



Rockhurst University

2003/2004

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Admission	4100
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Athletic Office	4141
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Dear Rockhurst University Student:

August 2003

Welcome! A quick glance at the calendar will tell you that we have a great year ahead in 2003-2004. There are so many out-of-class opportunities for you to express Learning, Leadership, and Service in the Jesuit tradition, many of these implemented by the numerous student organizations on our campus. We are eager for you to get involved so that you have the chance to learn about and develop your unique set of talents, and have the chance to offer these in service to others through a wide range of student leadership positions and other related opportunities.

The Rockhurst University Student Handbook and Day Planner is one of many resources available to you from Student Development. This book contains a great deal of important information about resources, policies, and events that will be essential to your student experience. Please take the time to explore the contents and follow-up with the appropriate University office to find out more information or get involved!

There will be some activity and policy modifications that may occur during the year that will not be reflected in the printed version. However, changes to calendared activities will be reflected on the on-line version of the Handbook and Day Planner (www.rockhurst.edu) and policy changes will also be distributed in print after they are approved. We would encourage you to visit the calendar weekly to stay up to speed on the most recent student activity event changes and additions.

The Rockhurst Daily News (RDN) is also an excellent resource for daily news impacting the life of our community. It also can be read on-line at the University website or you can pick up a print version from several stands throughout campus. Other University policies and guidelines, including academic matters, may be found in the most recent Rockhurst University Bulletin.

Best wishes for a safe and fulfilling year -

Matthew D. Quick, Ph.D.

Associate Vice President for Student Development

INTRODUCTION

MISSION OF ROCKHURST UNIVERSITY

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

To sum up our mission for today, indeed for every day in our campus life, the following key themes stand out:

- To develop the mind and spirit of each member of the Rockhurst Community in a way that keeps the love of learning and the awareness of moral responsibility alive through all human experiences;
- To develop the competencies and values which serve as the foundations for life, vocations and career;
- To develop leaders competent and committed to service for others;
- To develop a strong voice for the good of the community.

Our mission is based on the following core values:

- A caring community, including personal care for every student and a sensitivity toward the dignity and sacredness of every person;
- A community of purpose, committed to high intellectual and ethical standards in the pursuit of truth;
- A just community, committed to the service of justice;
- A diverse community with a vibrant tradition, celebrating intellectual and religious values within an open and diverse community.

HISTORIC OVERVIEW

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

ROCKHURST SEAL

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

ROCKHURST COLORS

Blue (Pantone 286) and White

MASCOT

The Hawk

ALMA MATER

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

CAMPUS RESOURCES

ACADEMIC SERVICES

College of Arts and Sciences

Van Ackeren Hall • Rm. 215 • Ext. 4075

Helzberg School of Management

Conway Hall • Rm. 111 • Ext. 4200

School of Professional Studies

Van Ackeren • Rm. 300 • Ext. 4767

Research College of Nursing

Research Hospital • B Level • 276-4403

All aspects of a student's academic progress are the concern of the Academic Deans' offices. An Academic Vice President and three Deans supervise the various academic programs at the University. Most students will be served initially through the College of Arts and Sciences. Nursing students are served jointly through the College of Arts and Sciences and the Research College of Nursing. Students pursuing a business-related degree will enter the Helzberg School of Management following their declaration of major. Finally, students age 23 or older with 60 transferable credits or an Associate of Arts degree have the option to enter the School of Professional Studies. The student's academic advisor can determine which school will best meet the student's needs.

ACCESS SERVICES

Massman Hall • Rm 3 • Ext. 4689

TTY (816) 501-2155 (security)

TTY (816) 501-4833 (library)

Regular Hours

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

Rockhurst University is committed to providing equal access and reasonable accommodations to all students with disabilities. These accommodations are designed to ensure that students with disabilities are allowed equal access to the academic and nonacademic life at Rockhurst.

The Access Office assists Rockhurst University is complying with Section 504 of the Rehabilitation Act of 1973.

ATHLETICS AND INTRAMURALS

Convocation Center • Ext. 4141

Regular Hours

Monday - Thursday

11 a.m. - 11 p.m.

Friday 11 a.m. - 10 p.m.

Saturday 12 p.m. - 5 p.m.

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

Summer and Vacation Hours

Monday - Friday 12 p.m. - 8 p.m.

Saturday and Sunday closed

The PE Center contains the intercollegiate, intramural and work-out facilities. Locker rooms, saunas, a weight room, the health and fitness center, an indoor track, racquetball, volleyball and basketball courts are available. Intercollegiate sports at Rockhurst include women's volleyball, men's and women's basketball, soccer, golf and tennis and men's baseball. Rockhurst also offers a wide variety of intramural sports during the school year. Contact the intramural director for a schedule of sports. Racquetball courts may be reserved after 11 am by calling x4560. Rockhurst is affiliated with the NCAA – Div II. Basketball, volleyball and golf are part of the Heartland conference. Soccer, tennis and baseball are independent. Due to limited dressing rooms, facilities will close 2 ½ hours before a schedule intercollegiate contest in volleyball and basketball.

BOOKSTORE

Massman Hall • Lower Level • Ext. 4801

Regular Hours

Mon., Tues., and Thurs.	8:30 a.m. - 5 p.m.
Wednesday	8:30 a.m. - 6 p.m.
Friday	8:30 a.m. - 4 p.m.
Saturday & Sunday	Closed

The Rockhurst University Bookstore supplies the community with texts and non-required books, as well as a selection of Rockhurst gifts, clothing and supplies. The Bookstore provides a special order service for books or other items not normally stocked and buys used University texts year round. As forms of payment, the Bookstore accepts cash, checks, Visa, MasterCard, American Express, and Discover.

BUSINESS OFFICE

Massman • Rm. 109 • Ext. 4175

Regular Hours

Monday - Friday	8 a.m. - 4:30 p.m.
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The Business Office provides a variety of services to students. Those most frequently used are outlined in this section.

Student Accounts: All questions or concerns pertaining to individual student accounts should be directed to the Business Office. In cases involving refunds to students, requests in by Friday are processed by 1 p.m. on the following Friday.

Student Payroll: Federal Work Study students are paid once a month; see the pay schedule in the Financial Aid office. All students must have current federal and state W-4 and I-9 forms on file with the Business Office in order to be paid. In order to receive checks, it is required that the student presents the Rockhurst student identification card or a valid driver's license.

Check Cashing: The Business Office cashes personal checks for students for amounts up to \$50 Monday through Friday during window hours, 9:30 a.m. to 3:00 p.m., on regular class days. The student is required to present one of the above listed forms of identification when cashing a check. The Business Office will cash two party checks only from parents and grandparents.

Notary Public services are provided by Business Office personnel.

For areas of concern not addressed here, the receptionist will help the student determine to whom questions or problems should be addressed.

CAMPUS MINISTRY

Massman Hall • Rm. 3 • Ext. 4063

Regular Hours

Monday - Friday	8 a.m. - 4:30 p.m.
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Daily Mass: 11 AM at SFX and 12:00 PM at Mabee Chapel on Campus

Sunday Student Mass 10 p.m. St. Francis Xavier Church (SFX)

Rockhurst is proudly a Catholic and Jesuit university. The campus ministers strive to serve that community of faith and to support people of other faith traditions as well. We embrace Jesuit traditions, especially "developing the whole person and becoming a person for others."

To help our students strengthen their spiritual life, we provide daily and weekly Eucharistics liturgies at which students act as the liturgical ministers. A variety of retreats are offered each semester, such as the "Frosh Get-A-Way," the Retreat on the Rock, the Busy Person's Retreat, the SuperNatural Christians (backpacking) retreat, and the "Senior Experience".

Students may also choose to join a small faith sharing group, bible study groups, or Catholic inquiry classes. The Campus Ministry Staff is always available to students and faculty and staff

who wish to discuss issues relating to their faith journey in an open, honest, and confidential manner. The offices are located on the lower level of Massman Hall.

CAREER SERVICES/COOPERATIVE EDUCATION (CO-OP) PROGRAM

Van Ackeren Hall • Rm. 300 • Ext. 4061 www.rockhurst.edu/career

Regular Hours

Monday – Friday 8:00 a.m. – 4:30 p.m.

Walk-ins 3:30 p.m. - 4:30 p.m. daily (or by appointment)

The mission of the Career Services professional staff is to educate and assist our students and alumni utilizing proven career development methods and instruments which will enable and empower them to translate their individual educational, volunteer and work experience into meaningful career/lifetime employment. Services available include the following.

- Career counseling/Skill Assessment Testing
- Resume Job Search Account
- On-Campus Interviews
- Resume/Interview Workshops
- Cooperative Education Program
- Resource Library

Counselors are available to walk-in patrons, however appointments are preferred. Credit bearing classes are offered to assist underclassmen in determining a major and defining a career path. The class offered for second semester seniors helps the seniors define a clear job objective and begin a full-time job search through clarified career decisions.

The Cooperative Education Program is a structured, paid internship program in which students can work in a career-related position while earning money and academic credit. Full-time positions are 36-40 hours a week; part-time positions are 18-20 hours. The supervisor makes site visits and the student writes a paper describing the experience to receive credit. The Rockhurst alumni network is very active in Career Services.

CENTER FOR ARTS & LETTERS

Sedgwick Hall • Rm. 109 • Ext. 4607

Regular Hours

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

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

- Center for Global Studies
- Center Study Trips
- Chorus, Chamber Singers & Women's Chorale
- Community Forum
- Film Series
- Greenlease Gallery
- Midwest Poets Series
- Musica Sacra of Kansas City
- Plays-in-Progress Workshop
- Return to the Classics
- Rockhurst Review
- Rockhurst Theatre
- Van Ackeren Collection of Religious Art
- Visiting Scholar Lecture Series
- Writers at Work

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

COMPUTER SERVICES

Conway Hall • Rm. 9 • Ext. 4064 • Help Desk Ext. 4357

Computer Lab Hours - Posted outside labs

All computer labs are equipped with Gateway PCs.

- Conway Hall Rm. 402 (Open 24 hours)
- Greenlease Library Mezzanine Level
- Sedgwick Hall Rm. 307 and 308
- Van Ackeren Rm. 201, 310 and 401
- Richardson Rm. 203 and 205

Rockhurst offers students the unrestricted use of two computer labs, Conway 402 and Sedgwick 308. Currently, there are approximately 240 computers available for student use. More than 160 of the units are located in 9 computerized classrooms that can be scheduled by faculty for classroom use. In addition, each residence hall is equipped with four computers. Altogether, there are over 260 computers available for faculty and student usage.

Rockhurst also has three Alpha mini-computer systems. The academic Alpha provides electronic mail for students as well as Telnet, F.T.P. and other tools. All Alpha systems are connected to the Internet, an integral part of the worldwide informational highway. Any student, faculty or administrator may use the Internet to send electronic mail and to transfer files around the globe. Also, all members of the Rockhurst community can log in remotely to computers on the Internet, giving them access to library catalogs, databases, and other on-line resources at educational institutions, and research companies around the world.

COPY CENTER (PITNEY BOWES MANAGEMENT SERVICES)

Massman Hall • Lower Level • Ext. 4665

Regular Hours

Monday - Friday 8 a.m. - 5:00 p.m.

In addition to basic duplicating services, the Copy Center is equipped to handle spiral binding, transparencies, cutting, folding, padding and color duplicating. A new service that will be offered is the capability to print black/white and/or color copies from disks. Other specialty services can be provided by PBMS. A fax machine is also available to send and receive faxes at a minimal cost. Contact the Copy Center for more details.

COUNSELING CENTER

Massman Hall • Rm. 3 • Ext. 4275

Regular Hours

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

The college years contain exceptional opportunities for intellectual discovery, as well as personal growth and development. Students are faced with multiple decisions regarding their individual behavior and identity development, relationships with peers and family, and academic progress. Taken together, the academic, social and psychological challenges encountered by students can be stressful and demanding. Students often seek assistance in developing useful skills and coping strategies as they navigate through the transitions inherent in this period of their lives.

The Counseling Center is a supportive resource for students to help address life challenges and obtain maximum benefit from their college experience. Individual and group counseling are available with a licensed psychologist or counselor to address student concerns in a confidential setting. The Counseling Center is actively involved in promoting healthy development and

overall wellness through sponsorship of PEERS (Positively Educating Each Rockhurst Student) and the Social Mentors programs. Additionally, workshops and other outreach activities are offered to those students wishing to enhance their personal skills and effectiveness with the help of Counseling Center staff. A range of consulting services is also available to all students, faculty and staff. The Counseling Center contributes to the Rockhurst mission of creating an environment within which students can develop not only intellectually but as whole persons.

DINING SERVICES - SODEXHO

Massman Hall • First Floor • Ext. 4011

Thomas More Dining Room Hours

Monday - Wednesday 7 a.m. - 7 p.m. A la Carte

Saturday and Sunday 10:30 a.m. – 6:30 p.m. A la Carte

Thursday – Sunday 7a.m. – 6:30 p.m.

“On The Rocks” Grill Pub • Massman Hall • First Floor South

Monday - Thursday 11a.m. – 8:30 p.m. A la Carte

Friday 11a.m. – 3:00 p.m. A la Carte

Saturday closed

Sunday 4 p.m. - 8 p.m.

“The Daily Grind” Coffee House • Massman Hall • Lower Level

Monday – Friday 8 a.m. - 10 a.m.

Monday – Thursday 8:30 p.m. - 12 a.m.

Sodexo provides meals in the Thomas More Dining Room and in the “On the Rocks” Grill Pub. The Thomas More Dining Room serves full course meals for breakfast, lunch and dinner, Monday through Friday. On Saturday and Sunday, brunch and dinner are served. Commuter and non-traditional students may purchase meals in the Thomas More Dining Room with cash or through the declining balance program. Resident students must present their Rockhurst I.D. with valid barcode to the cashier for each meal service.

“On The Rocks” Grill Pub offers a casual dining environment and alternate student space. Grill services are available during regular operation hours. “The Daily Grind” Coffee House offers a variety of coffees, “smoothies” and has a selection of products for students to purchase. Students are able to use their meal cards in this facility.

Meal and service hours may change during the course of the academic year in order to meet the needs of the student community. For an updated listing of meal times, consult the Dining Services bulletin boards outside each area.

FACILITIES RESERVATIONS

Massman Hall Annex • Ext. 4649

Regular Hours

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

Recognized student clubs and organizations are allowed to reserve space in Massman Hall for meetings and special events. These clubs and organizations are also able to reserve table space for promoting their activities. Both of these activities are coordinated through the Physical Plant Office. The Physical Plant Office will work with your club or organization to schedule your event and to coordinate your group’s needs with respect to physical set-up, catering and security.

FINANCIAL AID

Massman Hall • Rm. 230 • Ext. 4600

Regular Hours

Monday - Thursday 8 a.m. - 6 p.m.

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

The Financial Aid Office is here to assist students and their families in paying for a quality, private Jesuit education. We provide access to scholarships, grants, loans and student employment. Students interested in receiving financial aid are encouraged to contact our office and either arrange an appointment to visit with a Financial Aid Counselor or call to obtain help in completing forms.

GREEK AFFAIRS

Massman Hall • Rm. 1 • Ext. 4541

Greek Affairs guides, assists and implements policies and resources to Fraternities and Sororities on Rockhurst's campus. Greek Affairs also assists in operations such as recruitment (RUSH), social planning, etc. For further information please contact Greek Affairs which is located inside the Office of Student Development.

Many students who attend college choose to affiliate themselves with a Greek organization. At Rockhurst there are three nationally affiliated social fraternities for men: Alpha Delta Gamma, Pi Kappa Alpha, and Tau Kappa Epsilon. There are two nationally affiliated social sororities for women: Alpha Delta Pi, Alpha Sigma Alpha, and Zeta Tau Alpha. These social fraternities and sororities dedicate themselves to developing character, friendship, service, leadership and scholarship. Annually, the average Greek grade point average is higher than non-affiliated students. Information is available by contacting the Director of Greek Affairs.

