URSULINE COLLEGE CAMPUS STUDENT HANDBOOK 2026-2027

Accredited by:
The Higher Learning Commission of the North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
1-800-621-7440

Updated

Policies are subject to change without notice. The Handbook will be continuously updated throughout the merger process.

Please contact Marie Herlevi with concerns or updates, or if you find a broken link. Email her at marie.herlevi@gannon.edu.

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ABOUT URSULINE COLLEGE

Campus Map
https://www.ursuline.edu/files/assets/2022campusmap.pdf

Directory for Administration, Faculty, and Staff
Contact information for the administration, faculty, and staff can be found on the Ursuline College website at https://www.ursuline.edu/directory.

Ursuline History, Mission, and Philosophy
Ursuline Heritage Statement

Though Ursuline College Campus is part of Gannon University, the institution maintains close ties to its founding religious congregation, the Ursuline Sisters of Cleveland.

The Ursuline Sisters of Cleveland, Ohio, are committed to the transformation of society by spreading the Gospel message of Jesus Christ. Acting as God's instruments we reconcile and empower others to be Good News for all God's people, giving special emphasis to families, women, the economically poor, and the powerless. We stand as a sign of hope and healing in our world.

True to St. Angela's charism to be open to the Spirit, dynamically adaptable to society's changing needs and sensitive to women's needs, the Ursuline Sisters of Cleveland's mission is to transform lives through contemplation, justice and compassion.

History of Ursuline College
The Ursuline College Campus of Gannon University is rooted in the heritage of the Ursuline Sisters of Cleveland and their foundress, Saint Angela Merici. In 1535, Saint Angela founded the Company of Saint Ursula, unique for its integration of contemplation and action. Her non-monastic and adaptable faith community addressed some societal and ecclesial circumstances within sixteenth century Italy, and offered vision and meaning, especially for women.

The Writings of Saint Angela with a Rule, Counsels, and Legacies, center on relationships that structure and support her lay Company. Saint Angela's practical wisdom invites respect for each person and highlights the importance of community.

The Company of Saint Ursula developed in two distinct forms. The monastic form with an enclosed community lifestyle and an educational apostolate for women shaped the Ursulines of Boulogne-sur-Mer, France. In 1850, four sisters from this monastery and an English noblewoman, led by Mother Mary of the Annunciation Beaumont, traveled at the invitation of Bishop Amadeus Rappe to teach in Cleveland, Ohio. Thus, the Ursuline Sisters of Cleveland began their long and storied history of education on the shores of Lake Erie.

Ursuline College was the first chartered college in Ohio for women. As the Ursuline College Campus of Gannon University, we remain true to our heritage and value whole person and women-focused education, leadership development, and social consciousness with service, delivering excellence in social mobility for students.

Mission
Gannon University, a Catholic institution of higher learning, empowers individuals and strengthens communities through an inclusive, holistic education that cultivates, academic excellence, professional formation, and social responsibility.

Ursuline College Campus Core Values

Student Focus

- Demonstrate that students are our priority
- Support student learning
- Measure our success by the success of each student
- Empower students to take responsibility for their own education and future

Spirituality

- Balance action with contemplation
- Develop awareness of spirituality, faith, and religion
- Increase awareness and clarity about personal and professional values
- Leave the world a better place

Respect

- Demonstrate dignity and respect for everyone
- Value, trust, and help each other
- Strive for justice and fairness in all relationships
- Recognize and acknowledge achievement on every level

Collaboration

- Involve others to multiply effectiveness
- Achieve goals through productive cooperation in the college and world community
- Appreciate synergy that comes with involvement from multiple perspectives

Philosophy of Ursuline College Campus

Ursuline College Campus helps students to achieve their educational and career goals by emphasizing the whole person and providing personalized attention within a liberal arts higher educational environment. While welcoming persons of all faiths, the College is Catholic in its origins, identity, and environment. Instruction and services are based on the dignity of the human person in accordance with the principles of Catholic social teaching.

In the liberal arts tradition, an Ursuline education emphasizes critical thinking; clear and graceful expression; free, mature judgment and choice; and commitment to continued learning.
In addition, faithful to the contemplative heritage of the Ursuline congregation, we perceive contemplation and reflection as integral factors in our search for wisdom. Thus, a distinctly Ursuline education emphasizes a strong foundation in the arts and sciences, fosters the student-professor dialectic with its corollary of shared responsibility, respects the learning needs of the individual student, and recognizes the interrelatedness of spiritual vitality and service to the larger community.

Acknowledging that the liberal arts are life arts, we help students search for wisdom within the context of theology and philosophy, the fine arts and humanities, and the natural and social sciences. Our career programs build upon this broad foundation to prepare students to serve the community and their professions with distinction and integrity.

The primary focus of the institution is on the academic preparation of students through an emphasis on excellence in teaching and on scholarship that supports teaching. The College seeks for its faculty women and men who are professionally competent, who are committed to developing a learning community, and who can contribute to its distinctively Ursuline character. As a corollary of our emphasis on shared responsibility, the College seeks to foster a climate of collegiality in which all members have opportunity to influence and to participate in decision-making. Today we serve students who reflect a wide range of ages, of economic, social and academic backgrounds, and of religions. We make a special effort to assess and meet the needs of our diverse clientele by

providing flexible scheduling and a variety of approaches to learning. Ursuline College Campus also serves the local community by offering programs and facilities for social, cultural, and spiritual enrichment.

In all our services, we strive for the integration of the intellectual, aesthetic, social, psychological, physical and spiritual dimensions of life – the heart of any endeavor to initiate and sustain a search for wisdom. Our mission then is to further this life of wisdom in contemporary society and thus contribute to the building up in history of the Reign of God.

Institutional Accreditation

Ursuline College has been continuously accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education, since 1931. The next comprehensive evaluation will be in 2031-3.

Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604
312-263-0456
www.hlcommission.org

Ursuline College holds additional accreditations and approvals. A full list can be found at: https://www.ursuline.edu/inside-ursuline/consumer-information/accreditation

Outcomes of an Ursuline Education

Learning Outcomes

1. **Analyze and Synthesize** by examining and distinguishing constituent elements and combining parts or elements into a whole.
2. **Communicate Effectively** by exchanging ideas, thoughts, opinions, or feelings among multiple cultural groups, including one's own, using language, symbols, signs, or gestures appropriate for everyday living.
3. **Demonstrate Intercultural Knowledge** by engaging in behavior that encourages effective relationships in both one-to-one and group situations while respecting intercultural and cultural differences.
4. **Make Decisions Based on Values** by discerning what the individual prizes as ethical, socially worthwhile, good, beautiful, and true.
5. **Cultivate Understanding of Human Expression** by integrating individual spiritual, cognitive, and affective responses to experience of the arts.
6. **Solve Problems** by finding solutions to complex questions or situations that present uncertainty or difficulty.
7. **Take Responsibility for Society** by accepting the obligation to act in response to un- just or oppressive social situations.

New Student Pledge

As a new student at Ursuline College, I understand the important role in the campus community I am accepting today.

I will do my best to treat every student and member of the college community with importance.
I will do my best to become more reflective.
I will do my best to respect, trust, and help others.
I will do my best to achieve goals through collaboration.

I will do my own academic work fairly and honestly.

I will study what it means to plagiarize and will be diligent to avoid violation.

I will strive to take responsibility for society.
I will make decisions based on values.
I will cultivate an understanding of human expression and demonstrate intercultural knowledge.
I will communicate effectively, analyze and synthesize, and be a problem solver.

These are the outcomes of an Ursuline College education, which I readily and willingly undertake today.

Ursuline College Alma Mater

College days, happy days in the halls of Ursuline. Friendships rare, memories fair, cast their spell serene. Other days, other ways down the vista of the years but true to you we will sing to you in gladness or in tears. Ursuline O honored name, Ursuline of gracious fame. Loyally we sing, we sing your praise. Ursuline your memory sweet, Ursuline we fondly greet and wish you length of days and wish you length of days.

Give good example-teaching more by what you do than what you say. (5th Counsel)

ACADEMIC HONORS, POLICIES, AND PROCEDURES

Academic Awards, Honors, and Internships

Academic Awards

In recognition of outstanding academic accomplishment, the Ursuline College Campus annually confers a series of awards. Among them are the following awards for graduating seniors:

- Academic Achievement Award: This honor is presented to the graduating senior with the highest average based on credits taken at the Ursuline College Campus.

- Kappa Gamma Pi Award**:** This award, from the National Honor Society for Catholic Graduates of Catholic Colleges, is presented to graduating seniors chosen based on a cumulative GPA of 3.5 or above, participation in volunteer work on and off campus, and demonstrated leadership in campus activities.

- Gonzaga Medal: The medal is awarded to a graduating senior considered to best exemplify the personal qualities of refinement, dignity, integrity, and sincere concern for others.

- Sr. Dorothy Kazel, OSU, Award for Community Service and Social Justice: This award is given to a graduating senior who demonstrates a commitment to serving the community and promoting social justice.

