Description of Information Programs

Residence Life Orientation and Training Sessions: The Director of the Office of Public Safety meets with Residential Hall Assistants and reviews the university security protocols during the initial meeting. Residential Assistants are also briefed about Public Safety services and about responding to emergency situations. Residential Assistants have to attend Public Safety training sessions regarding fire and tornado emergency response.

When meeting with Hall Directors, the director informs about the protocol and Public Safety services. The Director also gives presentations about the emergency response to particular emergencies. The Hall Directors are expected to educate students who live in dorms about Public Safety services and the emergency responses.

Safety and Security Awareness Month: During the month of October, The Office of Public safety invites multiple safety and security vendors and specialists to the student lounge area, where they inform students about security issues and answer their questions. Safety & security tips are published in the student newspaper Concord and Student Internet Portal. Students are invited to actively pursue safety information and advised about the incident reporting procedures. They are encouraged to be actively involved in safety practices and activities that prevent accidents or incidents from happening.

Office of Public Safety Web site: Students and employees can access the Public Safety Web page at www.bellarmine.edu/security/index.asp. On the Web page, students and employees can access the detailed list of services and other useful information such as Office of Public safety tips and parking rules and regulations.

Student Handbook: Each semester, students receive handbooks, containing university's policies and services. Information about the Office of Public Safety is available on pages 57 - 60. Details about university regulations, city and state laws, student disciplinary procedures and sanctions are available on pages 65 -77. Parking and traffic regulations are on pages 90 to 93. The detailed description of Sexual Assault and Sexual Misconduct policies are available on pages 95 - 100.

Crime Reporting: The Office of Public Safety is located on the ground floor of the Campus Center in Horrigan Hall.

The Office of Public Safety can be reached from on campus telephones at the four digit number 7777. Off campus, local callers can reach The Office of Public Safety at 502.272.7777; callers from long distance areas should dial 502. 272.7777.

Bellarmine Campus is equipped with eight outdoor emergency telephones that are programmed to call The Office of Public Safety automatically when activated. Pressing the red button initiates an emergency call.

Courtesy phones, free of charge, are located in the lobbies or inside public areas of most university buildings. Students and employees can use these accessible telephones to call the Office of Public Safety at the four digit number 7777. The number is printed by or on the telephone.

The contact number of the Office of Public Safety is listed in the online office directory at www.bellarmine.edu/contactus.asp. It is included in the department's brochures and university handbooks. The number is also published on the home page of Office of Public safety at [www.bellarmine.edu/Public Safety/contactsec.asp](http://www.bellarmine.edu/Public%20Safety/contactsec.asp).

Crime Prevention Programs

- **Escort Program:** The Office of Public Safety's escort service to all campus locations is available to students and employees 24 hours a day, 7 days a week.
- **Emergency Telephones:** Exterior emergency code blue phones are directly linked to the Office of Public Safety's contact line.
- **Surveillance Cameras:** The Office of Public Safety monitors 99 cameras placed around the campus.
- **Daily Building/Lighting Checks:** When patrolling, officers survey exterior lighting, building exterior doors and campus grounds. All maintenance problems are reported to Facilities Management.
- **World Wide Web Site:** The Office of Public Safety's web site contains safety

and crime prevention tips at www.bellarmine.edu/security/CampusSafety.asp.

- **Shuttle Transportation Program:** The Office of Public Safety oversees a Shuttle Bus operation, transporting students, faculty and staff to campus locations. The hours of operation vary. Information on route times and drop off locations is available at www.bellarmine.edu/security/documents/SHUTTLEBUSSCHEDULE.doc.
- **Security Awareness and Workplace Violence Training:** Each semester, the director provides detailed information on how to prevent workplace violence, how to identify possible offenders and what to do if violence occurs. The course covers warning signs information, reporting mechanisms and sources of counseling when possible offenders are identified.