The Interfraternity Council (men) and Panhellenic Council (women) are separate self-governing bodies that oversee the regulations and policies of their members. Both councils function as a communication link among the fraternities and sororities examining mutual problems and proposing resolutions. Representatives of IFC and Panhellenic are elected by each respective fraternity/sorority.

Order of Omega is a national honor society for members of fraternities and sororities. It recognizes personal excellence in Greek life in the fraternity/sorority, in the classroom, at the university, and in the community.

Recruitment is the mutual selection process for joining a fraternity or a sorority (commonly known as RUSH). By participating, you will gain insights into the reasons to join a Greek organization. Rockhurst has deferred recruitment; fraternities and sororities can recruit and add new freshman members their second (spring) semester. Otherwise, recruitment is open to all other students who meet the following criteria: the student must have completed at least 12 academic hours, be enrolled as a full-time student (12 academic hours or more), not be on disciplinary probation with the school, and have a grade point average of 2.2 on a 4.0 scale. Transfer students must have a cumulative grade point average of 2.5 on a 4.0 scale at his/her previous institution to join a fraternity or sorority.

In accordance with the National Interfraternity Council, the National Panhellenic Conference and Rockhurst University, hazing is defined as any action taken by or situation created intentionally, by an active member, inactive member, alumnus member, or new member, whether on or off fraternity or sorority premises to produce mental or physical discomfort, embarrassment, harassment or ridicule. Examples of hazing are available in the Office of Greek Affairs. Rockhurst University prohibits hazing and all incidents will be investigated.

HEALTH SERVICES

Massman Hall • Rm. 3 • Ext. 4158

Regular Hours

Verify through Health Services

The Rockhurst Health Services clinic is open to students, faculty and staff. The clinic is staffed with a certified nurse practitioner in collaborative practice with a local M.D. Appointments are recommended and are made through the Health Services at x 4158. For weekend emergency or after hours care, the Rockhurst Community can be seen at the Goppert Family Care Clinic at Baptist Medical Center. Goppert's phone number is 276-7432. The emergency room at Baptist Medical Center can also be utilized whenever it is necessary

Services of the Health Service office include routine physicals, allergy injections, limited immunizations, routine Pap smears, and acute care needs requiring prescriptive treatment for,

but not limited to: upper respiratory infections, influenza and urinary tract infections. Limited laboratory service is also available.

All services can be billed to most individual insurance plans and will be the responsibility of the patient. The Health Service office is committed to keeping the Rockhurst community well regardless of the ability to pay.

Each full-time student is required to complete a Health History/Student Immunization form at the beginning of the year and provide the Health Services office with a copy of any insurance information. This is mandatory and is implemented for the protection of all students. Students who have not submitted their records by October 1 will be assessed a fine accruing at \$33 per month as of October 1 to a fall semester total of \$100. In the spring semester, following fall enrollment, continued failure to remit either the Health History and /or requested evidence of adequate immunization results in a \$50 fine per month. Required immunization for attendance at Rockhurst includes evidence of two measles vaccinations, or two MMR's (measles-mumps-rubella) or a serum screening titer verifying immunity to Rubeola. Other immunizations are also recommended – please consult with Health Services for further information.

In case of an emergency, students should call Rockhurst campus security by dialing “4911” or by picking up a red campus phone.

IDENTIFICATION CARD

Telecommunication Office • Ext. 4400

Monday – Wednesday 8:00 a.m. - 4:30 p.m.

Thursday 8:00 a.m. – 6:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

Students, faculty and staff of Rockhurst University are issued a Rockhurst photo ID, which gives access to services both on and off campus. All students, faculty and staff are required to have the ID card. The “one card” system, implemented by the Telecommunications office in 1997 can be used for:

- Access control to student residences
- Access control to the 24-hour computer lab
- Track declining balance debit card for cafeteria use
- Library card for the Greenlease Library, as well as other library systems
- Athletic equipment check out
- Admittance to Rockhurst theater and athletic events
- Age identification. Two different cards are issued to Rockhurst students, one for students under the age of 21 and one for students 21 and older. Any student ordering an alcoholic beverage on campus is required to show a Rockhurst University ID card.

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

LEARNING CENTER (GERVAIS)

Van Ackeren Hall • Room 200 • Ext. 4052

Regular Hours

Monday - Thursday 8 a.m. - 8 p.m.

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

The Gervais Learning Center provides tutoring for many courses, assistance with any college-related writing project, assistance with learning strategies, and Supplemental Instruction. All Learning Center services are provided free of charge to Rockhurst University students by professional staff members, peer tutors, and Supplemental Instruction leaders. Graduate school preparation materials, including practice test books and software, are available in the Learning Center. In addition, the Learning Center houses a computer lab and study area for student use. Staff members also assist students with the use of computers and software.

LIBRARY

Greenlease Library • Ext. 4142

TDD 816-501-4833 (4TDD)

Fall and Spring Semester Hours

Monday - Thursday	8 a.m. - 12 midnight
Friday	8 a.m. - 4:30 p.m.
Saturday	12 noon - 4:30 p.m.
Sunday	12 noon - 12 midnight

The Greenlease Library is located on the northwest corner of the quadrangle. The library is a member of the Missouri MOBIUS academic library consortium. The library's resources number over 375,000 items and includes books, print and electronic journals and newspapers, microfilm, microfiche, compact discs, audiocassettes, videocassettes and slides. The library is a member of the Federal Depository Library Program and receives hundreds of United States government documents each year. The library subscribes to electronic databases covering a wide variety of curriculum areas, including Lexis-Nexis Academic Universe, Gale Business and Company Resource Center, JSTOR, OCLC First Search, ProQuest and many others. Research assistance is provided by professional librarians as well as reference assistants and is available during all business hours. Library resources are supplemented by participation in national interlibrary loan agreements. Facilities include seating for 500 persons, an assistive technology computer station, a TDD phone for the deaf, a computer lab, group study rooms and photocopiers. The library's website is at <http://rockhurst.edu/services/library>. Intercession and holiday hours are posted on the website when appropriate.

MAIL CENTER (PITNEY BOWES MANAGEMENT SERVICES)

Massman Hall • Lower Level • Ext. 4665

Regular Hours

Monday - Friday 8 a.m. - 5 p.m.

Access Hours to Mail Boxes

Monday - Sunday 7:30 a.m. - 10:30 p.m. (Except holidays and summers)

All incoming U.S. mail and UPS is delivered to the Mail Center. Each student living on campus will be assigned a mail box number for all incoming mail. For further information refer to "Mail Service" in the "Residence Life" section. Books of stamps and UPS service are also available at the Mail Center. U.S. mail is picked up daily from the mailbox behind Massman Hall. White mail pick-up boxes are provided at the entrances to Conway, Massman, Sedgwick, Van Ackeren, and Richardson.

MULTICULTURAL & INTERNATIONAL AFFAIRS

Massman Hall • Rm. 3 • Ext. 4821

Regular Hours

Monday - Friday 9 a.m. - 5:30 p.m.

This service seeks to create a greater awareness of diversity of individuals through active involvement and interactions with the entire campus. The office is working toward a more diverse atmosphere on campus with administrators, staff, faculty, and students. International student services provide vital immigration services to international students, administrators, faculty, and staff with regard to non-immigrant visas and status.

NEW STUDENTS AND RETENTION SERVICES

Massman Hall • Rm. 7 • Ext. 4689

Regular Hours

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

The Office of New Students and Retention Services will facilitate the new students' academic and social adjustment to Rockhurst by providing support, answering questions, and assisting in problem solving. The goal of the office is to ensure that the new students' first year at Rockhurst is successful and satisfying beginning with orientation. In addition, all undergraduate students may access the services of this office to seek assistance with retention related issues. Questions, concerns, and suggestions are always very welcome.

SAFETY AND SECURITY DEPARTMENT

Rockhurst University Community Center Bldg.

5401 Troost

Main Campus Entry at 54th & Troost

To Contact: for any security related service either emergency or non-emergency (RED PHONES, CODE BLUE PHONES OR BY DIALING 4911 ON ANY CAMPUS PHONE- Answered by Security Department Dispatch 24 hrs. per day, 7 days per week, 365 days per year). Non-emergency information on security services or activities or on parking concerns call ext. 4659 the Security Department Administrative Office-Monday thru Friday 8:00 AM to 4:30 PM.

REMEMBER: It does not have to be an emergency to use the campus security phone system (RED PHONES, CODE BLUE PHONES, DIALING 4911 ON ANY CAMPUS PHONE). Use the system for requests for non-emergency services; i.e., jump starts, car unlocks, room unlocks, non-emergency security reporting etc. And of course in the event of an emergency the system is always available; i.e., crimes in progress, medical emergency, suspicious persons or activity reporting etc.

SECURITY DEPARTMENT OPERATIONS

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

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

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

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

Officers located in the neighborhood. Because of this cooperation the security of the campus is enhanced as is that of the surrounding neighborhood.

Some of the services provided by the Rockhurst University Security Department are listed below: For a complete list see the university's "Annual Security Report".

- Escorts (24 hrs per day) - Students can obtain security escorts anytime of the day or night from one location on campus to the next. These escorts are provided as security for students. Some nearby locations can also be escorted to by security with prior approval.
- Lost & Found - Should you find property on campus contact the security department who will retrieve it from you and place in the property locker at the Security Station. Property can be picked up from the Property Locker at the Security Station by contact the Sergeant in charge of property who will arrange a time for pick up to be made. This sergeant can be contacted by calling extension 3599.
- Motorist Assist – The department can assist with jump starts and vehicle unlocks.
- Obscene or harassing phone call reporting – If you are the victim of an obscene or harassing phone call, please following these steps:
 1. Contact security immediately via red phone, code blue phone or by dialing 4911 on any campus phone. An officer will be sent to your location on campus to complete a report. Dates and times are very important. If the call is on your voice mail recorder please keep it – DO NOT ERASE.
 2. Security will contact telecommunications as a part of the investigation to have a trace run on the number called. Do not attempt to get this done by telecom yourself-they will not reveal that information to you.
 3. Any suspect information developed will be forwarded to security for follow up. The information will be discussed with the victim to find how they would like to proceed.
 4. If the investigation cannot show where the calls are coming from and the calls continue arrangements may be made through the police department and phone company to put a trap on the phone. Or you can request to have your number changed. At no time will information obtained from telecom, the phone company or police dept. be released to a student.
- PARKING PERMITS – Parking permits can be obtained from the Safety and Security Department either at the main campus or at the south campus located at 106th & Wornall. Parking permits are valid for one year (August to August). Each Fall permits are renewed for the coming academic year. Students may obtain a general parking permit good in any parking lot on campus except for the DeLubac Lot (Visitors Lot), or the Mayer, Miki, or Murray Lots located in the THV Compound. If the student is housed in the Townhouse Village they may obtain a permit for Mayer, Miki or Murray Lots (all located within the THV Compound). A THV Parking Permit is good for all university lots (except the DeLubac Visitors Lot).
- Faculty and staff are also required to display a current Rockhurst Parking Permit when using Rockhurst University Parking Facilities.
- Any vehicle displaying a Rockhurst University Parking Permit; or the vehicle is found to belong to a Rockhurst University Student, Faculty Member or Staff member even though it does not bear a University parking Permit, and is found parking in the DeLubac Parking Lot (Visitors Lot) will be ticketed and booted. Booting is the placement of a metal device on a wheel of the vehicle that will prevent it from being moved. To get the boot off of the vehicle the owner/driver must come to the Security Station at 5401 Troost, and pay a \$75.00 fine. Attempts to drive the vehicle with a boot attached will result in severe damage to the vehicle.
- Parking enforcement on the rest of campus is by parking ticket only. Parking tickets are issued to vehicles for variety of reasons including failing to display a current parking

permit, as well as other parking violations that constitute illegal parking. These tickets carry a \$5.00 fine. If not paid within a specified number of days (as shown on ticket) or not appealed will accrue an additional fine each week. Complete failure to pay the ticket will result in the fine being placed against the vehicle owners student account.

- All parking information can be obtained (rules & regulations, parking lot maps etc) from the Safety & Security Department anytime, and will be handed out when the permit is first obtained.

GENERAL SECURITY INFORMATION

* The Safety and Security Department is always available to assist any member of the campus community with security related issues. Other questions can be directed to the appropriate answering authority. Never hesitate to contact the security department or any of its members with your questions and concerns.

SERVICE LEARNING, CENTER FOR

Van Ackeren • Rooms 208 & 210 • Ext. 4545 or 4642

Regular Hours

Monday - Friday 8:30 a.m. - 5:00 p.m.

In keeping with the Jesuit motto “men and women for others,” the Center for Service Learning coordinates campus-wide service activities for students, and works with faculty to incorporate service learning into the curriculum. From the Finucane Service Project during Freshman Orientation to the Van Ackeren Senior Experience, various service projects are planned and implemented by students with support of faculty, staff, alumni and the Board of Regents. The Center also provides opportunities for students to serve the community on an individual basis, and assists students and faculty who are interested in combining community service with academic study through service learning.

Students may build a service transcript while at Rockhurst. Forms are available in the Center for students who volunteer and have their hours validated by the project supervisor. Service transcripts supplement academic transcripts and are provided upon request.

SERVICE TRIPS

Massman Hall • Rm 1 • Ext. 4127

Each year the institution offers student development mission trips. These trips are focused on service to others and afford students an opportunity to spend time with other cultures, both domestically and abroad. Recent trips have been to Guatemala, Mexico, Belize, and New Mexico. These opportunities are for graduate and undergraduate students. Most trips occur during spring break or summer break. For further information contact the Office of Student Development.

STUDENT ACTIVITIES

Massman Hall • Rm. 1 • Ext. 4541

Regular Hours

Monday - Thursday 9:30 a.m. - 6 p.m.

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

The Student Activities Office provides guidance for all student clubs and organizations and facilitates extracurricular activities. This office is the focal point for the planning and implementation of student events, the authorization of student social functions, filing petitions for all student offices and determining eligibility for participation in campus affairs. The office supervises the formation and recognition of new organizations and maintains a file of all campus organizations. Stop by or contact the Director of Student Activities, with any questions regarding activities at Rockhurst.

The Student Activities Office provides students with opportunities for participation and involvement in college life which are designed to enhance and supplement the curriculum.

Student organizations that serve all undergraduate students are classified as “General Interest Groups.” The five organizations in this category are listed below:

1. Student Senate

Massman Hall • Rm. 5 • Ext. 3485

The Student Senate is recognized as the voice of Rockhurst students. Student Senate is responsible for functioning as a vehicle of communication among students, faculty and administration and, as such, addresses a wide variety of matters of importance to the general well being of the student body. Senators and executive board members are elected by the student body every April. Student government information (its constitution, meetings and programs) is available through the Senate Office or the Office of Student Development. All students are welcome to attend Student Senate meetings. Meeting times are announced in August.

2. Social Activities Board (SAB)

Massman Hall • Rm. 4 Ext. 4SAB (4722)

The Social Activities Board is composed of elected representatives and voluntary participants comprising the largest general interest group on campus. SAB plans and sponsors student social activities and events. These include the Homecoming Dance, Rockstock Musical Festival, coffeehouses, movie nights, the Gotcha tag game and many events involving visiting performers. New ideas for student social programming are welcome. All SAB meetings are open to the student population.