- Sr. Diana Stano, OSU, Ph.D., Award for Excellence in Academics, Leadership, and Service: This award is given to a graduating senior who demonstrates excellence in academics, leadership, and service.

- UCAP Alpha Sigma Lambda Honor Society Award: The Alpha Sigma Lambda Honor Society Award recognizes the special achievement of graduates who accomplish academic excellence while balancing family and work.

One award, announced at the end of the academic year, is given to a member of the junior class. The St. Catherine Medal for Student Achievement is awarded to a member of the junior class for leadership and service both on and off campus.

Academic Honors
Honors are conferred at graduation on those undergraduate students who have a cumulative quality point average of at least 3.50.

Graduation honors are awarded as follows:

- Cum laude (3.50)
- Magna cum laude (3.70)
- Summa cum laude (3.90)

To be eligible for graduation honors, an undergraduate student must earn at least 43 credit hours at Ursuline College, all of which must be earned through courses taken for letter grades. “Pass” grades do not count.

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

Internships
Academic internships are typically project-oriented experiences in the student’s program of study, lasting one semester. Students are supervised onsite by an employee as well as a faculty advisor, who assigns a grade upon completion of the experience. Each internship is designed to suit the academic needs of the student as well as the practical needs of the participating company or organization. Students must have a job description that is approved by the faculty advisor and develop learning objectives that are relevant to their academic program. One academic credit is earned for every forty hours at the internship. Students typically earn three credits per semester and may be eligible to earn up to six internship credits, not necessarily at the same internship site. Interns are typically juniors and seniors.

Although not required in every program, all students should consider completing an internship to apply theory to practice and to immerse themselves in a workforce environment that may mirror their career choice at graduation. Students should begin pursuing an internship at least three to six months prior to the beginning of the semester in which they wish to participate in the program. To ensure that all students interested can take part, all paperwork must be completed prior to the final semester of their senior year. Special circumstances will be considered by the dean and chair of the specific department. Prior to beginning an internship, a letter of agreement is signed by the student, the employer, the faculty member, and the Director of Career Services to solidify the academic relationship between the student, Ursuline College, and the employer.

President’s and Deans’ Lists
Full-time students (those carrying a minimum of 12 semester credits at Ursuline College) who attain a 4.0 semester grade point average and have no incompletes will be listed on the President’s List. Developmental courses will not be included in the 12 full-time credits required for President’s and Deans’ lists. Students who attain a 3.50 semester grade point average and have no incompletes are eligible to be listed on the Dean’s List. Developmental courses, including SC 099 and SC 100L, will not be included in the 12 full-time credits required for President’s and Deans’ lists.

Academic Integrity Policy
Learning requires collaboration with others, whether through the incorporation of another’s work or intellectual property into one’s own product, or through dialogue, discussion, and cooperative learning

activities. Ultimately, however, a fundamental goal of education is for students to develop their own autonomous thinking so that they may contribute substantively to the knowledge of the greater community. As such, Ursuline College requires students to follow the Academic Integrity Policy, whereby students are bound to do all academic work in an honest manner. By this policy, students are required to credit the use of another's work or intellectual property, to refrain from collaboration when inappropriate or so instructed, and to refrain from all other illicit behaviors, aides, and fabrications that compromise the integrity of one's work and intellectual growth. In addition, instructors are encouraged to include course and assignment-specific expectations and requirements for academic integrity in their syllabi. Students, however, are ultimately responsible for knowing which actions constitute violations of academic integrity.

Definitions and Examples of Violations

Test-taking violations occur when students do not do their own work on exams or quizzes. Examples include:

- Copying from someone else's test or letting someone copy from your test.
- Bringing notes secretly into an exam (writing on your hand or desk).
- Supplying, providing, or informing students of test content.
- Using electronic devices, such as text messaging on cell phones to illicitly bring information into an examination.

Plagiarism involves taking and presenting as one is own the ideas or words of another, whether written or not, without full and proper credit to the source, regardless of whether it is done consciously or inadvertently. Examples include:

- Downloading of papers or portions of papers from internet sources.
- Submitting portions of other students' papers.
- Directly quoting or utilizing sources or intellectual property without proper citation.
- Purchasing papers for submission.

Fabrication occurs when students make up or manipulate information to complete an academic assignment. Examples include:

- Creating citations from non-existent sources.
- Listing sources in the bibliography that were not actually used.
- Taking another student's test or writing another student's paper.
- Making up or manipulating data to support research.

Multiple Submissions occur when students submit the same work to more than one course without the prior approval of all instructors involved.

Other Violations of Academic Integrity

- Forging documents, records, or signatures.
- Falsifying grades.
- Destroying, hiding, or improperly removing library materials, and thereby denying others access to them.
- Misrepresentation of academic information to college officials.

Sanctions for Violations of Academic Integrity

The determination of whether a violation of the academic integrity policy has occurred rests with instructors, who will submit an Academic Offense form once they have determined a violation has occurred.

At their discretion, the instructors may assess one of the following:

- Required re-test, re-draft or additional paper or project. Credit will be determined by the

instructor.
- A score of 0% on the test, paper or project that is the subject of the violation.
- Failure in the course.

Ursuline College reserves the right to assess additional penalties, in addition to any assessed by the instructor, up to and including dismissal from the College, on any student who has been found in violation of the academic integrity policy on more than one occasion.

Procedures for Addressing Violations
The administrative procedures for addressing violations of the academic integrity policy are found in the Ursuline College Student Handbook. (Approved by Faculty Assembly May 2019.)

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

Any student who remains convinced of the injustice of a given evaluation may present a formal statement to the Vice President for Academic Affairs, who will ask the Academic Standing and Appeals Board to meet and submit a recommendation. Appeal forms may be obtained in the Academic Affairs Office. This form must be presented within one week after the student's notification of the Dean's recommendation. The appeals process may extend beyond seven weeks only with the written permission of the Vice President for Academic Affairs.

The Academic Standing and Appeals Board, consisting of faculty and student members, will review the student's appeal and determine if the appeal should be recommended or denied. The decision of the Appeals Board is final and not subject to further appeal.

Appealing a Course Grade
An instructor's evaluation of student performance in an academic area is ordinarily final. Any student who objects to a final course evaluation should consult first with the instructor **within one month** after the end of the semester to determine if an error was made in computing or recording the grade or if other circumstances warrant a change.

If after consultation with the instructor the student remains dissatisfied, she/he should present her/his grievance to the Dean who will make an appropriate recommendation. This step must be taken **within two weeks** of the student's initial contact with the instructor.

If the student is not satisfied with the decision of the dean, she/he may submit a letter of appeal to the Vice President for Academic Affairs. This letter must be submitted **within one week** of the student's notification of the Dean's recommendation. The Academic Standing and Appeals Board will consider the student's request and present a judgment to the Vice President for Academic Affairs. This decision is final and not subject to further appeal.

Appealing Program Dismissal
Following the procedures listed above in "Academic Appeals," students may appeal dismissals from programs or majors of the College. The first step of the appeal will be to the program director or department chair; next to the School Dean; and then to the Appeals Board, as listed above. The decision of the Appeals Board relative to program dismissals is final and not subject to further appeal.

Appealing Academic Dismissal from the College
A student who is dismissed from the college, and objects to that dismissal, may send a letter of appeal to the Vice President for Academic Affairs. The Academic Standing and Appeals Board will then meet to consider the student's request and forward a judgment to the Vice President. The

decision of the Appeals Board is final and not subject to further appeal.

Appealing Grades for Clinical Experiences
Students who are appealing failing grades in their clinical experiences (including but not limited to nursing clinicals and field experiences in Social Work and Art Therapy and Counseling), may **not** continue in their clinical settings until the grade appeal has been heard. If because of the appeal, a failing grade is changed to a passing grade, the student will be permitted to continue clinical coursework when the course is next offered. This policy does not preclude individual programs from formulating their own internal policies and procedures for student grade appeals.

Petitions for Exceptions to Policies and Requirements
Exceptions to policies or requirements are rarely made. A student who believes an exception is justified may petition the dean of the program for which the exception is requested and should state exactly what exception is being requested, the reasons for the exception, and the date by which the action must be taken. The student's advisor must countersign the petition, indicating his/her knowledge of the request. Petitions should be submitted at least two weeks in advance of the time the student wishes the exception to go into effect. The decision of the dean on exceptions is final and not subject to appeal.

Academic Policies and Procedures (Catalogs)

- Undergraduate Academic Policies and Procedures:
  https://www.ursuline.edu/files/assets/2025-2026-reg-ug-course-catalog-041526.pdf

- Graduate Academic Policies and Procedures:
  https://www.ursuline.edu/files/assets/2025-2026-reg-grad-course-catalog-102125.pdf

Academic Support Services

Academic Accommodations
We engage students in an interactive process to determine which accommodations are appropriate and how they can be utilized. Students should contact Disability Services if they believe they qualify for accommodations. Disability Services will request that the student provide medical documentation from a qualified healthcare provider that details the reasons and recommendations for accommodations based on disability status. Common academic accommodations include extended time on tests, reduced distraction testing environment, use of assistive technology, textbooks in alternative formats and excused absences for medical reasons.