III. Section 3: Statements of Policies and Procedures:

Special Reports Policy

Safety Alerts: Timely warning policy is in place to notify the University community of potentially harmful situations and to provide information about precautionary measures. The University community is warned of unsafe, threatening and harmful conditions in the University and surrounding community by a campus wide email alert and text messaging system. Select Campus Officials are authorized to send alert emails and text messages. Other means of communication during crises include: megaphones, and use of voice intercom systems where available. Officers of the Public Safety Department work with assigned Building Coordinators in each campus building, who are trained to inform students and employees about emergency situations. To ensure that the university's public information response to an emergency is quick, accurate, sensitive and responsible, the Office of Communication and Public Affairs coordinates all crisis communications with Campus and off campus constituencies.

Disclosure of the existence of fire suppression system in on campus housing:

In accordance with Senate Bill 63, Residence Life informs all residential students that we currently have fire suppressant systems in Anniversary, Kennedy, Newman, Petrik, Siena Primo and Siena Secondo Residence Halls. Residence Life informs students that Bonaventure Hall does not have a fire suppressant system. All residence halls are within regulated fire code of the state of Kentucky and fire safety information is covered at required residential floor meetings and in the Bellarmine University student handbook.

Policy for giving students with disabilities priority for first floor housing:

Students requesting first floor housing should contact the Disability Services Office at 502.272.8480 (V) or 502.272.8440 (TTY). The department's Coordinator enforces University's policies and services for students with disabilities.

Policy for maintaining a record of any on campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities: If students require any assistance evacuating the residence halls in an emergency, they must notify the Director of Residence Life at the beginning of the semester and include the nature of assistance needed. This information will be shared with the Residence Life, Security and Fire Department personnel.

III. Section 3: Campus Crime Statistics for 2010

TABLE 1 - CRIMES REPORTED TO LAW ENFORCEMENT

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/ owned/ leased/ controlled Property Crimes ⁴	Public Property Crimes ⁵
Arson	0	0	0	0
Assault	1	0	0	0
Burglary	1	0	0	0
Criminal Damage	2	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	1	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	1	1	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	22	2	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/owned/leased/controlled Property Crimes ⁴	Public Property Crimes ⁵
Hate Crimes ⁶				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
ARREST ONLY				
Drug-related Violations	1	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0

Notes for Preceding Chart

1. These are crime categories as required by the Federal and State Statute.
2. On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.
3. Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.
4. Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.
5. Information as reported from the Louisville Metro Police Department.
6. Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

TABLE 2 - CRIMINAL ATTEMPTS REPORTED TO LAW ENFORCEMENT

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/ owned/ leased/ controlled Property Crimes ⁴	Public Property Crimes ⁵
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/ owned/ leased/ controlled Property Crimes ⁴	Public Property Crimes ⁵
Hate Crimes ⁶				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
ARREST ONLY				
Drug-related Violations	0	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0

Notes for Preceding Chart

1. These are crime categories as required by the Federal and State Statute.
2. On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.
3. Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.
4. Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.
5. Information as reported from the Louisville Metro Police Department.
6. Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

TABLE 3 - INCIDENTS REPORTED BY NON-LAW ENFORCEMENT OFFICIALS INCIDENTS AND CRIMES REPORTED TO UNIVERSITY SECURITY

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/ owned/ leased/ controlled Property Crimes ⁴	Public Property Crimes ⁵
Arson	0	0	0	0
Assault	2	1	0	0
Burglary	2	1	0	0
Criminal Damage	46	25	0	0
Manslaughter	0	0	0	0
Menacing	1	1	0	0
Motor Vehicle Theft	1	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	1	1	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	73	15	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	3	1	0	0

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/ owned/ leased/ controlled Property Crimes ⁴	Public Property Crimes ⁵
Hate Crimes ⁶				
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
ARREST ONLY				
Drug-related Violations	0	0	0	0
Liquor-law Violations	0	0	0	0
Other Alcohol Violations	0	0	0	0

Notes for Preceding Chart

1. These are crime categories as required by the Federal and State Statute.
2. On-campus property includes all property owned by the institution and any reports taken by institution law enforcement officers on adjacent streets.
3. Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus totals.
4. Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area.
5. Information as reported from the Louisville Metro Police Department.
6. Hate Crimes – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