3. The Sentinel Newspaper

Xavier Loyola Hall • Rm. 5 • Ext. 4051

The Sentinel is the University’s student produced newspaper and the principle medium of communicating news of campus activities and expressing student views to the Rockhurst community. Students may work on the newspaper either in a voluntary capacity or for academic credit. The staff is selected by the editorial board. A subscription to the newspaper is included in the student activity fee.

4. The Rock Yearbook

Massman Hall • Rm. 5 • Ext. 4723

The Rock is the annual student yearbook. The staff is composed of current Rockhurst students. The Rock presents a pictorial view of student life at Rockhurst. The book’s cost is subsidized in part by the student activity fee. Any interested student may work on the yearbook, either as a voluntary activity or for academic credit.

5. KRC Radio Station

Ext. 4050

KRC-660 AM, “The Rock of Rockhurst,” broadcasts on campus during a limited time each day. Students operate the station in positions such as management, promotion, production, and on-air announcing. KRC provides its audience with an entertaining, educational and informative alternative to regular radio programming. Membership is open to all students.

Many Rockhurst student groups are designated as “Special Interest Groups.” Some have special areas of appeal, some have specific membership requirements, others require a certain level of skill. All groups provide a variety of opportunities for student involvement. In fact, many students hold membership in several different groups each semester. The following is a combined list of active and inactive student organizations. For specific information regarding a group’s status, contact the Director of Student Activities.

- Alpha Phi Omega (APO)
- Alpha Sigma Nu
- American Humanics Student Associations
- Amnesty International

- Art Club
- Beta Beta Beta (Biology Club)
- Black Student Union (BSU)
- Bowling Club
- Cheerleading
- Chemistry Association
- College Democrats
- Education Club
- English Club
- Family Weekend
- History Club
- Homecoming Committee
- International Club
- LaCrosse
- Math/Computer Science/Physics Club
- PEERS
- Phi Sigma Tau
- Political Awareness Club
- Pre-Law Society
- Pre-Physical/Occupational Therapy Club
- Psychology Club
- P.T. Club
- RAKERS
- Rockhurst Chorus
- Rockhurst Players
- Rockhurst Organization of Collegiate Women (ROCW)
- Rugby Club
- Sigma Delta Pi
- Society for the Advancement of Pre-Medical Studies
- Student Occupational Therapy Association (SOTA)
- Student Organization of Latinos (SOL)
- VOICES
- Weightlifting Club
- Young Republicans

A comprehensive listing of all the campus organizations policies and procedures including fund raising, posting, information for starting new organizations, and event planning are in the Student Organization Handbook, available in the Student Activities Office.

Each semester, Rockhurst undergraduate students are charged an activity fee. Full-time students pay \$120 (\$5 of which is a maintenance fee for University workout facilities). From the resulting pool of funds, the Student Senate Allocation Committee allocates money to student publications, intercollegiate and intramural sports and other student organizations.

TICKET INFORMATION

Sedgwick Hall • Rm. 109 • Ext. 4828

Regular Hours

Monday - Friday

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

Information about Rockhurst's cultural programs and the purchase of tickets for these events are made through the Ticket Office. A listing of the cultural programs can be found in the section, "Center for Arts and Letters."

RESIDENCE LIFE

Massman Hall • Rm. 2 • Ext. 4663

Rockhurst University considers residence life an integral part of the educational agenda. The group living situation is meant to enhance the student's classroom experiences and provide opportunities to make responsible decisions. As members of the Rockhurst University community, students are expected to play an essential part in creating an atmosphere which is conducive to the pursuit of knowledge and personal growth. Group living makes demands on the individual. Each student must exercise concern and self-discipline in regard to the needs of other students. The following policies and standards are meant to be helpful in clarifying the kind of environment necessary for residential living.

RESIDENTIAL LIVING REQUIREMENTS

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

- Students classified as juniors having completed 60 hours with at least a "C" average.
- Students who have lived on our campus or another campus for four semesters
- Declared nursing students who reside in Research Housing Complex.
- Students who are age 23 or older
- Students who have completed active, full-time military service
- Students who have a spouse or dependents living with them

Residency includes participating in the regular meal plan offered by the University Food Service if the student resides in Corcoran Hall, McGee Hall, or Xavier-Loyola Hall.

There are four traditional residential facilities located on campus. Normally all incoming freshmen as well as current sophomores are housed in Corcoran (male) and McGee (female) Halls. These residence halls are substance free. Juniors, seniors and graduate students may continue to live in campus housing. Townhouse Village (THV) and Xavier-Loyola (X-L) are reserved for upper class students.

ROOM FURNISHINGS

Each room comes equipped with two beds, mattresses, mirrors, closets, desks, bookshelves, desk chairs, telephone service, cable service, and venetian blinds. Students may wish to bring wastepaper basket, pillow, blanket, towels, sheets and pillowcases as well as clothes. Apartments in the THV are furnished with a dining room table and chairs, dishwasher, stove, refrigerator, sink disposal, bookshelf, entertainment center, couch, coffee table, two living room chairs and end table. In each bedroom there are two beds, mattresses, two desks, two desk chairs, two dressers, one night stand, one informal chair, telephone service, and venetian blinds. THV residents are encouraged to bring lamps in addition to the items mentioned above. Waterbeds are not permitted. Residents are not allowed to remove or transfer any University furniture from its assigned room or apartment. This includes removing beds from rooms to make space for lofts. If you build a loft, it must incorporate the bed found within the room. In addition, residents are not allowed to make any physical alterations to the rooms or furniture during the loft building process. See the "Lofts & Bunks" section for specific requirements. Any questions regarding furnishings need to be directed to your RD. You will be billed for any University furniture that is not in your room or apartment when you check out.

Cable Television Equipment: Each residence hall and THV apartment is equipped with outlets for cable access.

Telephone Equipment: Each student is required to provide his or her own telephone. You must have a phone that has touch tone capabilities. For information on the telephone service see "Telephone Service" in this section.

RESIDENCE HALL PROCEDURES

ROOM RESERVATION/DAMAGE DEPOSIT

A student desiring on-campus housing must pay a \$200 room reservation/damage deposit by the time of enrollment along with completing a Residence Hall application and agreement form. This deposit functions as a room reservation deposit for the upcoming academic year. Cancellations of room reservations are expected to be in writing in the Office of Residence Life by August 1 for the fall semester and by December 1 for the spring semester. Failure to notify the Office of Residence Life by these deadlines will result in the forfeiture of all or part of the \$200. Students are required to check in and check out of their residence hall room or their apartment with a residence hall staff member. This includes checking in and out of rooms or apartments when making a room change. Failure to check in and out of a room properly, or in a timely manner, through a staff member during the academic year or at the close of the academic year will result in the student being assessed a \$50 improper check-out fee.

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

Those students who will not be returning to the University who have completed the proper paper work at the Office of Residence Life will have their deposits returned. Any damages assessed to their account will be deducted from the deposit. This includes students who have damages assessed at the end of the academic year.

When a student graduates, or chooses to leave the residence life system, the deposit is returned by mail when the check-out forms have been processed and all student accounts have been reconciled. The Business Office issues the refunds at the end of the fiscal year, June 30. Should a student leave the Residence Life System any time after the semester begins they will receive a partial refund of their housing deposit.

CHECKING IN/OUT

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

Remember that you are responsible for your room and its condition when you check out, so treat it with care. Students are required to check out of the residence hall following proper procedures by the deadlines given in the end of the semester or year closing brochure. At the end of each semester, you must check out immediately after your last final. Failure to check out results in the forfeiture of a portion or all of the room reservation/damage deposit, or extra billing.

Common Area Damages: Damages to common areas (hallways, lounges, bathrooms, stairwell, exterior of room doors, etc.) will be charged to all residents of a particular wing, floor or hall unless it can be determined specifically who is responsible. All community damages are documented by the Residence Director for billing purposes. Damages are posted to the resident's account when the student completes the check out process from the residence life system for the academic year. If a resident changes rooms during the year, any appropriate room damages will follow the student.

Damage Review Board: Students may contest any room charges by writing a letter of appeal to the Damage Review Board c/o the Office of Residence Life. All decisions by the Board are final.

ROOM CHANGES

Students desiring to change rooms or roommates must complete a “Room Change Request Form.” This form is available from the Office of Residence Life. When changing rooms, it is required that you and a building staff member complete a new room condition form and check out form. Any student who makes an unauthorized room change will be assessed a \$50 improper check-out fee. If your roommate moves out, it may be possible to keep your room as a single room assuming that there is space available. If your roommate moves out and you do not want to pay for a single room, you must consolidate with another student, or be billed for a single room. Unoccupied space is reserved for use only by administrative personnel.

ROOM SELECTION PROCESS

During the spring semester the “Housing Sign-up Newsletter” will be sent to all resident students. The newsletter provides all the information needed to assist you in making plans for housing for the next academic year. Please consult the Office of Residence Life for the latest details about criteria changes or refer to the “Housing Sign-up Newsletter” in the spring. Any student on disciplinary probation (highest level) cannot apply for THV or special room assignments.

All room assignments are for a maximum of two residents per room due to safety concerns and fire codes. Residents are not allowed more than two beds in a room. Violations will be documented and residents will need to maintain double occupancy.

ROOM LOCKOUTS

Residents must carry their room keys at all times. A resident locked out of their room should contact their RA/CA, another RA/CA or the RD. Residents will be charged and documented for all lockouts. The rate for a lockout changes according to the university personnel making the unlock. The rates for lockouts are as follows for all residence facilities.

RA/CA \$2

ARD \$5

RD \$10

EMERGENCY PROCEDURES

The Kansas City metropolitan area uses the 911 emergency system. In case of an emergency, the Safety and Security Department and the University operator should be contacted by dialing “4911”. The hours of the switchboard are 24 hours a day, 7 days a week. For class cancellations please refer to Bad Weather Policy.

Fire: If you find a fire in any of the residence halls you should:

1. Pull the closest fire alarm. (The alarm does not sound automatically at the fire station!!)
2. Go to the nearest phone, call the switchboard (0) and have the operator call the fire department and campus police, or dial 4911!
3. Locate an RA or Residence Director, if possible.
4. Fire extinguishers are provided on each hallway in Corcoran, McGee and X-L.
5. Evacuate the building.
6. Drills will be done periodically. There will be a minimum fine of \$75 assessed to any student who fails to respond to a fire drill or fails to comply with a housing staff member during a fire drill.

Tornado: Terminology and what you should do.

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

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

Alert Signal: Steady tone for 3-5 minutes. A tornado horn is located at the top of Massman.

Shelter areas: X-L Hall — Basement center hallway
Corcoran Hall — Basement hallway by Chapel
McGee Hall — Basement north hallway
Massman Hall — Basement north hallway
Town House Village — Storage area under stairs

The Residence Director or RA/CA on duty will be responsible for directing you to the shelter area when the weather is sufficiently threatening. The public address will be used to signal moving to the shelter area. No one is to be on the roof during a tornado or warning. The RD or RA/CA on duty will alert you to leave when the danger has passed.

HOUSING STAFF

RESIDENCE DIRECTOR (RD)

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

Jason Garcia	X-L Hall	x2107
Kim Marmon	THV	x4499
Kelly Kimple	McGee Hall	x3150
Nathan Nogelmeier	Corcoran Hall	x1100

ASSISTANT RESIDENCE DIRECTOR (ARD)

An ARD is assigned to a specific residential facility housing approximately 200 residents. Their primary responsibility is to assist the Residence Director and Resident Assistants in facilitating the development of their residence hall community. The ARD articulates to students and the paraprofessional staff the developmental philosophy and policies of the Office of Residence Life and the University.

RESIDENT ASSISTANT (RA) / COMMUNITY ADVISOR (CA)

A Resident Assistant/Community Advisor is an important component for the residential life staff as a paraprofessional staff member who has the most direct and constant student contact. A RA/CA is assigned to a specific floor/wing/unit of housing. Their primary responsibility is to act as a facilitator for their living community and to enhance the physiological, community, affiliation, self-actualization and diversity development components of each individual. The RA/CA articulates to the students the philosophy and policies of the Office of Residence Life.

RESIDENTIAL FACILITIES

Chapel: Each hall has a chapel. Days and times of liturgies are posted.

Communal Areas: Each Residence Hall has communal areas or lobbies with at least one television. See "Open Lobby Policy" for more details on the entrance lobbies and television lounges.

Computer Facilities: Each residence facility is equipped with an individual computer lab. These facilities are regularly maintained by Computer Services by the residence Computer Assistant. For information on how to access your buildings lab, ask your RA/CA.

Parking: After you have obtained a Rockhurst University Parking permit, parking is available in the lot at the west end of X/L Hall, in the McGee lot, the Forest lot, the lot between Massman

Hall and the soccer field, or the lot West of the THV. Only the residents of the THV are able to park in the THV parking lot (violators will be ticketed and towed at the driver's expense). The X-L circle drive is a fire lane and should be used for pick-up and delivery of residents and guests only. Vehicles parked in the circle will be towed!

Storage Facility: A small storage unit is provided on campus. Residence Life staff will store rolled, tied and tagged carpets and must be checked into storage by one of the residence hall staff. All items placed in this unit must be clearly marked with the owner's name. All items must be removed from the unit at the beginning of fall semester. Items not removed will be discarded. The University is not responsible for items stored in these units or left in residents' rooms after they check out at the end of the semester or the year.

Trash Rooms: Trash rooms are located on each floor/wing. You are asked to empty your trash in these receptacles. Please do not put hot ashes or hot items in the trash chutes. Garbage should be placed in a tied garbage bag.

Vending Machines: Drink and snack/candy machines are available in each residence hall. Please report any malfunctions to the switchboard located in Massman Hall. Please remember these machines are provided as a service to the residents. Any vandalism or abuse will result in their removal.

RESIDENCE HALL SERVICES

Bulletin Boards: Bulletin boards are located in the lobby and on every floor of each residence hall. Announcements concerning all residents, will be posted here. Please check the bulletin board frequently. All advertisements must be approved and put up by the Residence Life Staff.

Cable TV: Time-Warner is the cable television courier of Rockhurst University. Problems with this service should be reported to Computer Services Help Desk (x4357). All formal and recreational lounges are equipped with televisions for the resident's convenience. Cable TV rooms are located in each area.

Lost and Found: Any items found should be turned in to the Residence Director of the residence hall where the item was found.

Mail Service: Residents are responsible to check their university mail box everyday the Mail Room is open, this includes days when the United States Postal Services is closed due to official federal holidays. Mail is delivered to Massman Hall six days a week except Sundays and holidays. To ensure the timely delivery of mail to a resident, please use the address format as given:

NAME
ROCKHURST UNIVERSITY
1411 ROCKHURST ROAD, BOX #
KANSAS CITY, MO 64110

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

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

Refrigerators: A limited number of combination microwave/refrigerator units are available for rental on a first-come basis. Information regarding the rental time will be posted in the residence hall shortly after the beginning of each semester. Student-owned refrigerators cannot exceed 3 cubic feet or 10 amps. This would preclude the use of any large refrigerators with a snap and locking door. Refrigerators larger than the prescribed size will make the student liable for disciplinary action. The residents of the THV may not rent refrigerators.

Security

The Safety and Security Department patrol the campus and surrounding neighborhood for your protection. Officers are on duty 24 hours daily and can be contacted by calling "4010" from a touch tone phone. This will connect you directly to the dispatcher. Security personnel

can be reached by the red security phone located in the lobby of each residence hall and on each floor and/or wing. In addition to these red phones, there are other red phones located in other areas of the campus. These phones also have direct access to the dispatcher. There is a dispatcher on duty 24 hours a day. If you have a security problem or see someone suspicious, it is important that you contact the Safety and Security Department immediately.

The following guidelines are for your security:

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

Safety and Security will check communal areas but it is the student's responsibility to take the initiative to protect the residence hall. To gain entry to your residence hall, you will need your Rockhurst I.D. RA's and CA's do not carry wing or building masters.