Disability Services provides support for students and faculty for testing accommodations with placement and licensure exams, as allowed by the governing body of the exam. Testing arrangements are made between the student, the instructor and the Disability Services and Testing Center Coordinator. Students are responsible for scheduling any exams or quizzes they want to take in the Testing Center. To schedule each exam, students need to complete a Test Arrangement Form with the course instructor. Completed Test Arrangement Forms should be emailed to testingcenter@gannon.edu at least 3 business days prior to the exam date for regular exams and at least one week prior to the exam date for final exams.

Students that need to seek a withdrawal from courses due to medical reasons should work with their academic advisor and Disability Services. Disability or medical reasons do not need to be shared with any faculty or staff outside of the Office of Disability Services.

If medical exemptions or accommodations are needed for a clinical placement site, students should work directly with Disability Services to provide needed documentation. Disability Services, with appropriate faculty, will work with the clinical partner to determine if accommodations are appropriate

and reasonable.

Academic Advising
Each student is assigned a personal academic advisor to support their journey towards a college degree. The main Advising Office, located in the Besse Library's Learning Commons on the first floor, is open five days a week from 8:30 AM - 5:00 PM. Services include:

- Supporting Academic Orientation for new students
- Primary advising for undeclared students
- Secondary advising when primary advisors are unavailable
- Advising on Prior Learning Assessment / Alternative Credit Options
- Assistance for students experiencing academic difficulty
- Referral to other College services
- Collaboration with faculty/staff to ensure student success

The advising office coordinates the LEAD (Leading to Excellence in the Academic Domain) program with the Assistant Vice President for Community Engagement and Belonging for first-generation college students. The office, in collaboration with the Student Success Coordinator, also co-facilitates R.A.I.S.E. (Realistic, Attentive, Interested, Sincere, Effortful) for students on academic warning or probation and Keys to Success for conditionally admitted students.

Academic Coaching, Tutoring, and Writing Assistance
The Academic Coaching & Support Services department offers one-on-one academic coaching, group study sessions, and supplemental instruction across various subjects. Free one-on-one and small group tutoring sessions are also available in subjects like writing, chemistry, biology, and mathematics. For writing projects, students can access consultations through the Writing Center. For current availability and to be matched with a coach or tutor, or to arrange a writing consultation, contact the Academic Coaching & Support Services office at 440-646-8123 or visit the MyUrsuline Academics tab or Besse Library page.

FOCUS
The FOCUS Program is a fee-based comprehensive program for students with disabilities that goes beyond the College's obligation to provide students with reasonable accommodations. The goals of FOCUS include providing a smooth transition to college life, helping students learn to apply the most appropriate learning strategies in college courses, and teaching self-advocacy skills. There are four stages to the FOCUS program providing different levels of support to better meet the needs of the individual. Students in all levels of the FOCUS program receive priority registration, executive function coaching and co-advising. Interested students are encouraged to contact the Director of Disability Services at 440-449-2046 or stop into Mullen 130 for additional information.

Nursing Department Cancellation Policy of Clinical Experiences and Courses for Students

In the event of an emergency, such as emergencies related to weather, snowstorms, power outages, gunmen, terrorists, etc., the Associate Dean of the Undergraduate BSN Program will communicate directly with course coordinators to determine whether to cancel clinical experiences for students. **We must follow Ursuline College guidance and instructions first and foremost,** but many decisions must be made very early in the day regarding clinical experiences for students.

For early morning clinical, this activity will take place early, between 5:15 – 5:30 am. In the event of an emergency that affects evening clinical, the BSN program Associate Dean will contact course coordinators who have students in evening clinical and will discuss and decide about the situation early enough to affect evening clinical (approximately 2:00 pm). The Associate Dean of the MSN program will contact his/her faculty as per appropriate routine and as relevant to courses held mainly in the evenings. The contacts between Associate Dean and faculty are made for the

purpose of discussing the emergency, assessing the effect on clinical and course activities, and making decisions regarding cancellations and further notifications.

In the event of a decision to cancel clinical student experiences, the course coordinators will notify all clinical instructors affiliated with their courses. The clinical instructors will then notify students in their clinical rotations about the cancellation. **The decision to cancel clinical experiences, in most situations, should be uniform across all clinical student groups**, in other words, cancellation of clinical means cancellation across the board, despite geographic variations in weather, etc. However, first and foremost the concern for safety of the faculty and student may result in a faculty member choosing to cancel a clinical class day. This should be a rare occurrence and be in consultation with their immediate supervisor. Cancellation of all clinical experiences in a consistent manner will help to decrease any perception of inequities on the part of students and will create unification in terms of clinical make-ups.

COLLEGE POLICIES

Acceptable Use of Information Systems at Ursuline College

General Principles
Access to computer systems and networks owned or operated by Ursuline College imposes certain responsibilities and obligations and is granted subject to college policies and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

Guidelines
In making acceptable use of resources, you must:

- Use resources only for authorized purposes.
- Protect your user id and system from unauthorized use. You are responsible for all activities on your user id or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

In making acceptable use of resources, you must NOT:

- Use another person's system, user id and/or password with or without permission.
- Use another person's system, files, or data with or without permission.
- Use computer programs to decode passwords or access control information.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to college data.
- Use college systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- Make or use illegal copies of copyrighted software, store such copies on college systems, or transmit them over college networks.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone

else's name or user id.

- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the college's systems or networks for personal gain; for example, by selling access to your user id or to college systems or networks, or by performing work for profit with college resources in a manner not authorized by the college.
- Post blogs that contain libelous information and are posted using College equipment (including the College network/internet) are a violation of this Acceptable Use Policy.
- Engage in any other activity that does not comply with the General Principle presented above.

Social Networking/Online Communities' Websites
For many, particularly students, the internet is a powerful means for developing and strengthening peer connections and expressing individual identities through online communities. While the College does not officially monitor these types of websites, there may be instances where a college official unintentionally encounters a website reflecting inappropriate conduct by a member of the Ursuline College community or inappropriate conduct captured on a website may be brought to the attention of college officials. Inappropriate conduct so discovered will be addressed through existing response mechanisms at the College, including, but not limited to, the Student Code of Conduct and the Acceptable Use of Information Systems Policy.

File Sharing
The Recording Industry Association of America (RIAA) is going through with its promise to file lawsuits against possibly hundreds of peer-to-peer file sharers and sending subpoenas to dozens of Internet Service Providers – including colleges and universities – to get information about users suspected of illegally trading files. This "Acceptable Use Policy" prohibits the use of Ursuline College network and/or computers for illegal transmission of any material protected by copyright. This includes mp3 music files and other digital entertainment found on the Internet. It is illegal to transfer files and/or store them on disk on the Ursuline College network.

Enforcement
The college considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the Code of Conduct in this Handbook and College Employee Handbook. Offenders also may be prosecuted under laws including (but not limited to) the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property Act, and the Electronic Communications Privacy Act. Access to the text of these laws is available through the Besse Library Reference Department.

Information Disclaimer
Individuals using computer systems owned by Ursuline College do so subject to applicable laws and College policies. Ursuline College disclaims any responsibility and/or warranties for information; materials residing on non-college systems or materials do not necessarily reflect the attitudes, opinions, or values of Ursuline College, its faculty, staff, or students. These guidelines should not be construed as a limit on any individual's right under the constitutions of the United States or the State of Ohio. Please consult the Computer Services Department for additional information.

Activities Van

Purpose of Activities Van

The Ursuline College vans are to be used for the transportation of members of the Ursuline College community for athletic events and activities organized by recognized groups on campus. The van is not to be used for regular transportation for classroom activities (such as clinicals). It may be used for special academic and cultural events associated with a particular class or for athletic events.

Who May Use the Van
Recognized Ursuline College groups may use the vans for sponsored activities. Drivers of the van must be full or part time members of the faculty, administration or staff of Ursuline College who are 21 years old or older. All drivers must complete the certified driver training course offered by the College. All drivers of the van must have had their driver's licenses checked by Ursuline's insurance representative to ascertain their driving records. The driver of the van will be responsible for the van while it is checked out for usage. This responsibility means that in the event of an accident where the driver has been found at fault, the sponsoring organization will be responsible for the cost of the deductible. Depending on the circumstances, the driver may have her or his privilege to drive the van revoked. Fault will be determined in one of two ways. If the driver is cited by police in a police report of the accident as being at fault that estimation will be accepted by the Associate Dean for Student Affairs as final. If there is no police report or if the circumstances are unclear the Associate Dean for Student Affairs will conduct a judicial hearing to determine if the driver is at fault.

Requesting the Activities Van
The van is scheduled through the Department of Athletics. The van must be requested during regular business hours, 8:00 a.m. to 4:30 p.m. Monday through Friday. The person who will be driving the van must be approved and have satisfied the criteria notified above. To check out the Van, you will need to pick up the keys from the Athletics office (2nd floor Stano) and sign it out using the log. Contact Athletics to arrange a time to pick up the van keys.