Telephone Service

Each student room is equipped with a telephone jack. Local calls can be made at any time from the phone by dialing "8", listening for the dial tone, and dialing the local area code (816 MO/913 KS) and the number you wish to reach. On-campus calls can be made by dialing the four-digit extension desired. To receive calls from off-campus (local and long distance) instruct callers to dial your number direct. Telephone extensions are assigned by room number and are specific to each residence hall. There will be an additional line in each THV unit. However, the primary number associated with each THV unit will be the only number published for directory information and will be the number used to access voicemail boxes. Each resident student is assigned his or her own personal voicemail box. Call waiting may be added to a student's telephone service for an additional charge of \$50 per academic year

LONG DISTANCE SERVICE

Direct dial long distance service is no longer provided at Rockhurst University.

If you have an established long distance account and are able to access their network via an "800" number, you may use it by following the normal instructions on the back of your calling card. If you choose to activate a calling card while you are living on campus, you may do so. However, the extension number assigned to your room is ONLY an extension number, not a real telephone number under the main campus switchboard number (501-4000) and CANNOT be used in association with any calling card billing. Any accounts set up by students must be set up as a "direct bill account" that has no association with a phone number. The University WILL NOT be held responsible for any long distance billing which may show up on its local phone bill. If any student's long distance calls do show up on the University's bill, there will be a \$5 service charge per each incident in addition to the cost of the calls charged.

LEGAL RESPONSIBILITIES: Very specific state and federal laws address the use and misuse of telecommunications systems. Unauthorized use of code numbers or credit card numbers to place long distance telephone calls constitutes a theft of services and is in violation of both state and federal statutes. Penalties for violation include fines and imprisonment. (Title 18, Section 1029 and 134 of the US Code.) The Missouri statute states: "A person commits the crime of telephone service fraud if the person by deceit obtains or attempts to obtain telephone service without paying the lawful charge." Please be aware the University offers no immunity from prosecution for violations of state and federal regulations. In addition, because the University bears liability for uncollected charges students may incur, your \$100 housing deposit will also be considered security against uncollected charges.

Low cost, pre-paid calling cards are available in the Telecommunications Office located in the basement of Massman Hall next door to the bookstore.

FOOD SERVICES - BOARD PLAN

All meals are served in the Thomas More Dining Room and the Pub in Massman Hall. Participation in the board plan is a contractual part of the housing agreement. For information on operating hours see “Dining Services - Sodexho Services.” A validated I.D. card must be presented at time of service. Points are valid only through the Monday following the spring graduation ceremony.

Dining Room Attire: Dress in the dining room must include shirts and shoes. No persons will be admitted in attire torn, dirty or not in keeping with dress regulations of the upper campus. You are asked to bus your tray. Please avoid misuse of food in the Thomas More Dining Room.

Dining Room Behavior: Students are expected to behave in an adult manner in the dining rooms. Violations of University policy are handled through the normal disciplinary channels. Students throwing food or inciting misbehavior in the dining room will be dealt with in a serious manner.

Food Committee: Should you have any suggestions, problems or complaints concerning the food services, the Food Committee which is a sub-committee of the Student Senate, is available to hear these. The committee meets at a weekly during the academic year. Meetings are announced in the RDN. They are open to all students, so please come by and voice your concerns.

Guests: Guests may eat in the Thomas More Dining Room. Prices on meals are in the “Dining Services - Sodexho Service” section of this book. Guests may either pay with their meal card or with cash.

Meal Card: The Food Service uses an electronic, declining balance program. This program may be used for a la carte menu selections in the Pub, the Thomas More Dining Room and “The Daily Grind” Coffee Shop. Additional dollars can be purchased in the Business Office anytime through out the academic year in increments of \$25. Each student with a meal plan must have his/her identification card validated at the beginning of the year. The identification card must be presented at each meal. Each time a meal is purchased the student’s identification card is electronically read by the cashier and a debt accrues. If your identification card is lost or stolen, please contact Sodexho immediately. Your card will be rendered invalid and you will need to make arrangements to have a new identification card issued. You are financially responsible for any money used on your account prior to you initiating a cancellation in the Dining Services Office. Note: a new identification card will cost \$25.

Refunds: Refunds are prorated on a weekly basis. The refund will apply to the next full week.

Sick Trays: Trays are available to students who are not able to take meals in the cafeteria because of illness. A roommate or friend can bring the sick student’s I.D. to Sodexho office where authorization for a sick tray will be given. A sick tray consists of soup, Jell-O, crackers, and fruit. The campus health office will be notified of the student’s illness.

Special Diets: All special diets are arranged through the personnel of Sodexho and the Counseling Center. Voluntary diets (e.g., Nutria-Systems, Jenny Craig, etc.) are not acceptable as alternative diets. The student will still be charged for the board plan.

RESIDENCE HALL POLICIES (apply to all residential areas of campus)

ALCOHOL FREE FACILITIES

Corcoran and McGee Hall are alcohol free facilities. No residents (including those over 21 years of age) are allowed to possess or consume alcohol anywhere in either of these two buildings. This includes their assigned residence hall room. Rockhurst University follows all city, state, and federal laws concerning alcohol usage.

CANS/BOTTLES COLLECTIONS

For health and sanitation reasons collections of cans/bottles in a student's room is prohibited. Excessive amounts of empty alcohol/non-alcohol containers cannot be kept in a student's room. All empty containers will be disposed of immediately upon discovery. The presence of empty alcohol containers will be considered an alcohol policy violation.

COMMUNAL AREAS

Responsible behavior toward the building and its furnishings justify the increased expenditures on attractive and useful furnishings and aid in making the present furniture look attractive longer.

Cleanliness: It is important to respect the task and responsibilities of the custodial staff. The building cannot be attractive when custodians have to spend an inordinate amount of time scraping mud from the carpet and toothpaste from the mirrors, scrubbing stall walls of graffiti, or handling results of other inconsiderate behaviors. Residents are responsible for cleaning up after themselves (i.e. mud, hair, etc.) When you treat the building as your home and refrain from this type of behavior the custodial staff has more time available to wash windows, polish furniture, and other tasks they might not otherwise have time for. The custodial staff works only for two hours on Saturday and is off on Sunday. Please help them take pride in their work by being more conscientious about trash and trash cans on the weekends and taking pride in your environment. The building will look better and be a more comfortable place to live.

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

Relocating Rockhurst Property: Rockhurst property may not be removed from the room or building in which they are located without the express written permission of the Residence Director. This includes, but is not limited to, beds, room chairs, screens, traffic cones, all communal area furniture within the residence areas, and all other Rockhurst properties. A fine of a minimum \$25 per day can be assessed for having relocated Rockhurst furniture to or from a student's room, or removing resident's screens. Relocation of Rockhurst property will result in disciplinary actions taking place.

NOISE IN LIVING AREAS

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

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

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

If a staff member must intervene in a noise problem, one or more of the following may occur:

- Disciplinary action.
- Removal of the source of the noise by the resident.
- Confiscation of the source by the staff member until the resident can remove it from the hall.
- Monetary fine.

Problems such as noise should be discussed openly at floor, wing, or community meetings. It is important that you play an active role in shaping your living environment.

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

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

Quiet Floors: Quiet floors are designated areas for 24 hour quiet. They are intended for students who desire a more studious atmosphere. On the quiet floors, quiet hours are in effect 24 hours a day seven days a week unless reduced by a majority vote of the residents. Should residents of a quiet floor violate quiet/courtesy hours they may be moved to another floor of the building. All residents must sign a “Quiet Floor Agreement” or move from the floor within 48 hours.

KEYS

Each resident is issued one key to their room. In the event that a key is lost, report the loss to Residence Director immediately. A fee of \$50 to replace the lock will be charged to the resident due to safety and security reasons. Should a student request a lock change for any reason (i.e. stolen, lost, etc) the student’s account will be charged. It is against the law for keys to be duplicated for any reason. Possession of an unauthorized room key may result in a fine of up to \$250 and/or a referral to the Student Disciplinary Committee. Should a student be found in possession of any other university key other than a room key, the student will be subject to any sanctions determined by the Student Disciplinary Committee or hearing officer.

LOFTS & BUNKS

No wooden lofts are allowed in the residence halls. All lofts must be rented or purchased through College Concept (www.loftconcepts.com/RU). When using a loft you cannot remove any University furniture from your room. Removal will result in being billed for the relocated or missing furniture. Rockhurst Physical Plant is not responsible for the movement of room furniture within the room. Access to the door and windows of the room must be kept free from the loft structure. Rockhurst is not responsible for injury to person or property resulting from use of loft/bunks.

OPEN FLAMES

No open flames of any type are permitted. Candles (or decorative candles) are not allowed for any reason. The burning of incense, and the possession of combustible chemicals are strictly prohibited. Grills provided by the University may only be used in the THV.

PAINTING

Mural Painting: Murals can be painted in the common areas such as hallways and stairwells, but not in the main lobby of residence halls. Murals may not have alcohol, drug, sexual, or organizational connotations. Murals are prohibited in student rooms. All murals must be painted with paints provided through the Physical Plant Office with permission by the Residence Director and the Residence Life department. Designs must be filled with light colors, however, you may outline in dark colors. Successful mural painting includes all of the following three steps:

1. Completion of a Mural Painting Agreement form from your RD. Carefully read, complete, sign, and return the agreement to your RD. The student is responsible for the project.
2. A detailed proposal of the mural needs to be submitted to the building RD for approval by the Office of Residence Life. This proposal must include the following: a drawing

of the mural design, dimensions of the mural, colors needed and location within the residence hall.

3. All Physical Plant work orders are to be requested through the RD.

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

The Assistant Dean of Students must inspect the project upon conclusion and sign the mural inspection agreement. Unacceptable work will result in a fine equal to the cost of materials and labor to correct or resurface the mural area. Fines may be imposed for any of the above three procedures not being followed.

PERSONAL PROPERTY LIABILITY

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

PETS

For health, sanitation and cruelty reasons, no pets except aquarium fish are permitted in any residence hall or THV apartment. Students are financially responsible for extraordinary cleaning due to any pets. Visitors and parents are asked not to bring pets into the halls for any reasons. Certified assistance animals (i.e. seeing eye dogs, etc.) are welcome in the halls.

POSTING IN HALLS

Bulletin boards for official notices, which are approved by the Office of Student Development, are available in each residence hall. All posting is to be done by the residence life staff. If the sign is not posted by a residence life staff member, the sign will be removed. A maximum of twenty-five posters or signs may be submitted for posting in the residence halls at the Office of Residence Life, Massman 2. Materials or information posted on wood surfaces, windows, stairwells, hall-side of room doors, or doors, will be removed without notice. The complete policy is in the Office of Student Development.

RESTRICTED APPLIANCES/ITEMS

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

RIGHTS RESERVED BY THE UNIVERSITY

Officials of Rockhurst University reserve the right to conduct health and safety inspections of student rooms in all University-owned residence housing. Advance notice to residents will ordinarily be given prior to such inspections. Residence life staff members will inspect all rooms or apartments at the end of each semester and prior to breaks. In addition, the University reserves the right to enter at any time in order to make repairs or conduct maintenance upon University-owned property. Entry is also permitted for actions necessary or appropriate in emergencies and those necessary to maintain order in an appropriate living environment. If upon entry a violation is visible (i.e. lounge furniture, alcohol, etc.) it will be handled through the discipline process.

ROOM CLEANLINESS

Residents are responsible for the cleanliness of their rooms and apartments and are to cooperate in preserving the orderliness of communal areas. Each hall and apartment building has vacuum cleaners and other cleaning supplies which can be checked out through the hall or THV front desk.

In order to provide a satisfactory level of maintenance, sanitation and fire safety standards, health and safety inspections will be made on a regular basis by the RD. The dates of these safety inspections will be posted throughout the semester at the building or THV front desk. Residents are encouraged to be present while the inspections are made but rooms and units will be inspected on the designated date regardless of the resident's presence.

Residents are to have their room or unit clean upon inspection. Any item or other violation of campus policy that is clearly observed will be noted and may result in disciplinary action. Prohibited items may be confiscated to promote safety and compliance with campus policy. Anything in plain view that is considered a violation of state or federal law may be referred to the Rockhurst University Department of Safety and Security for investigation. Rooms should be found to be kept in a clean, orderly manner. The custodial personnel in each building should be able to help make available any cleaning supplies that may be needed.

SINGLE ROOMS

Paid singles are available on a limited basis. If your roommate moves out (for any reason), the Office of Residence Life will mail you a Housing Arrangements Letter giving you the following options:

1. Keep your room as a paid single and pay the additional prorated cost. Current room rates are posted in the Office of Residence Life, Massman 2.
2. Consolidate with another student. The student with the lesser number of credit hours would be required to move unless both students mutually agree on other arrangements.

Failure to respond to your Housing Arrangements Letter will result in you being provided a new room assignment, or a new roommate. A new assignment will require the student with the lesser number of credit hours to move into the room. Failure to consolidate within the allotted time period will result in the student being assessed a single room rate. The single room assessment would be for the remainder of the academic year unless the resident would request a specific individual for a roommate. Unoccupied space is reserved for use only by administrative personnel. To avoid a \$50 Improper Room Change Fee, no room change can occur without prior written approval through the Residence Life Office.

SMOKE FREE FACILITIES

All residential facilities are considered smoke and tobacco free. No smoking is allowed in any facilities. This would include the individual student rooms, apartments, bathroom/shower facilities, and public areas. Violation will result in a minimum of a monetary fine.

VACATION/BREAK PERIODS

In the interest of security, staffing, operating costs and energy conservation, all residence halls except the THV are closed during Thanksgiving, Christmas and Spring breaks. There is no food service available during breaks. Detailed information, including registration deadlines for break housing, will be sent to all residents prior to the beginning of each break period. Failure to be out of the residence hall at the designated break closing time will result in a monetary fine. Room payments do not cover such periods. Students desiring housing over breaks must register with the Office of Residence Life, Massman Hall, Room 2. Students may be asked to move to another building and be assessed a daily rate. Failure to register to remain over a break period by the stated deadline will result in a surcharge added to the cost of the break housing charge, or denial due to lack of space or staffing.

VISITATION POLICY AND GUEST RULES

Visitation hours are listed below. It is the student's responsibility to know and understand this policy. If a student is unclear about any aspect of the Visitation Policy, they are to contact a residence life staff member for clarification. Ignorance is no excuse for a policy violation.

Guests of the opposite sex are permitted in the following facilities during the following times:

Corcoran and McGee Hall

Sunday - Thursday 11 a.m. - 12 a.m.

Friday and Saturday 11 a.m. - 2 a.m.

Beginning the first weekend after fall break students in Corcoran and McGee Hall will have open visitation from Friday 11 a.m. until Sunday 12 a.m.

TownHouse Village

Monday - Sunday 24 hour visitation, 7 days a week

Xavier-Loyola Hall

Monday - Wednesday 11 a.m. - 12 a.m.

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

STUDENT CODE OF CONDUCT

STUDENT CREED

At Rockhurst University we believe community is...

...PURPOSEFUL

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

...OPEN

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

...JUST

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

...DISCIPLINED

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

...CARING

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

...CELEBRATIVE

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

Adapted from Campus Life: In Search of Community. The Carnegie Foundation for the Advancement of Teaching; Ernest L. Boyer (frwd.); Princeton, New Jersey; 1990.

PHILOSOPHY & GUIDELINES

Rockhurst University sponsors programs, services, and activities that encourage students to develop academically, spiritually, socially, physically, and emotionally. In a partnership among students, faculty, and staff, the University helps to create an educational environment with principles rooted in its Jesuit, Catholic tradition. These principles challenge students to strive for excellence to become men and women for others, to integrate classroom and experiential learning, to develop talents through discovery and reflection, and to share a common concern with each person. To achieve these ideals, all students are expected to contribute, through their words, actions and commitments, to the development and sustenance of a community characterized by purpose, openness, justice, discipline, care, and celebration. A student enrolled at Rockhurst University assumes a responsibility to behave in a manner compatible

with its educational environment and community principles. The following guidelines, while not exhaustive and limiting, illustrate behaviors and actions that are incompatible with the institutional mission of Learning, Leadership, and Service in the Jesuit Tradition.

- **Alcohol:** The University expects legal-age students who choose to consume alcoholic beverages to drink sensibly and responsibly. Specifically, the University does not consider drinking in excess to be responsible. The following are some of the behaviors that are considered “irresponsible drinking” and are prohibited: providing alcohol to underage persons, loud and/or destructive behavior/vandalism, illegal and/or underage drinking, inability to control bodily functions, alcohol-related violent or abusive behavior (including date/acquaintance rape and assault), possession/use of beer bongs and common containers (kegs, barrels, party balls, etc.), and possession/consumption of alcoholic beverages in common areas (lounges, bathrooms, lobbies, hallways, etc.). For further information on Alcohol see University Policies.
- **Building Safety & Security:** For safety and security purposes, the following are some examples (but are not limited to) of prohibited behavior on Rockhurst property: theft/unauthorized possession of property; burglary or robbery; opening, tampering with, or otherwise manipulating access/maintenance panels; propping or taping open doors that are intended to remain closed or locked; improper use of alarmed doors; misuse/abuse of card access swipes and systems; climbing into, out of, or on University buildings or roofs; use of/entrance into bathrooms that are intended for the opposite sex; throwing items out windows or removing screens; and covering, tampering with, or removing peepholes or room numbers. Students should avoid interfering with the safety or health of another person in the University community.
- **Disciplinary Process Compliance:** Students are expected to appear for requested investigative meetings and participate in the disciplinary process in a forthcoming, honest, and truthful manner. Students are to comply with disciplinary sanctions and complete them in a timely manner.
- **Disruptive Behavior:** It is an expectation that students cooperate with one another, guests, and University officials at all times and not engage in behavior that impedes the safety, security, and normal operation of the University or University-sponsored activities/events. Examples of disruptive behavior include, but are not limited to the following:
 1. Providing false information or identification to, or failing to cooperate with University officials acting in the performance of their duties (i.e. Security, Residence Life Staff, Administration, etc.).
 2. Forgery, alteration, or unauthorized use of University records, documents, or instruments of identification.
 3. Misusing financial aid through fraud or abuse.
 4. Excessive noise.
 5. Depositing human waste products anywhere other than in a proper device (i.e., urinating in public).
 6. Indecent exposure or behavior, illicit sexual behavior, or lewd conduct.
 7. Illegal gambling.
 8. Trespassing or unauthorized presence in a University building or on University property.
 9. Technology misuse including pranks or harassment facilitated by phones or computers.
 10. Failure to comply with traffic and parking regulations, including failure to pay fines by established time limit.

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

- **Drugs:** The use, possession, sale, giving, or exchange of illegal drugs, chemicals for use as drugs, or controlled substances is strictly prohibited. Furthermore, no person may use or possess drug paraphernalia. Examples of possible drug paraphernalia include (but are not limited to) syringes, bongos, pipes, scales, rolling paper, roach clips, and blow tubes. For further information on Substance Abuse see University Policies.
- **Fire Safety:** No person may intentionally cause a false fire alarm, whether by means of a fire alarm system or otherwise (including but not limited to candles/incense, lanterns, potpourri, gas/charcoal cooking appliances). Individuals tampering with fire safety equipment (including but not limited to smoke detectors, fire hoses, and fire extinguishers) will be subject to immediate suspension/expulsion and possible criminal charges. All persons must evacuate the building when an alarm sounds. Possession or use of firecrackers/fireworks, gunpowder, containers holding fluids used solely for igniting fires (i.e., charcoal lighter, gasoline, propane, kerosene, etc.), or other materials that endanger health and safety is strictly prohibited. Arson is prohibited.
- **Guests & Visitors:** Rockhurst University welcomes invited guests and visitors to campus and its events (including off campus) on a daily basis. Behavior expectations of guests are similar to what is expected of all University students, faculty and staff to ensure the exchange of ideas and the maintenance of a safe and secure campus environment. The expectations of guests and visitors on Rockhurst property or at University sponsored events are the following:

A. General Expectations

1. Guest found in violation of University policy (particularly Visitation, Noise, and Alcohol) or whose behavior is construed as reckless, inappropriate or threatening will be asked to leave immediately. In such cases, the guest(s) will be escorted off campus and University officials may issue a no trespass warning.
2. Students should always assist with interactions between University employees acting within the scope of their responsibilities (i.e. Security, Residence Life, Student Development staff, etc.) and their guests.
3. Students are responsible for ensuring their guests are aware of fire evacuations and safety procedures in the event of an emergency.
4. Guests may be required to produce photo identification to University employees acting within the scope of their responsibilities. If they do not have proof of identity they may be asked to leave any campus-owned property immediately.
5. Students are responsible for the action of their guests while they are on campus property or at University-sponsored programs/events. Should a violation of University policy take place by a student's guest, the student host will be held responsible. A student is responsible for any damages to University property caused by their guest.

B. Residence Life System

1. Residents are to entertain no more than three visitors at one time (in student rooms, Townhouse Village, or communal areas). Guests are allowed to be on campus for three consecutive nights. Exceptions may be granted by Residence Life administration.
2. If roommates cannot reach an agreement on sharing the room with a guest, the rights of the roommate not hosting a guest will prevail. Guests are not to use the bed or items belonging to the roommate of the host student without the expressed permission of the resident.
3. Rockhurst University has an escort process available for all guests. Residents are expected to come to the lobby to escort guests at all times in public areas of the residence halls and THV. A resident is responsible for any damages to University property caused by a guest.
4. Residents must ensure that all guests register and present a picture ID at the front desk immediately upon entering the residence hall. Overnight guests must be registered with the Front Desk Staff prior to midnight of the day of arrival on campus. Failure to

register a guest will result in the guest being asked to leave immediately and the host student held responsible under the Code of Conduct.

5. Children under the age of ten cannot spend the night in campus housing.
 - Harassment and Discrimination: No person may engage in discrimination or harassment based on, but not limited to, race or ethnicity, religion or creed, gender, national origin or ancestry, age, disability, sexual orientation, veteran status, citizenship/intending citizenship status, or membership in the uniform services. Harassment includes actions or situations that do or could result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment whether intentionally, for fun, or by consent. The University prohibits the abuse of any person or groups of people. For further information on Harassment and Discrimination see University Policies.
 - Hazing: No person, student organization, or group is allowed to conduct any hazing activities. Hazing activities are defined as any action taken or situation created, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following:
 1. use of alcohol or illegal drugs;
 2. paddling in any form;
 3. creation of excessive fatigue or physical exercise;
 4. sleep deprivation;
 5. conducting activities that do not allow adequate time for study;
 6. forcing, requiring or endorsing consumption of liquid or solid objects, edible or non-edible;
 7. physical or psychological shocks;
 8. endangerment or activities that have the potential to endanger a new member of a given group;
 9. quests, treasure hunts, scavenger hunts, road trips or other such activities;
 10. wearing of apparel in public that is conspicuous and not normally in good taste;
 11. required carrying or wearing of any item not normally needed (e.g.: rocks, hospital bracelets, helmets, tattoos, etc.);
 12. personal servitude;
 13. engaging in public stunts and buffoonery;
 14. verbal harassment including yelling and screaming at new members;
 15. silence or not speaking to certain people;
 16. nudity, morally degrading or humiliating games and activities;
 17. any activity that is not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.
 - Identification: Students must carry their Rockhurst University identification on University property at all times. University identification must be shown and/or surrendered upon request to employees acting within their responsibilities, including Security, Residence Life staff (professional and student), and Student Development staff.
 - Keys: No person may duplicate a University key or request the unauthorized duplication of a University key. No person may lend another individual (including other students and guests) his/her University keys for any reason. Keys in the possession of unauthorized persons may be confiscated. Also, no person shall replace without permission, damage, tamper with, or vandalize any University lock or security device.

- **Smoking/Tobacco:** Tobacco use of any kind is prohibited inside of all buildings on the Rockhurst campus. This includes all public areas and private offices in the following buildings: Conway Hall, Residence Halls, Convocation Center, Sedgwick Hall, Ignatius Center, Greenlease Library, Townhouse Village, Mason-Halpin Fieldhouse, Van Ackeren Hall, Massman Hall, Richardson Science Center, and Social Activities Hall. Smoking will NOT be allowed within twenty (20) feet of the entrance to any of the buildings on campus. For further information on Smoking see University Policies.
- **Solicitation:** All solicitation must follow the Posting and Distribution Policy published by Student Development. Door to door solicitation is prohibited unless the Office of Student Development grants special exception. The University's directory may not be sold or provided to any outside parties for solicitation purposes, nor may its contents be used by Rockhurst community members (faculty, staff, and students) for general solicitation.
- **Vandalism:** Students who vandalize property that does not belong to them will face disciplinary action and restitution costs. This includes tampering with washing machines, vending machines, and game machines, elevator misuse/abuse, and graffiti.
- **Violence:** Acts or verbal threats of physical violence such as assault, harassment, hate crimes, sexual assault (defined as any form of sexual contact with another person without the consent of that other person), rape, or such behavior that jeopardizes the safety of oneself or another individual are not tolerated and perpetrators will face significant disciplinary action. For further information on Sex Offenses or Sexual Harassment see University Policies.
- **Weapons:** Possession, use, or sale of firearms, martial arts equipment, bow and arrow, crossbow, knives, bullets, stun guns, paint-ball guns, or any other dangerous weapon is prohibited.

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

DISCIPLINARY PROCESS

GENERAL

The Associate Vice President for Student Development and Assistant Dean of Students are responsible for implementation of the Code of Conduct. University jurisdiction shall be limited to conduct that occurs on University property, at University-related events, or that adversely affects the University community. Given that the University's interest in student welfare is not bound by campus property lines, its commitment to neighborhood relations is high, and a positive reputation within the broader Kansas City community is essential for its continued well-being, the University reserves the right to act on violations that occur off-campus or at University-sponsored or sanctioned events and activities regardless of location.

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

When the behavior of a student poses an immediate threat to the safety of the University community or violates the mission of the University, the University may impose an interim suspension or removal from the University, restriction on access to residence halls, the campus, or participation in any University-sponsored/sanctioned event or activity. This judgment is exercised through the Associate Vice President for Student Development or designee and remains in effect pending a hearing under the appropriate University disciplinary procedures.

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

STUDENT ORGANIZATIONS

Student organizations have the same rights and obligations in the Student Code of Conduct process at Rockhurst University as an individual student. Thus, all proceedings against University-approved organizations shall follow the same system as outlined in this chapter.

Processes initiated under the Student Code of Conduct against a student organization will not preclude further specific action against individual members of that organization for their violation of Rockhurst University policy or regulation. The University is particularly interested in student organizations maintaining membership safety and integrity as well as a positive University image. Organizations need to be cognizant of their particular responsibilities when conducting events off campus as a recognized student organization at Rockhurst University.

Recognized student organizations, including Greek organizations, may be charged with Code of Conduct violations. A hearing for a recognized student organization will be conducted in a manner similar to the procedures outlined in this document. Hearings will be conducted with two student spokespersons representing the organization, usually the President and Vice President. The organization's moderator may be present in an advisor role.

Sanctions that may be imposed upon a registered student organization for an infraction of the Code of Conduct include the following (the list is not exhaustive, but is listed in ascending order of severity): Administrative warning, social probation, deferred suspension, suspension of registration/charter privileges, revocation of the organization's privilege to exist as a student organization (for a definite or indefinite period of time).

ROLES & DEFINITIONS

1. **Hearing Examiner** - The Assistant Dean of Students or designate. A Hearing Examiner will review facts related to allegations of non-academic misconduct by a student or student organization most often considered to be less serious in nature and will make findings and, if the student or organization is found in violation of the Code of Conduct, impose sanctions.
2. **Hearing Committee** - Consists of three voting members (a faculty member, a staff member, and a student) and is specifically constituted for cases that involved allegations of considered to be more serious misconduct. Either the faculty member or the staff member will serve as the chair of the Hearing Committee. Although every effort will be made to conduct the Hearing Committee with one student, one faculty and one staff, it may not be possible, especially during the summer, and the Hearing Committee may consist of any three members of the University community. The Hearing Committee will review facts related to allegations of non-academic misconduct against a student or student organization and will make their findings and, if the student or student organization is found in violation of the Code of Conduct, impose sanctions.
3. **Investigating Officer** - The Assistant Dean of Students or designate. This person consolidates historical and evidentiary data related to the charges against the student or student organization for the purposes of a hearing committee. This person presents this information to the committee for their review, and also suggests possible sanctions based upon the severity of the alleged infraction, disciplinary history of the charged student or student organization, and historical precedent.
4. **Advisor** - Each student or student organization will be afforded the opportunity to have a faculty or staff advisor present at a hearing either with an examiner or committee. The advisor role is to help the student or student organization understand the responsibilities and rights afforded by the Code of Conduct process, and to encourage honest and forthright engagement in the process and between Hearing Examiner/Hearing Committee and the

student or student organization. The advisor's role during the actual hearing is limited in scope and should reflect a supportive stance of both the student and the University.

Faculty, staff, and students who are asked to be involved in the Code of Conduct process should avoid roles that create a conflict of interest, for example, close friend of charged student, current professor for charged student, or advisor to student organization etc).

UNIVERSITY DISCIPLINE AND VIOLATION OF LAW

The University may institute non-academic disciplinary proceedings against a student for offenses against the Code of Conduct, regardless of pending civil litigation or criminal arrest and prosecution arising out of the same factual circumstances. University disciplinary proceedings may proceed prior to, simultaneously with or following civil or criminal proceedings. University disciplinary action is not subject to challenge on the grounds that civil or criminal charges involving the same factual circumstances have been dismissed or reduced in civil or criminal proceedings. When a student is charged by federal, state or local authorities, the University will not request or agree to special consideration for the student. The University will cooperate with civil authorities in a timely fashion and manner.

CHARGES & RESOLUTION OPTIONS

Any member of the University community ("complainant") may file a charge against any student or student organization (collectively charged students) for non-academic misconduct. Incident reports, Security reports, or other written allegations should be directed as quickly as possible to the attention of the Assistant Dean of Students or his/her designate. The appropriate administrative officer informs the charged students in writing.

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

COMMUNICATION

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

All notices under the Code of Conduct will be delivered in person or to the room for those living on-campus at least seven (7) calendar days before the scheduled hearing date, or sent by United States mail postage prepaid and addressed to the person's last known address on file with the University Registrar at least ten (10) calendar days before the scheduled hearing date. It is the responsibility of the student to update the University on his/her local and permanent mailing address and telephone number and any change). Absent extraordinary circumstances, failure to be present at any hearing after notice as described above will not excuse the student from his/her obligation to comply with or their full responsibilities and timelines under the Code of Conduct and will not delay any scheduled hearing.

HEARINGS

1.The Assistant Dean of Students or designate makes procedural decisions respective to hearings. The Hearing Examiner normally reviews charges considered to be less serious in nature. Cases that are anticipated to involve disciplinary probation, suspension, or expulsion will normally be reviewed by a Hearing Committee. A charged student may indicate his or her preference for a Hearing Examiner or Hearing Committee in writing to the Assistant Dean of Students or designate and the Assistant Dean of Student or designate will make the final decision. All other hearing-related procedures are delegated to the Assistant Dean of Students as described in this Code of Conduct.