The van will be scheduled on a first-come, first-serve basis.

A maximum of three reservations may be scheduled at one time. In case of conflicts, the Department of Athletics has priority.

Cost
The van must be returned to campus by the agreed upon time, in good condition (free from personal property and trash) and with at least 3/4 of a tank of gas. An Ursuline College employee will check the van when it is returned for any internal or external misuse. The group using the van should not service it except in cases of long trips under the supervision of authorized College personnel. Penalties for misuse or failure to return the van on time may result in withdrawal of privileges and, if appropriate, restitution for the cost of cleanup or repair. The Associate Dean for Student Affairs will review the violation and determine the appropriate sanction in accord with the judicial process of Ursuline College.

Use of Alcoholic Beverages
Drugs, tobacco, electronic cigarettes, and alcohol in the van are prohibited.

All designated drivers are prohibited from consuming alcoholic beverages while in possession of the van. Violations of this policy will be handled by the Associate Dean for Student Affairs in accordance with the judicial process of Ursuline College.

Alcohol Policy and Drug Policy

Alcohol and Drug Education
The College is committed to student wellness and delivers awareness and prevention programming. The offices of Residence Life, Counseling Services, Athletics, and Compliance/Title IX offer such

education throughout the school year for the campus. The College has partnered with Vector Solutions to provide a variety of online training modules centered upon awareness and prevention. Every student entering Ursuline College is assigned an alcohol awareness course. The Vector Solutions modules also contain surveys, providing the College with information regarding changing needs on campus. Programming is also part of Residence Life training and new student orientation. Presentations are made within the residence halls, to student athletes and to all of campus(students/faculty/staff). Student Affairs provides alcohol, tobacco, and other drug programs for the College community upon request, and services and programs are provided at no charge.

Ursuline College exists in a state which regulates the consumption of alcoholic beverages. Under state law one must be 21 years of age to purchase or consume liquor, wine, wine coolers, liqueur, beer, or other alcoholic beverages. State of Ohio law also prohibits the carrying of an open container of any alcoholic beverage on the street or in a motor vehicle. Criminal penalties range from fines to imprisonment depending on the nature and seriousness of the offense. Ursuline College policy will be in accord with state law and with local ordinances regarding the purchases and consumption of alcoholic beverages.

The policy recognizes that alcohol abuse leads to a variety of physical and/or emotional problems. These effects may be significant or even fatal. As a college whose primary mission is the education of women, Ursuline College is also concerned that men and women understand that using alcohol while pregnant may cause damage to a fetus. The College also exists within the context of Christian concern for the physical, mental, and spiritual welfare of all human beings and a value system which respects both the rights of the individual and the needs and rights of the community.

The College seeks to provide an educational setting where all members of the College community learn the freedom of individual choice and the responsibility that such choice entails. Ursuline College policy regarding the use of alcohol will show concern for the physical and emotional health of individuals and for the social and educational environment of the community. The College expects responsible behavior from those who choose to drink alcohol and are of legal age to do so, and the College requires an environment free from coercion for those who choose not to drink.

Within this context, the following comprise the Ursuline College policy on the use of alcohol:

- No person's underage shall consume, purchase, or be served any alcoholic beverage.
- No alcoholic beverage is permitted in the student residence hall rooms.
- Alcoholic beverages are prohibited in residence hall public areas and in the buildings of the College except with approval.
- Registered parties and events on campus with alcohol will be permitted only with procedures established in accord with this policy.
- College-sponsored events held off campus will be on a cash bar basis unless specifically approved by the Vice President for Student Affairs or the Associate Dean of Students.
- The College will provide alcohol awareness education programming and counseling opportunities for those who seek and/or would benefit from such counseling.
- The College provides alcohol education for every faculty, staff, and student through Vector which also educates around sexual assault and bystander training.

Alcohol and Drug Policy with Regard to FERPA

The Family Educational Rights and Privacy Act (FERPA) permits institutions to directly contact parents or legal guardians of students under the age of 21 who are found responsible for violating institution policies on the use or possession of alcohol or controlled substances. After lengthy discussion and review, we concluded that College staff from the Associate Dean for Student Affairs Office will notify parents or guardians of a student when that student is found responsible for the use, sale, or possession of controlled substances (illegal drugs) within the community.

We will also notify parents or guardians of a student when that student is found to have violated the Student Code of Conduct policies on the use and possession of alcohol when they are under the age of 21 and **one or more of the following occurs**:

- When a student has been found to have violated the alcohol policy a second time.
- When there is significant property damage.
- When medical attention to any person, including the student, is required as a result of the student's alcohol-related behavior.
- When the student demonstrates reckless disregard for his or her own personal safety or the safety of others; or
- There is evidence that the student's alcohol-related behavior negatively impacted the learning environment.

Drug Policy

Ursuline College upholds the applicable drug laws that relate to controlled substances and prohibits the use, possession, sale, and distribution of illegal drugs by students, guests, faculty, and staff. Possession, use, distribution, or sale of any controlled substance or illegal drug is subject to administrative action when engaged in on campus, at an off-campus educational site, or at college-sponsored activities.

Registered Party Procedures (All-campus parties)

An all-campus party is defined as a party sponsored by an Ursuline College student organization and open to all Ursuline Students and their guests. Following the appropriate procedures, beer may be served at all-campus parties to those persons of legal age who choose to partake.

All-campus parties must be registered with the Sr. Coordinator of Student Engagement and Orientation. They may be held on Friday from 4 p.m. - 1 a.m. or Saturdays from noon to 1 a.m. in either Pilla or the Grace Hall first floor lounge. Attendance at the party is limited to the capacity of the room as established by the fire marshal. Beer is the only alcoholic beverage that may be served and must be sold under an F class permit from the State of Ohio. The serving of beer must end one-half hour prior to the end of the party.

Parties must be registered and approved by the Office of Student Activities no later than two weeks prior to the scheduled event. Prior to the Sr. Coordinator's approval, the sponsoring organization must have received clearance to use the desired room from the appropriate administrator, have received the approval to sponsor the party from the organization's adviser, and have requested an F class permit from the State of Ohio (the cost ranges from $120- 300 depending on what type of permit is being requested). There is also a $20 filing fee. In addition to obtaining an F class permit, the terms of our insurance coverage require the submission of the appropriate permit to the Diocesan Insurance Service Corporation and the payment of a charge of $100 per event. The permit will be requested by the Sr. Coordinator of Student Engagement and Orientation. The College also requires that security be present at all-campus parties. Security will be arranged through the Sr. Coordinator of Student Engagement and Orientation in conjunction with the Security Supervisor. All costs involved for the permits, insurance, and security will be paid by the sponsoring organization.

Registered party forms and forms requesting an F class permit are available from the Student Activities Office.

At registered parties the following procedures must be followed by the sponsoring organization:

- The sponsoring organization is responsible for carding everyone who enters the party. Ursuline students must show a current Ursuline I.D. and/or valid driver's license and have that checked against a current student roster. Guests must show a valid driver's license (or birth certificate) and must sign a guest register. Those persons of age to drink will receive a wristband.
- Beer will be served only to those people wearing wristbands. Giving your wristband to another or

giving beer to an underage person is illegal and will result in immediate expulsion from the party of all involved in the incident and may result in further judicial action. It is also illegal to serve any person who is obviously intoxicated. Ursuline students are responsible for the conduct of their guests.

- Any person serving beer must be of legal drinking age.
- Food and sufficient non-alcoholic beverages must be available at the party, provided by the sponsoring organization.
- The sponsoring organization is responsible for cleanup and for any damages occurring at the party.
- The sponsoring organization shall be held responsible for abuse of these party procedures. In the event of a judicial hearing, the president of the organization shall represent the group.
- Other events on campus involving the consumption of alcohol may occur with the specific approval of the President of the College.

Bonfire Policy

Bonfires are not permitted on campus unless permission and proper permits are secured through the Office of Student Activities. Permits are limited annually and will only be issued for a student organization or College-sponsored event. Violations by students, or guests of students, will be handled according to procedures outlined in the Student Handbook. Unsanctioned bonfires/fires may result in local law enforcement authorities being involved.

Bullying, Intimidation, and Cyberbullying Policy

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. As such, it is the policy of Ursuline College ("Ursuline") that any form of intimidation, bullying or cyberbullying (herein referred to as "bullying") is expressly forbidden, whether in the classroom, residence halls, on school property, or during participation in school-sponsored events, organizations, programs, or training. This policy expressly forbids any form of bullying that occurs on the campus of Ursuline College or in association with Ursuline's programs, events, or training. Bullying activity that takes place off-campus and which is not affiliated with Ursuline College programs, events, or training will be referred to local law enforcement.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior should immediately report such conduct to the Associate Dean for Student Affairs. Complaints of bullying will be investigated promptly and in an impartial manner. Bullying against a person because of that person's Protected Status, including race, color, national origin, religion, age, ancestry, sex, pregnancy, gender identity or expression, sexual orientation, disability, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local laws should also be reported to the Title IX Coordinator, as provided at https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicyrev.9.10.26.pdf.

Retaliation against any individual reporting bullying conduct will not be tolerated.

Definitions

Bullying is any intentional written, verbal, graphic, or physical act that an Ursuline student, employee, or College official exhibits toward a particular student, employee or College official or group of students, employees, or College officials, more than once, and the behavior both:

- Causes mental or physical harm to the other student, employee or College official or group of students, employees, or College officials and;
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, employee or College official, or group

of students, employees, or College officials.

An “intentional verbal, graphic, or physical act” includes any electronically transmitted act through the Internet, cell phone, personal digital assistant (PDA), wireless hand-held device, or social networking website or program.

Nothing in this policy requires the affected party to possess a characteristic that is a perceived basis for the bullying or any other distinguishing characteristic.

Prohibited Behaviors
Bullying includes but is not limited to physical violence and/or attacks, threats, taunts, and intimidation through words and/or gestures, extortion, damage or stealing of money and/or possessions, exclusion from the peer group, rumors, slurs, jokes, innuendos, demeaning comments, drawing cartoons, pranks, or any other written, oral, or physical actions.

Bullying also includes the use of information and communication technologies and other web-based/online sites, including but not limited to: posting slurs on websites where students congregate or on web logs (blogs), sending abusive or threatening instant messages, using camera phones to take embarrassing photographs of others and posting them online, using websites to circulate gossip and rumors to other students, or excluding others from an online group by falsely reporting them for inappropriate language to internet service providers. False reports or retaliation for bullying also constitute a violation of this policy.

Reporting and Documenting
Students, employees, or College officials may file formal, written complaints regarding suspected bullying with the Associate Dean for Student Affairs. An affected party may also file informal, verbal complaints regarding possible bullying with the Associate Dean for Student Affairs, who will promptly document the complaint in writing. Ursuline will do its best to maintain the confidentiality of students, employees or College officials wishing to file an anonymous complaint under this policy. However, the due process rights of the accused will often make it necessary to reveal the identity of the person filing the complaint before discipline can be issued against the accused.

Investigating
The Associate Dean for Student Affairs and other College delegates, as appropriate, are responsible for determining whether an alleged act constitutes a violation of this policy. When allegations are made against or by an Ursuline employee or College official, the College delegates will include the Director of Human Resources and the Vice President for Academic Affairs.

In so doing, the Associate Dean for Student Affairs (and College delegates, when appropriate) shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The investigation will begin through an informal meeting between the Associate Dean for Student Affairs, College delegate(s), and the complainant. The purpose of the meeting will be to gather information from the complainant regarding the conduct in question. The complainant will be asked to reduce their complaint to writing to assist in the investigation process. If the Vice President and College delegate(s) believe that there is sufficient basis for the complaint, the alleged perpetrator will be contacted and provided with a copy of the complaint and a summary of the allegations raised against him or her. The alleged perpetrator will be provided equal time to address the allegations and may offer any evidence or witnesses on his or her behalf.

The parties may agree to an informal mediation session in an effort to achieve resolution of the matter. Such mediation will be purely voluntary and will only be arranged with the express consent of both parties.

Once the investigation has been completed, the Associate Dean for Student Affairs will provide written notice

to both parties regarding the outcome of the investigation. The written notice will include findings of fact, witness statements, a determination of whether acts of bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action. This report will comply with the College's obligations under FERPA.

Each party will have fourteen (14) consecutive days within which to file a written appeal of the decision with the Vice President of Academic Affairs.

Retaliation
Ursuline prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Associate Dean for Student Affairs after consideration of the nature, severity, and circumstances of the act.

Remedial Actions
Non-disciplinary and disciplinary interventions may be used to change the behavior of the offending individual and to remediate the impact on the victimized party. Verified acts of bullying shall result in an intervention by the Associate Dean for Student Affairs that is intended to ensure that the prohibition against bullying is enforced, with the goal that any such prohibited behavior will cease. In situations when an employee has engaged in verified acts of bullying, all interventions will also be determined by the Director of Human Resources and the Vice President of Academic Affairs.

When verified acts of bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, the offending individual may be counseled as to the definition of bullying, its prohibition, and the individual's duty to avoid any conduct that could be considered bullying. When acts of bullying are verified and a disciplinary response is warranted, the offending individual will be subject to the full range of disciplinary consequences outlined in the applicable Ursuline policies. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

The consequences for a student who commits an act of bullying shall be unique to the individual incident. Remedial actions include but are not limited to admonishment, temporary or permanent removal from the residence halls, temporary or permanent loss of athletic privileges, counseling support services, diversity training, corrective instruction, behavioral assessment, and/or legal action.

The consequences for an employee or College official who commits an act of bullying shall be unique to the individual incident. Remedial actions include but are not limited to: discipline up to and including termination, counseling and support services, diversity training, corrective instruction, behavioral assessment, and/or legal action.

Children in the Besse Library
Consistent with Ohio Law that young children should not be left unattended, children under the age of 14 are permitted on campus only with adult parental supervision. Children must remain within their parent's sight while in the library. Children are expected to behave in such a way as not to interfere with the work of library patrons or staff in the library. If a child is left alone in the library, security will ask the parent to leave class to pick up the unaccompanied child.

Per the Acceptable Use of Information Systems at Ursuline College, neither children nor anyone other than students themselves may use Ursuline's login computers. A guest computer is available for limited use.

Children on Campus
Consistent with Ohio law that young children should not be left unattended, children under the age of

14 are permitted on campus only with adult parental supervision. In general, the expectation is that children will not be taken into the classrooms. Children are not permitted to be babysat in the hallways.

Civil Rights/ Nondiscrimination Policy

The College's Harassment and Discrimination Policy is located at: https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicyrev.9.10.26.pdf.

Computer Classrooms and Lab

Computer classrooms are in the Mullen Building in Room MU140 and in the Pilla Center in Room PC105. PC226 is an unscheduled open lab. The College also maintains computers for various academic departments including Biology, Chemistry, Psychology, Art, Education, Nursing, and MIS. Many software packages are available, including Microsoft Office and many other discipline specific programs. Every student that enters Ursuline College will apply for a login for the College data network. The account includes an email address @gannon.edu and a login for My Ursuline and all College-owned computers.

Computer classrooms and unscheduled lab are available during regular building opening hours across campus. When a class is not scheduled in the classrooms, students may work independently in the classrooms. At times when a class is scheduled, students may use the unscheduled lab. Each classroom will have a schedule posted of times when it is in use.

For Help Desk services for college-owned equipment, students may complete a service ticket at https://itsupport.gannon.edu or call 814-871-7501. For policies governing Acceptable Use of Information Systems at Ursuline College, please see the College AUP (Acceptable Use Policy).

Confidentiality Statement

Emotionally charged personal material is not appropriate for general classroom discussion. Students are not compelled to self-disclose emotionally charged personal information in written assignments or oral presentations required in Ursuline College courses.

Directory Information

At its discretion, Ursuline College releases directory information to the public upon request unless students have filed a form with the registrar indicating their intention to not release their directory information without their permission. This form must be completed within two weeks of the first day of classes for the fall semester. Requests for nondisclosure of directory information will be honored for one year only; therefore, a new form must be filed annually in the registrar's office (Mullen Administration Building Room 202). Ursuline College has designated the following categories as directory information:

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

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

Legitimate Educational Interest at Ursuline College

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

Eating Contests

Eating contests, where participants compete against each other to consume large quantities of food (possibly in a short period of time), are not permitted at Ursuline College. As a Catholic institution,

Ursuline College is committed to valuing the dignity of the human person, accepting our responsibility to feed the hungry in our world, caring for the most vulnerable, respecting the rights of workers, and practicing sustainability. Eating contests do not support these tenets of Catholic Social Teaching. In addition, eating contests can be unhealthy and sometimes dangerous.

Emergencies (For Contact on Campus)

Every effort will be made to contact students who are on campus in case of an emergency. The receptionist receiving the call at the switchboard will notify the Associate Dean for Student Affairs or a Director in the Division. The Associate Dean for Student Affairs, or her designee, will look up the student's schedule and try to get a message to the student in class. In addition, in case of an emergency, the College will make every effort to contact an appropriate staff person by phone. Students should note, however, that the College cannot guarantee the individual can be reached by phone at any time or that the phone will be free from technical problems. Neither the College nor the individual assumes any liability based on the carrying of a cell phone for emergency situations.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years or older or who attends a postsecondary institution.)

Education records at Ursuline College are those student records that are kept on the offices of the Registrar, Student Life, Admissions, Financial Aid, Advising, Academic Affairs and in the offices housing records of individual academic programs and advisors.

Educational records do not include: records of instructional, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to another individual; student health and personal counseling records; student employment and alumni records.

The College has designated the Registrar as the official responsible for FERPA compliance.