2. A member of the Assistant Dean of Student's support staff is present at Hearing Committee proceedings to take written notes. Upon written request the charged student will receive a copy of the hearing notes.
3. All hearings are conducted in private. No person will be permitted to attend a hearing other than those directly involved in the hearing procedures.
4. Hearings on a charge involving more than one student will generally be conducted separately even if the charge is based on the same operative facts.
5. The complainant and the charged student each have the right to be present at the hearing and to be assisted by a faculty or staff advisor from the University community. Other persons may be in attendance at the hearing solely for the purpose of and the time it takes to provide pertinent information to the charge. Attorneys, parents and others not directly involved in providing information are not permitted to be present in order to protect the confidentiality of the student, expedite the proceedings in a reasonable manner, and encourage the student to remain directly engaged in the process with the support of his or her faculty or staff advisor.
6. The charged student should notify the Assistant Dean of Students in writing regarding the name of the faculty or staff advisor, evidence, written witness statements, and witnesses who the student anticipates will provide information on his/her behalf at least three (3) business days prior to the hearing.
7. The Hearing Examiner or Hearing Committee Chairperson will provide administrative leadership during the hearing, including:
 - Overseeing the presentation of information
 - Limiting or enlarging the scope and duration of presentation of information
 - Taking any other action in the interest of an orderly, expeditious and informative hearing
8. Format for Presenting Information: Absent extraordinary circumstances, the investigating officer and the charged student will present information relevant to the situation. Acceptable forms of information may include in-person statements of witnesses based on personal knowledge, written statements by witnesses with personal knowledge, documents including writings and records, audiotapes, videotapes and photographs. Only one character witness or statement (Rockhurst faculty, staff, or student member) will be allowed on behalf of the charged student.
9. Hearing Procedure
 - Call to Order and Introductory Comments
 - Opening Statements
 - Presentation of Information including Witnesses
 - Closing Statements
 - Private Deliberation
 - Notification of Decision
10. No student shall be found to have violated the Code of Conduct solely because the student failed to appear at the hearing. However, if a charged student does not appear for a scheduled hearing, the hearing may be conducted and a decision made based on information presented in the charged student's absence. In these cases, sanctions may not be appealed.
11. All findings shall be made upon information that, if taken as true, more likely than not supports the finding. Findings leading to disciplinary probation, suspension or expulsion require information that, if taken as true, clearly and convincingly supports the finding.
12. Disciplinary history, academic transcript, and institutional financial aid information will be made available to the Hearing Examiner or Committee if the student is found in violation of the Code of Conduct in order to more fully inform appropriate sanction determination.
13. Written notification of the Hearing Officer/Committee's decision will be delivered in person for those on campus within five (5) business days of the hearing or sent by mail to the student's last known local/permanent address on file with the University Registrar within five (5) business days of the hearing.

SANCTIONS

If a student is determined to have engaged in conduct contrary to the Code of Conduct, disciplinary action will be taken. Sanctions will be imposed based on the type of inappropriate behavior in which the student engaged and the student's level of responsibility for the incident. Every effort will be made to implement sanctions that are educational in nature, correct inappropriate behavior, and prevent reoccurrence of misconduct in the future. Factors such as the seriousness of the incident and the student's past disciplinary history will be taken into account in determining appropriate sanctions. Failure to comply with any disciplinary sanction may result in imposition of additional sanctions. When a serious or repeat violation occurs, the University reserves the right to contact the student's parent or guardian if permissible.

If it is determined that the student violated the Rockhurst Student Alcohol Policy or the Policy on Substance Abuse, the student will receive, at a minimum, sanctions as outlined in the suggested sanction matrix. For such violations, the Hearing Examiner or Committee may impose sanctions in addition to the minimum sanction applicable under the sanction matrix. Failure to comply with any sanction imposed may result in imposition of additional sanctions.

All sanctions are in writing, addressed to the student and specify the sanction(s) and the term of each sanction.

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

Probation

- **Conduct Probation:** Conduct probation is written notice to the student that identifies the inappropriate conduct and advises the student of the need to bring his/her conduct to an acceptable standard. Imposition of conduct probation is for less serious violations of the Code of Conduct. Any further misconduct of the same or another kind may jeopardize the student's status as a student in good standing at the University.
- **Disciplinary Probation:** Disciplinary probation is written notice to the student that his or her behavior is serious and unacceptable. If continued or other inappropriate behavior follows, more severe sanctions may be imposed including suspension or expulsion from Rockhurst University. A student is not in good standing with the University during the term of a disciplinary probation. Disciplinary probation may include restrictions such as denial of the opportunity to participate in co-curricular or extra-curricular events or activities, to perform any act in the name of the University, to serve as an officer of a student organization, or to reside in University housing (any or all to be specified by the Hearing Examiner/Committee). Disciplinary probation will result in the revocation of at least 50% and up to 100% of institutional financial aid for the probation period, and the Hearing Examiner/Committee will make this decision.

Other Sanctions

- **Activities or Access Limitation:** Limitations on activities or access are imposed if the prohibition from participation in certain activities, events or facilities has been determined to be in the best interest of the student or the University.
- **Educational Programs, Courses and Opportunities:** There are times when the University determines that a student must attend educational programs, courses or opportunities provided either on-campus or off-campus to remain in good standing. These educational programs, courses or opportunities will be selected or geared toward helping the student understand and remedy the unacceptable conduct. In some cases these programs, courses or opportunities may be unrelated to the University or may require the student to pay to attend.
- **Expulsion:** Expulsion is the most serious disciplinary sanction and results in the permanent exclusion of the student from the University. An expelled student is not eligible for re-admission.
- **Fines:** The amount of the fine depends on the infraction. Fines may be posted to the student's account and reflected on University billing statements. Fines are expected to be

paid by the end of the semester they are posted; delinquent accounts may be turned over to a collection agency.

- **Honors and Degrees:** The University reserves the right to delay or postpone the participation of a student in any University-related activity, or delay or postpone the conferring of any honor or degree for non-academic misconduct.
- **Institutional Financial Aid:** Institutionally funded financial aid is an investment in a student. Should the University determine that a student is not living up to the Code of Conduct, it may revoke institutionally funded financial aid. Revocation of institutionally funded aid is generally imposed in relation to disciplinary probation or more restrictive sanctions for serious offenses under the Code of Conduct. Normally revocation of institutionally funded financial aid applies to the subsequent semester; however, each circumstance will be determined individually. A student may apply to the Associate Vice President for Student Development for reinstatement of institutional financial aid after successful completion of the revocation period and full compliance with all related sanctions.
- **Restitution:** Restitution is compensation required of students or organizations that engage in theft, misuse, damage or destruction of institutional, group or private property. Restitution is expected to be paid in a timely fashion; delinquent accounts may be turned over to a collection agency.
- **Suspension:** Suspension from the University results in the exclusion of the student from participating in any academic or non-academic activity of the University for a stated period of time. The student will be advised in writing of a suspension. Suspension may be for the remainder of the semester or for a specified period of semesters. Suspended students must re-apply for admission to the University and comply with any conditions set by the Disciplinary Hearing Committee to be considered for re-admission.

APPEALS

1. An intent to appeal the decision of either the Hearing Examiner or Committee must be filed in writing to the Associate Vice President for Student Development in the Office of Student Development (Massman 1) within three (3) business days of receipt of the written decision (or attempt to deliver). The intent to appeal must specify the basis on which the student is appealing, the decision or part of the decision including sanctions that the student is appealing, and the facts in support of the appeal.
2. The Associate Vice President for Student Development will decide on the appropriate University administrator to address the appeal (normally the Assistant Dean of Students or the Associate Vice President for Student Development). Every attempt will be made to review an appeal as expeditiously as possible. Until the appeal is reviewed and a decision rendered, the student's status at the University remains unchanged.
3. An appeal is not a rehearing and is not granted on the basis of disagreement with the original decision. Acceptable basis for an appeal is limited to the following:
 - a. There was a denial of a fair hearing;
 - b. There is new and additional evidence not available at the time of the hearing;
 - c. There was insufficient evidence to establish the student's misconduct or responsibility for the misconduct;
 - d. The decision was arbitrary and capricious.
4. The appropriate University administrator will review documents relevant to the appeal and speak with the Hearing Examiner or Committee Members or the appealing student as needed. The student may request a hearing before the appropriate University administrator that the appropriate University administrator may, in his/her discretion, grant or deny. If a hearing on an appeal is granted, the appealing student will meet with the appropriate University administrator. Any decision to grant or deny a hearing on appeal is not appealable.
5. An appeal may result in one of the following actions:
 - a. Leaving the original sanction intact.
 - b. Reversal of the original decision or sanction(s);

- c. Modification of the sanction(s), including changes that could result in either a reduction or increase in sanctions, appropriate to the misconduct or based on new information considered during appeal (see section 3.b. above).
6. The University administrator shall provide the student with a written decision on the appeal. The decision of the Associate Vice President for Student Development or designate shall be the final appeal authority for the University in all cases of non-academic discipline.

UNIVERSITY POLICIES AND REGULATIONS

ACCESSIBILITY

The ACCESS Office at Rockhurst strives to help students with disabilities equally participate in our educational programs and activities. A student is eligible for these services if they are considered a person with a disability, identify themselves to the institution, present documentation regarding the disability to the institution, and need academic adjustments. Rockhurst is committed to a policy of nondiscrimination as specified by federal laws Title VI and VII, Title IX, section 504; Americans With Disabilities Act; and state laws. Please contact Mike Anderson at 816 501-4856 for further information.

SERVICES AND ARRANGEMENTS AVAILABLE FOR THE DISABLED

1. Relocation of a class if a student is scheduled in an inaccessible classroom.
2. Accommodations for living on campus have been made in three of residence halls (first floor west in Corcoran Hall, the first floor of McGee Hall, and the one bedroom apartments in the THV).
3. Parking space in every parking lot.
4. Ramps, elevators, rest rooms, drinking fountains, telephones, and pencil sharpeners in most campus buildings.
5. (Telephone Device for the Deaf) service is available in the Greenleaf Library. Usage is open to all students, staff, faculty or visitors. The telephone number for the device is (816) 501-4833. The phone is linked to the University's main phone switch.
6. Educational planning and course selection
7. Note takers and readers
8. Testing accommodations
9. Accessibility maps and information

ROCKHURST ACCESS OFFICE CAN HELP YOU

- Get acquainted with Rockhurst
- Learn about your rights
- Identify appropriate academic accommodations and adjustments

HOW TO REQUEST ACCESS SUPPORT SERVICES

The student must take the first step in the process to receive academic adjustments. To receive services from the University, the student with a disability must first disclose their disability to Rockhurst. In most cases, the student would disclose this to the ACCESS Coordinator. The Coordinator will ask the student to bring documentation regarding the disability. After sufficient documentation is received, the student will receive the needed services. The student is the best resource in determining the needed accommodations. Furthermore, it is important for the student to know what type of academic adjustments work best. This is done in cooperation with the ACCESS Office. The communication process would begin early because most departments require advance notice to provide requested academic adjustments.

CONFIDENTIALITY

Section 504 of the American With Disabilities Act states that any information regarding a person's disability shall be considered confidential and shall be shared with others on need-to-know basis. Confidential information is kept in a separate file which has limited access to maintain confidentiality.

ALCOHOL POLICY (STUDENT)

Revised 4/18/94

Drinking is as much a part of University life as it is part of life in our general culture, and it inevitably brings the same problems here that it introduces elsewhere. Learning a mature attitude toward alcohol while in college prepares one to handle it in society after leaving college.

The University is obligated to observe the laws regulating drinking and to safeguard those persons whose rights are threatened by irresponsible drinking on campus or at social events sponsored by the University.

We intend by this policy to make alcohol less obtrusive on campus, and to help students learn to deal with it more maturely. The general guidelines below precede specific alcohol rules that follow. Persons of legal drinking age who choose to socialize with alcohol should do so responsibly, learning by experience to drink moderately without becoming drunk or hung over. Alcohol raises legal and social concerns, and students must recognize the potential for liability which alcohol consumption creates, including the potential for personal liability.

Students must recognize that alcoholic beverages are so readily misused that problems will arise on occasion, and they must accept the responsibility for coping with these problems. They should become increasingly aware of the problem of alcohol abuse in our society and cultivate intolerance of irresponsible use.

Individual differences are to be respected, and drinking must be seen as a matter of choice. Choosing not to drink is socially acceptable. Social activities should have clear purposes other than the consumption of alcoholic beverages.

The University believes in the importance of on-going educational programs to help community members understand the advantages of a healthy lifestyle, the consequences of use and abuse of alcohol, the moral implications of alcohol use and the importance of personal and community responsibility. To this end it sponsors programs to educate students in the responsible use of alcohol.

ALCOHOL IN THE RESIDENTIAL BUILDINGS

All residents of McGee and Corcoran Halls are not permitted to have alcohol in this designated alcohol free facilities (including those over 21 years old). Students 21 years of age or older are allowed to drink alcoholic beverages in the privacy of their rooms in the Townhouse Village (THV) and Xavier-Loyola. This privilege is limited to private rooms and does not extend to communal areas of the building, hallways or other areas on campus. Students should be respectful of the rights of others, particularly regarding excessive noise.

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

Large quantities, such as a keg, or case of beer or a case of wine or liquor are not allowed in the residence halls. Students are not to purchase alcoholic beverages for or deliver them to any underage student on Rockhurst property. Transportation of alcoholic beverages must follow city and state laws, e.g. no alcoholic beverage containers may be open while in transit to or from a resident's room. Students are to carry alcoholic beverages in covered packages. Suspicious covered packages—boxes in trash bags, bags showing tops of bottles, coolers, etc.—may be checked by the hall staff.

SOBRIETY AT UNIVERSITY SPONSORED EVENTS (or in the Thomas More Dining Room)

Students who appear to have been drinking excessively may be refused admission or asked to leave campus events or the Thomas More Dining Room. If the dining room is involved, decision not to admit will be at the discretion of the Food Service Manager in charge of the dining room and the meal will be forfeited. These students may be subject to disciplinary procedures outlined elsewhere in this handbook.

ALCOHOL AT ON-CAMPUS EVENTS

Students who are over 21 years of age are permitted to have alcoholic beverages at a limited number of social events on the University campus. Students who are of age and attending events on campus which are not specifically designated as student functions may also be served alcoholic beverages when these are available to other guests. Examples of such events are the receptions following Visiting Scholar Lectures and the Committee on the Arts programs. Alcoholic beverages ordinarily will not be served at on-campus functions sponsored by student clubs or organizations. Exceptions to this must be requested one week prior to the event in question and require the approval of both the Associate Vice President for Student Development and the Director of Student Activities. On those occasions when alcohol is served at events attended by students, signs reading "21 and over please" will be prominently displayed in close proximity to where the alcohol is served, and appropriate measures should be taken by those who serve to insure that only those who are of age are served.

ALCOHOL AT ATHLETIC EVENTS

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

ALCOHOL AT OFF-CAMPUS EVENTS

Sponsors of social activities are expected to limit alcohol to moderate amounts and to keep the focus of the party or event on social interaction rather than alcohol consumption. Food and non-alcoholic beverages should be available at any event and must be attractively displayed with prominence equal to the alcoholic beverages. At all events where alcohol is to be served, food items should be available in sufficient quantity for the number of persons attending the event.

LEGAL LIABILITY IN SERVING ALCOHOLIC DRINKS

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

ALCOHOL IN ADVERTISING OF EVENTS

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

ALCOHOL PURCHASES WITH STUDENT ACTIVITY FEE FUNDS

The University regards alcohol purchases with student activity fee funds is inappropriate. Such funds are collected as mandatory fees from all students, but during the academic year, 65%-80% of the student body is under 21 years of age. Alcohol purchased with funds to which these underage students had contributed would not be legally available to them.

ART ETIQUETTE

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

BAD WEATHER POLICY

The authority and responsibility rests with the academic deans, and those in charge of the various areas and programs should consult the Deans. Cancellations should be rare and only when genuinely necessary. In these cases they should be coordinated so that, for example, both evening classes and MBA take the same action. Evening classes are determined around 3:00 p.m. for that evening.

Decisions about closing Rockhurst due to inclement weather are made at 5:00 a.m. that morning. The information is transmitted by phone to the police department, who notify the media. The following are the official stations that will broadcast class cancellation announcements.

RADIO STATIONS

KCUR 89.3 FM	KQRC 98.9 FM	KISF 107.3 FM
KMXV 93.3 FM	KYY5 99.7 FM	WDAF 610 AM
KFKF 94.1 FM	KPRS 103.3 FM	KCMO 810 AM
KUDL 98.8 FM	KBEQ 104.3 FM	KMBZ 980 AM
KBEA 1480 AM		

COMPUTER USAGE POLICY

The policy reflects the ethical principles of the Rockhurst University community and indicates, in general, what privileges and responsibilities are characteristic of the University computing environment. Copies of the complete policy are available at the Computer Services Help Desk and the Office of Student Development.

DISCRIMINATION POLICY

Discrimination and discriminatory harassment are unacceptable at Rockhurst University. These actions violate the entire spirit of the Mission Statement of the University as "...trying to maintain an atmosphere of respect and sensitivity toward the ultimate dignity of every person." These actions may also violate local, state and federal laws.

The Director of Personnel has been appointed as this institution's Affirmative Action Officer. It is intended that this appointment demonstrates the priority and concern which this University maintains regarding the discrimination and discriminatory harassment.

DEFINITION OF DISCRIMINATORY BEHAVIOR

While this policy attends particularly to discrimination and discriminatory harassment in three University settings, namely public forums, academic centers, and housing, it applies as well to all University work places, activities (i.e.: games and field trips), and personnel.

A. Public Forums

Mass media, such as The Hawk newspaper and KRC radio station lend themselves to the free exchange of ideas on important issues. A broad range of speech and expression, with limits set by their own policies, will be tolerated in these media.

B. Academic Centers

Such places as classroom buildings, libraries, laboratories, recreation and study centers, etc., are sites of the University's educational mission. Accordingly, the University has a compelling interest in ensuring that such environments are not rendered antagonistic by discrimination. The following types of behavior, if they occur in an academic center, may constitute discrimination or discriminatory harassment.

Any behavior, verbal or physical, toward an individual/group or its members, that stigmatizes or victimizes on the basis of race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, marital status, or handicap, and that:

1. Involves an expressed or implied threat to the affected person's endeavors—academic efforts, employment, participation in University sponsored extra-curricular and co-curricular activities, or personal safety; or
2. Has the purpose or reasonably foreseeable effect of interfering with the person's endeavors as described above, or with personal safety; or
3. Creates an intimidating, or hostile, or demeaning environment for the person's endeavors as described above. These behaviors should be reviewed, by the procedures described below, to determine whether disciplinary response is appropriate.

C. Housing

Residents of University residence halls or non-resident students, or guests, visiting the residence halls are subject to discipline if they engage in discrimination or discriminatory harassment as described in B. above.

IDENTIFYING DISCRIMINATORY BEHAVIOR

Not every act that might be offensive to an individual or a group will be considered a violation of this policy. Whether a specific act violates the policy will be determined on a case-by-case basis with proper regard for all of the circumstances. Due consideration must be given to the protection of individual rights, freedom of speech, religious and moral convictions, academic freedom and advocacy. The University legal counsel will rule on any claim of constitutional protection for conduct which is the subject of a formal hearing.

PROCEDURES FOR RESPONDING TO A COMPLAINT OF PROHIBITED DISCRIMINATION OR DISCRIMINATORY HARASSMENT.

Rockhurst University prohibits discrimination as stated in, among other places, the Discrimination Policy. This is consistent with the Catholic and Jesuit nature of the institution whose mission involves “trying to maintain an atmosphere of respect and sensitivity toward the ultimate dignity of every person.” This is based on the following core values:

- A caring community, including personal care for every student and a sensitivity toward the dignity and sacredness of every person;
- A diverse community with a vibrant tradition, celebrating intellectual, religious and cultural values within an open and diverse community.

In this light, the following informal and formal procedures are in place to help resolve any alleged offenses in violation of the mission and values of Rockhurst University as expressed through its policy prohibiting discrimination and discriminatory harassment.

An individual or group of persons with a complaint of prohibited discrimination or discriminatory harassment against another individual or group of people are strongly encouraged to engage in the informal process because said process is oriented towards a conciliatory, mutual resolution. However, the formal process must be initiated within 300 days from the incident.

INFORMAL PROCESS

Whenever a member of the Rockhurst University community perceives prohibited discrimination or discriminatory harassment as defined in the Discrimination Policy, that member is encouraged to discuss the matter informally with the Ombudsperson. A list of current Ombudspersons and the job description of an Ombudsperson is available in the Personnel Office, Office of Student Development, and the Deans’ offices. Generally, informal and confidential consultation between the Ombudsperson and involved parties will afford an opportunity to clarify any alleged prohibited act(s), weigh and consider various solutions to resolving any alleged prohibited act(s), and/or outline further steps, if any, to be taken. If one would prefer to meet initially with a counselor or clergy, one should feel free to do so.

TIMELINE

There will be no time limit set on the report of prohibited discrimination or discriminatory harassment to one of the Ombudspersons brought under the Informal Process. Complaints of discrimination or discriminatory harassment brought under the formal process, however, must be brought within 300 days of the last alleged discriminatory act. Note that an individual who alleges discrimination or discriminatory harassment is strongly encouraged to document her/his or their concern(s) with one of the Ombudspersons within 60 days of the occurrence even if further steps are not taken.

FORMAL PROCEDURE FOR RESOLUTION OF COMPLAINTS OF DISCRIMINATION OR DISCRIMINATORY HARASSMENT.

Any person(s) who is/are dissatisfied with informal resolution, unable to meet resolution, or who choose(s) to bypass the informal process may proceed by presenting a formal complaint (consisting of written allegations accompanied by a statement that the Complainant agrees to

the presentation of the case to a committee) to the Personnel Director within 300 days of the alleged discriminatory act. All correspondence must be conducted through registered mail.

The University does not tolerate retaliation against any individual who complains of discrimination or discriminatory harassment. Any individual who believes that he or she is being retaliated against for complaining of discrimination or discriminatory harassment is encouraged to address his or her complaint of retaliation by initiating the informal process and if not satisfied with the informal process, by initiating the formal process outlined in this section.

FORMAL PROCEDURE FOR RESOLUTION OF COMPLAINTS OF PROHIBITED DISCRIMINATION OR DISCRIMINATORY HARASSMENT

1. The Personnel Director will deliver copies of the formal complaint and Formal Procedure For Resolution of Complaints of Prohibited Discrimination or Discriminatory Harassment to the President of the University and the Respondent (the person against whom a complaint is lodged) within seven (7) business days of receipt of the complaint.
2. A process of Peer Review based on the classification of the Respondent to the complaint will be used (e.g., a complaint against a student will be heard by a committee of students, a complaint against faculty will be heard by faculty, and a complaint against the staff will be heard by staff). Within five (5) business days of receipt of this formal complaint, the President or President's designee will submit a list of 12 potential committee members from the Rockhurst community to the Complainant and the Respondent. The Complainant and the Respondent will each be able to strike two (2) names from the list. There will be no other lists of potential committee members offered to the parties. The Complainant and the Respondent will provide any names to be stricken from the list to the President's Office within three (3) business days of receipt of the original list of twelve (12) potential committee members.
3. Within three (3) business days after the deadline for receipt of names stricken from the potential list of committee members by the Complainant and Respondent, the President or President's designee will contact individuals whose names remain on the list and choose the committee. The final committee will consist of six (6) committee members. The President or President's designee will, at this point, notify the Complainant, Respondent, and Personnel Director that the committee has been formed.
4. The President will charge one (1) of the committee members to chair the Committee and to participate in its deliberations at the time of committee assignment.
5. The Respondent will submit information in writing for consideration by the Committee to the Personnel Director within ten (10) days of the formation of the committee. The Personnel Director will further distribute copies of the formal complaint and response to the Committee, the Complainant, and the President within seven (7) business days of receipt of Respondent's information.
6. The Complainant and/or the Respondent may provide additional information to the Personnel Director within seven (7) business days of receipt of the Respondent(s)' information. The Personnel Director will distribute such additional information to the Complainant, the Respondent, the President, and the Committee members within five (5) business days of receipt.
7. Upon receipt of all such information as outlined in #6, the President or designee will then set and confirm the date, time, and location of the hearing with the Committee, Complainant, and Respondent. The hearing will occur no less than five (5) and no more than ten (10) business days from the date the Personnel Director distributes all information.
8. The rights and responsibilities, as appropriate to all parties involved in the hearing, must be acknowledged and respected by the committee and all parties involved in the formal procedure. All parties agree to maintain confidentiality in all aspects pertaining to the formal complaint process.
9. At the hearing, the Complainant and Respondent will be afforded the opportunity to be present and present information by his or her own statement, the statement(s) of others

and/or other documents and may have one (1) member of the Jesuit Community, faculty, staff, or student body in attendance for assistance. If the Complainant or the Respondent chooses to have a person from the Rockhurst Community in attendance for assistance, the person in attendance for assistance may not present information or address the Committee, nor make a statement on behalf of the party for whom they are in attendance for assistance. Person(s) in attendance for assistance also agree to maintain confidentiality regarding all matters pertaining to all aspects of the formal complaint process.

10. At the hearing, first the Complainant will have the opportunity to present her/his/their complaint and supportive information, and then the Respondent will have an opportunity to respond and present supporting information, each according to time limitations set by the chair. The Complainant and Respondent each will have opportunity for rebuttal, within limits set by the chair. The Committee will have the opportunity to ask clarifying questions. The chair will then dismiss all parties other than committee members. Private deliberations will proceed. The decision of the committee will be by majority vote and the chair will vote only in the event of a tie.
11. The Committee will render its decision as to whether the evidence supports the allegations of the complaint. The decision (and recommended action, if any) will be forwarded in writing to the President within three (3) business days of completion of the hearing.
12. The President will either accept, reject, or modify the Committee's recommendation and authorize enforcement. The President's decision only will be rendered in writing within seven (7) days of receipt of the committee's recommendation. The President or President's designee will notify the Complainant, the Respondent, and the Chair of the Committee of the decision.
13. Request by either party for reconsideration of the President's decision must be in writing to the President within five (5) business days of distribution of the President's decision. The President will render a decision within five (5) business days of receipt for the request for reconsideration. The President's decision is final.

OMBUDSPERSONS JOB DESCRIPTION

Procedure for Selection:

Four members of the Rockhurst community shall serve as the Ombudspersons at all times:

- One faculty representative
- One staff representative
- One individual from Student Development Office
- One individual to serve as an alternate

The representatives can self nominate or be nominated from within their respective constituencies. A call for nominations will be held in the second week of February with a closing date in two weeks. The nominees must sign a nomination form indicating their willingness to serve. All nominees must agree to maintain utmost confidentiality, be trustworthy, non-judgmental, honest, fair, and undergo diversity and associated legal training before assuming their position.

All nominees' names will be put forward on a list which will be given to the President for appointment.

Ombudsperson's Term:

The Ombudspersons will serve staggered terms of three years each (with one or two of the Ombudsperson(s) leaving the committee each year being replaced by a new member).

Of the four members of the Ombudsperson team, one will be designated annually by the team as leader to promote the smooth operation of the team's work. After the initial start up period, the individual in their third year of appointment should hold this position. Reappointment of this individual would result in that person being counted as the first year person to maintain the rotation. In the event of an ombudsman not being able to complete his or her term, the President would appoint someone to complete the remaining term.

Those appointed as the Ombudspersons should receive release/comp time for their training and possibly for their work as the Ombudsperson if the work proves to be excessive.

Ombudsperson's Tasks:

1. Meet with the Complainant and the Respondent.
2. Give the Complainant a copy of the written Discrimination Policy and Procedures for Responding to a Complaint of Prohibited Discrimination or Discriminatory Harassment.
3. Outline options for the Complainant, including, but not limited to:
 - a. The Complainant may meet with the Respondent in person to discuss concerns (the Ombudsperson may be present).
 - b. The Complainant may write letter with or without disclosing his/her or themselves (determined by the Complainant) to the Respondent outlining concerns
 1. The Ombudsperson will review the letter with the Complainant
 2. The Ombudsperson will deliver the letter to the Respondent
 3. The Ombudsperson will meet with the Respondent to discuss the letter and the Complainant's request for a desired outcome
 4. The Ombudsperson will report outcome to the Complainant
 5. The Ombudsperson will keep copy of letter in confidential file
 - c. Upon the Complainant's request, the Ombudsperson may meet individually with Respondent to outline the Complainant's concerns and the Complainant's request for desired outcomes with or without disclosing the Complainant (determined by the Complainant) within three working days (timeline could be extended if extenuating circumstances exist including but not limited to illness or vacations) of the Complainant's initial discussion with the Ombudsperson
 1. The Ombudsperson will give the Respondent written Discrimination Policy and Procedures.
 2. The Ombudsperson will report outcome to the Complainant within three (3) business days of meeting with the Respondent.
 - d. The Ombudsperson may meet with the Complainant and the Respondent together to discuss concerns within three business days (timeline could be extended if extenuating circumstances exist, including, but not limited to, illness or vacations) of the Complainant's initial discussion with the Ombudsperson
 - e. The Complainant may choose to take no action other than discussion with the Ombudsperson
 - f. An option incorporating any combination of the above options or any other action which the Ombudsperson reasonably thinks will resolve the complaint with, however, the permission of the Complainant.

*If the Respondent refuses to meet with the Ombudsperson and/or the Complainant, the Complainant may choose to initiate formal procedures.

The Ombudsperson is to inform the Complainant of his/her rights to file complaint with the Missouri Commission on Human Rights (MCHR), the Federal Equal Employment Opportunity Commission (EEOC) and the Kansas City Human Relations Department (KCHRD) as is appropriate.

Once a complaint is resolved informally, a written statement memorializing the agreed-to resolution will be signed and dated by all parties (e.g. "All parties to this resolution understand and acknowledge that all aspects of this resolution are agreed to voluntarily and are satisfactory and neither party will proceed further regarding this complaint of

discrimination herein resolved.”) This document will be maintained in the Ombudsperson’s confidential file in the Personnel Office.

4. If the Complainant chooses an option outlined above, but still does not feel satisfactory resolution is achieved, additional options as outlined in #3 above may be implemented in an effort to reach satisfactory resolution.
5. If the Complainant does not feel satisfactory resolution is reached, the Complainant may choose to initiate the formal procedures as outlined in FORMAL PROCEDURE FOR RESOLUTION OF COMPLAINTS OF PROHIBITED DISCRIMINATION AND DISCRIMINATORY HARASSMENT section above.
6. The Ombudsperson’s role is terminated when the Complainant or the Respondent pursues formal action. No Ombudsperson will participate in any aspect of this or of any other FORMAL PROCEDURE FOR RESOLUTION OF COMPLAINTS OF PROHIBITED DISCRIMINATION OR DISCRIMINATORY HARASSMENT PROCESS.