Student rights under FERPA include:

- The right to inspect and review the student's education records. A student shall submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements within 45 days of receiving the written request 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- FERPA does not afford the student the right to obtain copies of those records. In instances where a student is unable to visit campus to review the record, the College will make appropriate arrangements to allow the student to obtain access. This may be accomplished by providing photocopied or electronic copies or by making arrangements with an appropriate third party such as another institution or attorney's office to act as an agent of the College.
- Students may not inspect financial information submitted by their parents or confidential letters and recommendations associated with admissions, employment, or honors. The College will permit access only to the part of the record that pertains to the student requesting access.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's rights 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 the hearing.

- The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education record, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Ursuline College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official college committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Ursuline College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for Ursuline College. PII may also be disclosed to state and federal agencies as outlined in the FERPA statute 20 U.S.C. § 1232g and regulations at 34 CFR Part §99. Prior consent to disclosure of personal information will not be required when notice is made to appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals. For example, in a life-threatening situation, parents or guardians may be contacted with information.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ursuline College to comply with the requirements of FERPA.
  Student Privacy Policy Office (SPPO)
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202
  https://studentprivacy.ed.gov/file-a-complaint

Directory Information
Data classified as directory information at Ursuline College and which may be released upon request without student consent includes:

- Student name
- Address
- Telephone number
- Email address
- Date of birth
- Dates of attendance
- Major field of student, degrees, and degree date
- Awards received
- Participation in officially recognized activities and sports
- The most recent previous educational agency or institution attended by the student

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

Requests for Non-Disclosure or to Release Personally Identifiable information (PII)
As a private college, Ursuline College does not comply with requests submitted under state open records laws. Additionally, Ursuline College respects the privacy of our students and discretion is always used when responding to requests for directory information. The privacy rights of an individual under FERPA expire with the death of the individual. Ursuline College will only release a deceased student's personally identifiable information to the next of kin with proof of passing.
Students may request non-disclosure of directory information with the Registrar's Office or the

Student Services Center in Mullen Building. A request for non- disclosure of directory information (FERPA block) does not prevent the release of information under many of the allowed exceptions noted above. Additionally, in the absence of a request non-disclosure of directory information, information about a student's accomplishments, such as participation in recognized student activities and receipt of awards and honors, may be communicated to news media, parents, and the high school the student attended unless the student specifically requests that such communication not take place.

Non-Disclosure (FERPA Block)
To request non-disclosure of directory information (FERPA block) a student must submit the Restricting Release of Directory Information form to the Registrar's Office or the Student Services Office. Non-disclosure requests must be submitted within the first two weeks from the first day of classes, as published on the academic calendar. The request will be honored for one academic year and a new form must be filled annually. Even if a FERPA block is submitted, those persons authorized by law to inspect education records without consent may still inspect it. See 34 CFR §99.31 and §99.37.

FERPA Release
Students may authorize Ursuline College employees to release information to individuals, such as a parent or guardian, by submission of an Authorization of Release (FERPA Release) form in person. This form allows students to select which categories of information may be disclosed: Academic, Conduct/Housing, Financial Aid, Billing. The form must be signed by the student and submitted to the Registrar's Office or Student Services Center in Mullen Building. The release may be revoked at any time by submitting the Revocation of Consent to Release Information Form.

The authorization to release information does not serve as a power of attorney, allowing parents to conduct business on behalf of the student nor does it provide electronic access to student information automatically.

For purposes of compliance with FERPA, the College considers all students independent.

General Data Protection Regulation (GDPR)
In May 2018, the European Union expanded privacy and security protections for personal information European Union (EU and EEA) residents, known as the General Data Protection Regulation, or GDPR.

Rule basics:

- It applies to all organizations that collect, use, share or otherwise possess personal data of EU residents.
- It defines personal data as any data that can be used to identify an individual person. Examples include, but are not limited to, names, photographs, email addresses, and genetic, mental, cultural, economic, technological, or social information.
- It states that organization must process information lawfully, for specified, legitimate purpose, and ensure appropriate security of the information.
- It allows EU citizens to have the right to access, update, restrict processing in certain situations, and request erasure of personal information when the institution no longer uses it.

For general information, review the European Commission's website at https://ec.europa.eu/info/law/law-topic/data-protection_en.

Ursuline College collects personal information, including but not limited to; name, address, email address, phone numbers, social security number and educational background. Such personal information may be requested for research, federal and/or state reporting requirements, or for

administrative purposes related to college operations. For record access or questions, contact the Registrar's Office.

Firearms/ Weapons

It is illegal to carry a firearm, deadly weapon, or dangerous ordinance anywhere on these premises unless otherwise authorized by law. No person shall knowingly possess, have under the person's control, convey a deadly weapon or dangerous ordnance onto these premises pursuant to the Ohio revised code.

Fundraising/ Food Sale Policy

Student Organizations can sponsor fundraisers to either support the operations of their organization, or to benefit a selected charitable organization. Both the Office of Student Activities and Campus Ministry need to be notified during the planning of fundraisers to assist in avoiding duplicated or overlapping efforts.

If funds are being raised through the sale of food items, the sale cannot occur at the time and location when the same items are being sold in the Pilla dining facility when it opens.

To solicit donations from area businesses, Student Organizations need to seek approval from the Office of Institutional Advancement and notify the Office of Student Activities.

College departments or offices who are interested in doing a fundraiser should seek the approval of their area Dean or Vice President.

Harassment and Discrimination Policy

The College's Harassment and Discrimination Policy, including its nondiscrimination policy and its procedures for filing complaints, is located at https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicyrev.9.10.26.pdf.

The College's Policy on Sexual Misconduct, including its nondiscrimination policy and its procedures for filing complaints, is located at https://www.gannon.edu/media/gannon-university/content-assets/documents/policies/GannonUniversity-SexualMisconductTitleIXPolicy.pdf?v=7-26

Harm: Significant Risk of Harm to the Safety, Health, and Wellbeing of the College Community

General

Ursuline College is concerned about the safety, health, and well-being of all members of the College community. Accordingly, the College prohibits all students from harming any member of the school community, including themselves, or from creating a **substantial** health or safety risk. Therefore, the College will not allow an individual to participate in the College's educational programs and activities when that individual poses a significant risk of substantial harm to the health or safety of any member of the College community, including themselves. Violations of this general conduct policy may result in intervention or removal from the College, and/or the imposition of conditions on readmission or continued enrollment, after an individualized risk assessment.

This policy applies to situations where the College proposes to take adverse action (e.g., interim and permanent removal) against a student whose behavior poses a **significant risk** of substantial harm to the health or safety of any member of the College community, including themselves. A significant risk constitutes a high probability of substantial harm and not just a slightly increased, speculative, or remote risk.

Individualized Assessment

In circumstances where a student presents a significant risk of substantial harm to any member of

the campus community, including themselves, the College must:

Conduct an **individualized** risk assessment of the student:

- Individualized risk assessments will generally be conducted by the College's Behavior Assessment Team (CARES) members and other individuals, **as needed**, to make an informed decision.
- The team will consist of individuals who have in-depth knowledge of, and experience in, the area of concern.
- The team should include, as needed, members representing the broadest spectrum of student experience, including, but not limited to, campus safety officials, faculty or academic advisors, student affairs staff, residence life staff, the campus psychologist or other licensed professional counselor, the disability specialist or disability coordinator, and other appropriate staff, as needed to make an informed risk assessment.
- This group will include, as needed, persons with appropriate medical and/or psychological training and experience, where the student's medical documentation is insufficient standing alone to support the group's decision. The College may have such persons on staff, may obtain information from the student's health care provider, or may contract with third parties, to obtain necessary medical information.

The assessment must be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:

- The nature, duration, and severity of the risk.
- The probability that the potential injury will occur.
- Whether any reasonable modifications of the College's policies, practices, or procedures, or the provision of auxiliary aids or services or accommodations, will mitigate the risk. This determination will be made by the disability specialist or disability coordinator, as appropriate. The disability specialist or disability coordinator will reasonably modify policies, practices, and procedures, where necessary to avoid adverse action against a student engaging in a threatening behavior related to the student's disability, if the modification will mitigate the risk and if making such modifications would not fundamentally alter the College's program or be unduly burdensome, as determined by the disability specialist or coordinator.

The CARES team may request medical documentation from a student that is reasonable in its scope and is relevant to the determination of whether that student poses a significant risk of substantial harm to the health and safety of any member of the College community. The College will respect the student's confidentiality and only require the student to provide a medical release for access to such medical and mental health records as reasonably necessary to complete its individualized assessment and comply with its obligations under Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability.

Pending the outcome of a formal assessment, the College may set interim conditions (e.g., interim suspension or removal) on the student, provided the student is afforded minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student's behalf, and a right to appeal). The student should be informed that appeals should be addressed to the following individuals.

- Appeals based on alleged disability discrimination should be addressed to the Director of Compliance/Disability Coordinator, who shall follow the College's Harassment and Discrimination Policy.
- Appeals, which are not allegations of disability discrimination, should be directed to the President of the College, who shall delegate consideration of the appeal to one of the civil rights investigators, who is not a member of the CARES team.