DISRUPTIVE BEHAVIOR IN THE CLASSROOM AND DISMISSAL OF A STUDENT POLICY

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

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

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

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

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

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

DISRUPTIVE OR DANGEROUS CONDUCT POLICY

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

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

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

ON LOCATION POLICY

Rockhurst University students are expected to attend classroom and laboratory sessions regularly. It is believed if they are not present they will not benefit fully from the educational opportunity being offered. The University also supports learning experiences afforded by involvement in co-curricular activities. Students are excused without penalty from class for necessary participation in a scheduled event with the following exceptions. These absences are verified by the respective deans' offices to the faculty members.

STUDENT EXPECTATIONS

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

1. Inform each of his/her instructors about his/her participation at the beginning of the academic semester, indicating which classes will be missed.
2. Agree to an appropriate procedure for obtaining the missed class notes and information.
3. Recognize that authorized absences for student activities do count as absences, and absences allowed under the "excessive absence policy" are not considered "in addition" to those granted to students who participate in authorized activities.
4. Understand that absences are official only when they are documented by the appropriate dean's office. They do not extend to include practice time nor departure prior to the time a team, group, or student is expected to leave on a trip.

FACULTY EXPECTATIONS

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

1. Refrain from academically penalizing a student who is legitimately excused by the dean's office.
2. Work with students involved in official co-curricular activities to provide a mechanism for students to receive missed information or to participate in tests, assignments or other classroom work.
3. Immediately notify their dean's office when a student is believed to be abusing the policy.

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

PARENTS POLICY

Rockhurst is interested in shaping and developing students into independent citizens. We believe that an integral part of this process is encouraging students to articulate their needs and concerns. Although we encourage parental involvement in the lives of their children, our students are legally adults. It is incumbent, therefore, for the University staff to treat them accordingly.

1. Any release of information with respect to a student's record must be with the student's written consent. This is a requirement of the Family Education Rights and Privacy Act (FERPA).
2. Any meeting between a University official and parents need to include the student. Any other arrangement impedes communication because all parties are not included.

Faculty and staff will gladly listen to parental concerns and work to follow up. Please understand that it is the role of the University to encourage students to share their concerns directly and work independently to resolve issues and problems. It is our goal to help develop individuals who can effectively resolve issues.

PARKING POLICY

Rockhurst University provides a limited number of parking spaces on both the main and south campuses (Ignatius Center). In order to park in any parking lot, a free Rockhurst University Parking Permit must be affixed to the vehicle. The following Parking Rules are enforced 24 hours a day, everyday.

Parking and Parking Permit Rules

1. Permits are to be displayed on the front of the vehicle on the drivers side windshield or drivers side front bumper. The second permit is to be displayed on the rear of the vehicle in the rear window or on the rear bumper. Parking violations will be issued for improperly displayed permits.
2. All students and employees are required to register all family vehicle(s) with the Safety and Security Department. Students will assume the responsibility for violations incurred on family vehicles even if they are not in direct control of the vehicle at the time of the violation. There is no charge for any vehicle registration.
3. If you drive a rental vehicle, see the Safety and Security Department for a temporary permit.
4. When you change vehicles, see the Safety and Security Department to get a new permit and update your vehicle information. There is no charge for replacement permits.
5. If your car's front or rear bumper is damaged and/or replaced see the Safety and Security Department for a new permit at no cost.
6. You must have a valid permit to park on campus property.

7. No parking is allowed in a designated handicapped parking stall unless the vehicle displays a state issued handicapped license plate or hang tag. The safety and security department cannot issue you a temporary handicapped permit. If you have a temporary disability contact the Director of Security for assistance.
8. No parking in a reserved or designated parking space, unless authorized to do so.
9. No parking in a wrong color permit area (see “Parking Permits” in the “Safety and Security” section of this book).
10. No parking facing the wrong way on University controlled streets.
11. No blocking driveway entrances.
12. No parking in NO PARKING ZONES.
13. No parking in two parking stalls.

Parking Violation Fees

It shall be the responsibility of the faculty member, student or employee receiving a notice of parking violation to pay the \$5.00 fee within ten days of its receipt. Failure to pay the fine within the 10 day period will result in an additional \$5 fine being added to the original fine making a total fine of \$10 for this violation. For each week after the initial 10 days that the violation is not paid an additional \$5 fine will accrue to the violation. Should the violation not be paid in the designated time frame the total fine will continue to rise by \$5 increments every week. An appeal can be filed within the first 10 working days after the violation is issued. Fines will not continue to rise until a determination has been made as to whether your appeal is successful in having your violation dismissed or not. If the appeal is denied, you will be required to pay the \$10 charge immediately. Failure to pay the fine within 5 working days of notification of appeal denial will result in the accrual of \$5 fines, every week, until the fine is paid. At the main campus, appeal forms can be picked up at the Safety and Security Department located at 5401 Troost or at the Massman Hall Switchboard. At the south campus the security officer will provide appeal forms.

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

Violations resulting in being ticketed are:

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

SEX OFFENSE POLICY

GENERAL STATEMENT

1. Policy - Rockhurst University seeks to provide the type of community for students, faculty and staff that promotes personal growth and development. The university asserts that respect for the rights and dignity of all people must be protected to achieve those goals. These

goals are integral to all aspects of university life; they are rooted in its Catholic and Jesuit identity, and they are part of the essence of the learning community. It is the policy of Rockhurst University that sex offenses are illegal, unacceptable and will not be tolerated. This sex offense policy covers sex offenses committed by Rockhurst University students during their tenure as students. It also addresses procedures for the safety and support of victims of a sex offense. All members of the university community should be aware of the consequences of sex offenses and the options available to victims. The university urges victims to seek assistance from any of the available on-campus and off-campus resources. Even if student offenders are not prosecuted by criminal justice authorities, the university can pursue disciplinary action.

2. **Sex Offenses Defined** - In general, any non-consensual physical contact of a sexual nature is a sex offense and will be grounds for disciplinary action under university policy. Lack of consent is a critical factor in any sex offense. Persons who engage in sexual contact because of force, threats of force, or coercion have not consented to contact. Some people are incapable of giving consent because of age or physical or mental disability, whether temporary or permanent. This incapacity includes impairment from alcohol and/or other drugs.
3. **Applicability** - This policy applies to Rockhurst University students. All members of the Rockhurst community are encouraged to report alleged sex offenses as soon as possible. Campus visitors or guests who allege that a sex offense occurred on campus property or at a university-sponsored or sanctioned event are also encouraged to report such offenses.
4. **Confidentiality and Reporting** - To the extent possible the university will maintain the confidentiality of all parties involved in an alleged sex offense. Confidentiality, however, cannot be guaranteed.
5. **Consequences** - Students found in violation of this sex offense policy will be subject to disciplinary action, up to and including expulsion from the university. Even if student offenders are not prosecuted by criminal justice authorities, the university can pursue disciplinary action. The university may suspend or remove from campus housing a student accused of a sex offense pending the outcome of an investigation or disciplinary hearing if, in the judgment of the university, the student poses a potential threat to him or herself or others. Any student found to be harassing or intimidating others who have filed sex offense complaints face disciplinary charges as outlined in the Student Code of Conduct. Any student as a member of a social fraternity or sorority found to be harassing or intimidating others who have filed sex offense complaints against any member of that fraternity or sorority faces disciplinary charges against him or herself and against the entire fraternity or sorority.

PROCEDURES FOR DEALING WITH SEX OFFENSES

1. Suggested Procedures for Those who Have Experienced a Sexual Assault.

Rockhurst University encourages those who have been sexually assaulted to report the assault promptly, to seek all available assistance, and to pursue university disciplinary proceedings against and criminal prosecution of the offender.

A. Immediate actions

Before you do anything else, contact the Rockhurst Campus Safety and Security Department at 501-4010 which will advise you of how to proceed. The Security Department will answer your questions or direct you to a source for answers to your questions.

B. Support Services

There are various support services for those who have experienced a sex offense, including on- and off- campus counseling, mental health and other student services.

1. **Counseling**: Victims of a sex offense may receive free and confidential counseling at the Counseling Center (501-4275).
2. **Reassignment**: If request is made to the Assistant Dean of Students by the victim for a change of academic and living situations after an alleged sex offense, the

university will notify the victim of the options that are reasonably available. If the request is for an academically-related change, the Assistant Dean of Students will consult with the appropriate academic dean.

2. Reporting Options and Filing a Sex Offense Charge.

The university encourages those students who have experienced a sex offense to report the offense to both the police and Campus Security and Safety. Victims have the right to not provide a statement to either the Kansas City Police or the Rockhurst Campus Security and Safety:

A. Legal Action

Rockhurst Campus Security and Safety can assist with filing a report with the Kansas City, Missouri Police Department (234-5220). Criminal charges or a civil action may be pursued in conjunction with filing such a report. Victims planning to initiate a lawsuit should discuss with their attorney the ramifications that a charge of a sex offense under the university Discipline System might have on a civil proceeding.

B. Filing a Report Under the University Disciplinary System

In the case of students, discipline charges under the university Disciplinary system may be filed at any time while both students are attending the university. Students making a report of a sex offense to the Rockhurst Campus Security and Safety are initiating a charge under the Disciplinary System.

3. Disciplinary Procedures.

In general, sex offense charges against students will be processed through the university Disciplinary System. The standard will be whether it is more likely than not that the charged student has violated this sex offense policy. Students found to have violated this sex offense policy will be disciplined, up to and including expulsion from the university. Sanctions will not be lessened because the offense was committed with an acquaintance or while on a date.

THE RIGHTS OF THE COMPLAINANT AND THE CHARGED STUDENT

1. Complainant's Rights

The university will treat a complainant with fairness throughout the disciplinary proceedings. Specifically, complainants are entitled to:

- A. an explanation of the university disciplinary system, including options for redress and available sanctions;
- B. freedom from harassment by the charged student (or their supporters);
- C. use of all available internal and external support services in dealing with the aftermath of the sex offense;
- D. speak on their own behalf during the disciplinary proceedings, including making a statement to the hearing board or university disciplinary official;
- E. the presence of an advisor or support person from the university community during the disciplinary hearing;
- F. present witnesses who can speak to the charges, character witnesses excluded;
- G. attend the entire disciplinary hearing except for the deliberation phase;
- H. freedom from having irrelevant sexual history discussed during disciplinary hearing;
- I. know the outcome of the disciplinary hearing; and
- J. appeal the outcome of the hearing.

2. The Rights of the Charged Student

The university will treat a charged student with fairness throughout the disciplinary proceedings. Specifically, charged students are entitled to:

- A. be presumed innocent until disposition of the disciplinary hearing;

- B. an explanation of the charge(s);
- C. an explanation of the university discipline system, including available sanctions;
- D. freedom from harassment by the complainant (or supporters);
- E. speak on their own behalf during the disciplinary proceedings, including making a statement to the hearing board or university disciplinary official;
- F. the presence of an advisor or support person from the university community during the disciplinary hearing;
- G. present witnesses who can speak about the charges, character witnesses excluded;
- H. freedom from having irrelevant sexual history discussed during the disciplinary hearing;
- I. attend the entire disciplinary hearing except for the deliberation phase;
- J. know the outcome of the disciplinary hearing; and
- K. appeal the outcome of the hearing.

SEX OFFENSE EDUCATIONAL PROGRAMMING

Because Rockhurst University recognizes sex offenses as an important issue, the university offers educational programming concerning the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses to a variety of groups, including Campus Security and Safety, Residence Life staff and Student Development staff. Rockhurst encourages student groups and organizations to be informed on the issue of sex offenses. Should a group desire educational programming related to sex offenses, please contact the office of the Assistant Dean of Students or the Office of Student Development which will direct you to on-campus resources.

SEXUAL HARASSMENT POLICY

Rockhurst University reaffirms the principle that its students, faculty, administrators and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the Rockhurst Community.

Sexual harassment is defined as an attempt to coerce an unwilling person into sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive working or educational environment.

Sexual harassment is understood to include a wide range of behaviors, from the coercing of sexual relations to the unwelcome emphasizing of sexual identity. This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom and freedom of expression. Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty or the working relationship between employees, co-workers and supervisors. While a particular action may be offensive and not consenting to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Individuals who believe they have been sexually harassed should report it to their supervisor, if appropriate, or the vice president. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the community will be respected insofar as possible.

This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Formal procedures will not be initiated without a written, signed complaint. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy.

SUBSTANCE ABUSE POLICY

The University considers the use, possession, cultivation, sale, distribution or transfer of any unlawful or unprescribed drug, including marijuana, unacceptable behavior and incompatible with its educational goals. Drug abuse is a serious problem for society —the University is not

immune from such problems. There is a concern for the positive growth and wellness of the entire Rockhurst community. Drug use and abuse are impediments to such growth and wellness and have a negative impact not only on the individual but the entire community.

Any student who uses, possesses, cultivates, sells, distributes or transfers any unlawful or unprescribed drug, including marijuana, will be held responsible for his/her behavior. This applies on the campus and at any Rockhurst-sponsored or affiliated event held off-campus. Students found involved in such activities will be subject to disciplinary action. All local, state and federal laws concerning the use, possession or selling of unlawful or unprescribed drugs, including marijuana, are in force on the campus.

The University considers the sale, distribution, or transfer of any unlawful or unprescribed drug, including marijuana, a very serious offense. Participation in illicit drug use and abuse may result in dismissal from the University. Those who work in student services would prefer to assist students who may have concerns about drug use and abuse with counseling or professional advice. The Counseling Center, Campus Ministry Office, Office of Student Development or Student Health Center are available for such assistance. Students should be assured that information shared with persons in any of these offices is considered privileged and subject to the standards of confidentiality and privacy established by their respective code of ethics.

This policy can be found in its entirety beginning on p. 7-6 of the Personnel Manual for Non-Faculty Employee, March 1, 1992. A copy of this policy can be obtained from the Rockhurst University Personnel Director, Massman Hall 104, ext. 4060.

SMOKING POLICY

Tobacco use of any kind is prohibited inside of all buildings on the Rockhurst campus. This includes all public areas and private offices in the following buildings:

- Conway Hall
- Residence Halls
- Convocation Center
- Sedgwick Hall
- Ignatius Center
- Greenlease Library
- Townhouse Village
- Mason-Halpin Fieldhouse
- Van Ackeren Hall
- Massman Hall
- Richardson Science Center
- Social Activities Hall

NOTE

Smoking will NOT be allowed within twenty (20) feet of the entrance to any of the buildings on campus.

RATIONALE

The focus of this policy is on the effect of secondary smoking on human health. Evidence has been building in recent years that the effects of secondary smoking are a serious health hazard. This health hazard is so profound that the EPA has recently declared secondary smoking a Class A carcinogen along with Arsenic and Asbestos.

Some of the effects of secondary smoking in the United States include the following:

1. 3000 cases of lung cancer last year among non-smokers.
2. 300,000 cases of pulmonary disease last year (especially in infants and children).
3. Low birth weight and slow development among children born to smokers.

Although there is no definitive evidence yet, many doctors who research heart disease are convinced that non-smokers exposed to cigarette smoke have a significantly higher risk for heart disease than those not so exposed. It is hoped that the entire Rockhurst community will cooperate with the purpose and intent of the policy, which is to discourage smoking in enclosed places and to require that non-smoking be given preference.

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

(Previously titled “Disclosure of Directory Information”)

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

The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rockhurst University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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

each academic term. Upon receipt of such request the registrar will designate that their directory information is confidential and not to be released outside the University except to individuals, institutions, agencies and organizations authorized in the Act.

OTHER ROCKHURST UNIVERSITY ACADEMIC AND ADMINISTRATIVE POLICIES

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

- Academic Honesty Policy
- Academic Honors & Awards
- Attendance
- Course Numbering System
- Undergraduate Grading System
- Policy for the Review of the Final Grade
- Transcripts and Other Academic Records
- Degree Requirements
- Enrollment Policies
- Changes in Registration
- Administrative Policies