If there is an imminent threat of harm to the College community, the CARES team may require that

the student remain off campus, pending appeal. In situations where the individual's behavior is caused by disability, the College will provide academic accommodations, off-campus, to the extent that such accommodations are reasonable.

The College should not substitute a disciplinary proceeding for an individualized risk assessment in response to threats of harm to any member of the College community.

The CARES team should assess **observable** conduct that affects the health, safety, or welfare of the campus community. The team should consider:

- what health, safety, or welfare concerns may be raised by the student's behavior,
- whether these concerns rise to a level where the student is no longer qualified to remain in a residence hall or enrolled in classes; and,
- whether there are support measures or other accommodations that would adequately manage those risks. When conducting individualized risk assessments, the CARES team should not rely on speculation, stereotypes, or unexamined fears.

The Associate Dean of Student Affairs (or their designee) may enforce generally applicable conduct codes or other policies, unless enforcing such conduct codes or policies would discriminate against individuals with disabilities, in which case the disability specialist or disability coordinator, should consider whether providing an accommodation or policy modification would enable the student with a disability to remain in the College and sufficiently reduce the risk of harm to any members of the College community, including the student. The College cannot require that a student's disability-related behavior no longer occur. The College should consider whether the threatening behavior can be mitigated through reasonable accommodations or modifications, which would allow the individual to function in the College environment, without presenting a significant risk of harm to the College community. If so, the student should be allowed to remain in the College environment with accommodations.

Provide due process to the student, including notice of applicable policies and procedures, an opportunity to provide medical information and other relevant information, and the ability to appeal.

The College should ensure that the student has sufficient advance notice of the applicable policies and procedures.

The CARES team may request conditions from the student's medical provider for readmission following medical leave or involuntary withdrawal, which are reasonable and individually tailored based on available medical information and other relevant information.

The CARES team will apply the same standards to all similarly situated students, with respect to behavior, withdrawal, and readmission. If students with disabilities are treated differently, the College must be prepared to explain the disparate treatment with reference to an individualized assessment of particular risk factors (or factors other than a student's disability).

The CARES team will record its recommendation or decision about whether the student poses a significant risk of substantial harm to the health or safety of any member of the College community, which shall be available upon request to those school officials who have a legitimate educational or employment interest in the behavior of the student. The College may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student (18-years old or attending postsecondary school), in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other member of the College community. The risk assessment and supporting documentation will be maintained in the CARES electronic and hard-copy files. If documentation is subject to the counseling privilege, those files will be maintained by the clinicians in Counseling Services due to the privileged and confidential

nature of the data gathered. Counseling Services will share the outcome, which will be maintained in the CARES electronic and hard-copy files.

Absent exigent circumstances creating an imminent risk of harm, the College will make the significant risk assessment prior to any decision to administratively dismiss a student based on a significant risk of substantial harm to the student or other members of the College community.

Following a proper determination that a student poses a significant risk of substantial harm to the health, safety, and well-being of the College community, the College may take appropriate action, up to and including dismissal of that student and may require, as a precondition to a student's dismissal, that the student provide documentation that the student has taken steps to reduce the previous risk (e.g. followed a treatment plan, submitted periodic reports, granted permission for the institution to talk to the treating professional.)

Notice to Student
In situations where the College proposes to take adverse action against a student, whose conduct is considered to pose a significant risk to the health or safety of others, the College shall provide:

- Written notice to the individual who is the subject of the risk of harm inquiry, including an invitation to provide documents or other information relating to the risk of harm inquiry. The written notice will include a copy of this policy and the name and contact information of the staff member (as determined by the CARES team), who the individual can contact regarding the inquiry. The written notice will also include a statement that if the student fails to provide a response, the risk of harm inquiry will proceed with the documents or other information the College has available.
- Identification of the appropriate offices, individuals, and/or committees (such as CARES) responsible for making the determination of whether the student poses a significant risk of substantial harm to the health or safety of the student or other members of the College community.
- A statement that, in exceptional circumstances, such as situations where safety is of immediate concern, the College may take interim steps pending a final decision regarding adverse action against a student based on significant risk of substantial harm as long as minimal due process is provided in the interim and due process is offered later.
- A written notice of applicable appeal procedures in cases resulting in an interim suspension or other adverse action, including any deadlines. College employees, staff, or officials, who participate in the CARES process or approval process for a decision concerning a student, who poses a significant risk of substantial harm, shall not participate in the deliberations or decision for the appeal process of that decision. Where the appeal concerns an allegation of disability discrimination, the appeal shall be directed to the disability coordinator. In all other circumstances, the appeal shall be directed to the Dean for Student Development and Engagment, who shall assign it to one of the College's civil rights investigators, who does not serve on the CARES team.

Non-Emergency Situations
Based on an individualized assessment and any other necessary information, the disability specialist or disability coordinator will determine whether, and what, reasonable modifications can be made that would be effective to allow the student to continue to attend classes, and otherwise participate in its educational programs or activities, while seeking treatment for, or recovering from, any related medical or mental health conditions.

Absent emergency circumstances, the College will first consider voluntary leave or other voluntary restrictions. Involuntary actions should be considered a measure of last resort. The College should seek the agreement of students and their families in the plan of care for at-risk students. Obtaining

voluntary compliance requires effective communication and education regarding the concerns at issue and the options reasonably available to the parties. In engaging in these communications, however, the College should be sure to comply with FERPA by limiting disclosures of personally identifiable information from an education record to appropriate parties, including parents of an eligible student (18-years old or attending postsecondary school), in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other member of the College community.

In some cases, a leave of absence may be unavoidable. In other situations, students and the College may be able to agree on certain conditions for continued participation in the educational program and/or activities. Regardless, the voluntary nature of the restriction will often benefit both the student and the College. Behavior contracts with reasonable, tailored terms should be considered. Such contracts are permissible when designed to reduce or manage the conduct at issue. The terms of the contract should reflect an individualized risk assessment and should be tailored to fit each student's particular situation. The conditions should be protective, not punitive and should address behavior rather than any underlying conditions. For example, behavior contracts may require, among other things, compliance with a medical treatment plan, regular consultations with health care professionals, meetings with administrators, disclosure of relevant medical records and information, and restrictions on participation in residential housing or other activities. Behavioral contracts may also require a reduction of the conduct at issue sufficient to enable safe participation in the campus community but may not require that a disability be "cured" or that its symptoms not reoccur. Failure to satisfy the conditions of a behavior contract can be grounds for dismissal. The individual who determines whether the contract is being followed is the Associate Dean of Student Affairs.

The College will **require** a student to take a medical leave of absence only if: (A) after the individualized assessment, and careful review and consideration documented by the CARES team, the disability specialist or disability coordinator concludes that the student's continued participation in its educational programs and/or activities would require modifications that would be unreasonable or would fundamentally alter the nature of those programs; (B) the student rejects all reasonable modifications offered by the disability specialist or disability coordinator and the student cannot meet the College's essential eligibility requirements to continue to participate in its educational programs; or (C) even with the provisions of all of the reasonable modifications offered by the disability specialist or disability coordinator, the student cannot meet the College's essential eligibility requirements with or without accommodation.

If the College decides to impose a mandatory leave of absence, the College will advise the student of the available complaint process, in the Harassment and Discrimination Policy, should the student wish to challenge the decision, as an allegation of disability discrimination. In other instances, the College shall inform the student of the right to challenge the decision by contacting the Dean of Student Development and Engagement, who shall delegate the decision-making to one of the College's civil rights investigators, who is not a member of the CARES team. If the College makes a final determination that a student poses a significant risk of substantial harm to the health, safety, or well-being of the student or other members of the College community, it will give the student the opportunity and/or forum to appeal these charges and present evidence supporting a contrary finding, through the complaint process, in the Harassment and Discrimination Policy, in the case of alleged disability discrimination, or by appealing to the Dean of the Student Development and Engagement, who shall delegate the decision-making to one of the College' civil rights investigators, who is not a member of the CARES team.

To the extent practicable, the College shall complete the process for evaluating any pending request for accommodation or reasonable modification and notify the student of the result of the process and appeal rights, prior to imposing a leave of absence or dismissal on the student.

Emergency Protocol
The College may resort to involuntary removal in emergency or significant risk of imminent harm situations. In situations requiring immediate medical care or where a reasonable threat assessment determines that there is a significant risk of serious harm that cannot be managed adequately, the College can resort to involuntary removal procedures.

There may be times, when College personnel must immediately exclude a student, on an interim basis, pending a determination of significant risk of harm. In such instances, the CARES team will convene as soon as possible after the removal and assess whether the individual posed a significant risk of substantial harm to the health, safety, or wellbeing of any member of the College community, including the student, at the time of the College's administrative dismissal decision.

If circumstances require the immediate removal of a student from the College based on a significant risk of imminent harm, the student will, at a minimum, receive: (a) written notice and an initial opportunity to present evidence before, or immediately after, being placed on administrative dismissal; and (b) full due process within thirty (30) days of the determination to place the student on administrative dismissal due to significant risk of harm.

The team will decide:

Whether there was an individualized assessment of the individual's conduct, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain the nature, duration, and severity of risk, the probability that the potential injury will occur; and,

Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services (reasonable accommodations) will mitigate the risk. This decision should be in consultation with the disability specialist or disability coordinator.

Within a reasonable amount of time, the CARES team will send the student a written letter that notifies the student of its individualized assessment findings and the CARES team's determination whether to re-admit the student to the College's educational programs, services, and activities.

If the CARES team concludes that the student did not pose a significant risk of substantial harm at the time that the College involuntarily dismissed the student or concludes that the student does not currently pose a significant risk of harm, the College will allow the student to participate in its educational programs, services and activities and will restore the student to the status held prior to the involuntary dismissal.

Clearance Procedure for Return to the College
Following a determination that a student poses a significant risk of substantial harm to the student or to the health, safety, and well-being of others, the College must communicate to the student the exact circumstances, including timetables if applicable, that would cause the student to no longer be considered a significant risk, reaffirm such student's status as a qualified student with a disability, and allow the student to return to the College.

The College should establish reasonable, individualized conditions for a student's return to campus after medical leave or emergency removal. These conditions for return should be based on individualized risk assessments that address the conduct at issue. These conditions may not require that a student be "cured" of a mental or emotional disability or become symptom-free. The College will not condition a benefit or service upon a showing by a student that the student has eliminated behaviors that are a manifestation of a disability (if applicable) unless such behavior significantly contributed to the significant risk of harm. The College should focus on confirming that the student is,

from a health and safety perspective, qualified to rejoin the college community.

Conditions for return may include, for example, examinations by independent or school-employed medical health professionals, release of relevant medical records, compliance with treatment plans, demonstrated ability to meet the College's academic, and conduct standards, interviews with school officials, personal statements, and a decrease in the conduct at issue. If the College determines that a student poses a significant risk of substantial harm to themselves, or other members of the College community, the College may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing that the student no longer poses a significant risk of harm. Such evidence may include, but may not be limited to, a treatment plan or periodic reports from a physician. If such evidence is required, it is the student's responsibility to follow the treatment plan and provide evidence of compliance to the College. The documentation should demonstrate that the student is medically able to return and to fulfill the fundamental responsibilities of academic and residential life, if applicable.

If the College determines that a student does not pose a significant risk of substantial harm to the health, safety, and well-being of any members of the College community, including the student, or determines that the student no longer poses such a significant risk of substantial harm, the College will not exclude the student from or place special conditions on the student's participation in its educational programs or activities. In such case, the College will provide the proper written notice to the student of this determination, effectively readmitting the student, and restoring all the student's privileges, benefits, and services, as a student in the College's academic program, in the status of, and at the academic level attained by the student prior to the determination that the student posed a significant risk of substantial harm.

Appeal Procedure
If a student wishes to appeal the decision of the CARES team, based on disability discrimination, the student may file a written complaint with the Dean of Student Development and Engagement, as provided in the College's Harassment and Discrimination Policy at the following link: https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicyrev.9.10.26.pdf.

Complaints, which are not based on allegations of discrimination, may be filed with the President of the College, who shall delegate the decision to one of the civil rights investigators, who is not a member of the CARES team. The College will ensure that if a student, who poses a significant risk of substantial harm to the health, safety, or well-being of the student or other members of the College community, appeals a decision of the CARES team, the applicable College official and/or applicable committee will receive and consider the recorded decision of the CARES team and any attachments reflecting the risk assessment and recommendation or decision by the CARES team and approving College official, as part of the deliberation process for the appeal. The College will also ensure that College employees, staff, or officials, who participate in the CARES process and decision-making for a student do not participate in the deliberations or decision for the appeal process of that decision. [Revised February 15, 2021]

Hazing: Ursuline College Anti-Hazing Policy

Ursuline College ("College") strictly prohibits hazing of any kind. Hazing is a violation of College policy, as well as a violation of Ohio law.

Purpose of Policy
This policy informs students, employees, and others of the campus community their responsibilities regarding hazing, the College's response to policy violations, and the resources available for addressing concerns related to hazing or suspected hazing. The vice president of student affairs has primary responsibility for enforcement of this policy. This policy is in compliance with The Jeanne Clery Campus Safety Act, The Stop Campus Hazing Act, and Collin's Law: The Ohio Anti-Hazing

Act.

What is Hazing?
Ohio law defines hazing as: “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.”

The following behaviors are expressly forbidden by Ursuline College as hazing when related to the admission, initiation, pledging, joining, or any other group-affiliation activity. The expressed or implied consent of the victim does not exempt those who violate this policy. Examples include, but are not limited to the following:

- Physical abuse of any form (paddling, whipping, choking, exposure to extreme hot or cold temperatures, excess consumption of food, alcohol, drugs, or any other substance).
- Verbal abuse of any form (shouting, screaming, use of derogatory or obscene language, etc.).
- Mental stress of any form (sleep deprivation, exclusion from social contact, subservience, or any form of class levels of authority over others; creation of excessive fatigue); physical or emotional stress.
- Wearing apparel that is conspicuous, inappropriate, or distasteful.
- Engaging in public stunts.
- Morally degrading or humiliating games and activities.
- Participating in hazing or harassment, which includes actions or situations that do or could result in mental, emotional, or physical discomfort; embarrassment; ridicule; or endangerment whether or not done with intent or by consent is prohibited by Ursuline College.

Additionally, the College prohibits organizational hazing. An organization is prohibited from intentionally, knowingly, or recklessly promoting or facilitating a violation of hazing.

In accordance with Collin’s Law and Section 3 of the Stop Campus Hazing Act, the definition of Hazing provided above will be used in the College’s Bi-Annual Anti-Hazing Report for the purposes of determining violations of this Policy and any resulting disciplinary sanctions.

In accordance with Section 2 of the Stop Campus Hazing Act, for reporting purposes only, the College’s Annual Security and Fire Safety Report will document Hazing as that term is defined by the Stop Campus Hazing Act. The Annual Security Report will document hazing conduct caused by “an organization in which two or more of the members are students enrolled at the University, whether or not the organization is established or recognized by the University.”

The College will investigate and respond to all reports of hazing as outlined in this policy.

Scope and Application of Policy
This Anti-Hazing Policy applies to conduct that occurs on or off-campus, between two or more people who are affiliated with the College, or any student or other organization associated with the College regardless of if it occurs on or off campus or at a non-sanctioned event. This policy applies to all College locations, including where the College is extended to distance education, such as study abroad, service trips, experiential learning opportunities, and athletics, club sport, and other group travel.

Pursuant to the Student Handbook, a student organization has been defined as a group of Ursuline College students who unite to promote their common interests. Such groups are not officially registered student organizations until they complete the registration procedure and are examined by the Committee on Student Organizations to be compatible with the mission of Ursuline College.

This policy applies to all members of the College community, including faculty, staff, students, alumni, volunteers (acting in an official capacity that advise or coach student organizations and/or student groups and who have direct contact with students).

Any full or part-time employee of the College (including student employees, student assistants, and graduate assistants), or any alumni or volunteer acting in an official capacity who advises or coaches student organizations and/or student groups and who have direct contact with students shall not recklessly permit hazing to take place and shall immediately report incidents of hazing according to the procedures in this policy.

Failure to report any observed hazing incident, or improper activity believed to be in violation of the policy is prohibited conduct under this policy.

Reporting
To create a community free of hazing it is imperative that anyone with knowledge of hazing reports it. Ursuline College strongly encourages any victims and/or witnesses to promptly report incidents of hazing. The College takes all reports of hazing seriously and all allegations of hazing reported will be reviewed and investigated accordingly to protect everyone's health and wellbeing.

Any person can report an incident of hazing in person, by email or telephone using the contact information below:

Assistant Vice President of Student Experience and Community Belonging
Yolanda King
PC 201
440-684-6085
yolanda.king@ursuline.edu

Campus Security
440-221-9025

Please note anonymous reports are accepted; however, the College's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

If an emergency occurs on campus, of either a medical or security nature (dealing with destruction of College property, building, intruders, etc.), students should call 911 if using a campus phone and then call the Campus Security Office (extension 4204). If using a cell phone, students should call the Pepper Pike Police Department at 216-831-1424 and then Ursuline's Campus Security Office at 440-221-9025.

Making an intentionally false report or accusation of hazing is prohibited and may be subject to disciplinary action pursuant to the Student Code of Conduct.

Campus security authorities are required to promptly report incidents of Hazing, as defined by the Stop Campus Hazing Act, to campus security.

Additional Reporting Requirements for Employees and Volunteers
Immediately upon learning of potential hazing, all employees, consultants, alumni, and volunteers of any student organization, who are acting in an official and professional capacity who receive a complaint of hazing or who observes or learns of conduct that is reasonably believed to be in violation of this policy is required to report the alleged conduct to the Assistant Vice President of Student Experience and Community Belonging by calling 440-684-6085.

In addition to the duty to report hazing to the Assistant Vice President of Student Experience and Community Belonging as identified in the prior paragraph, there is also a duty to immediately report incidents of hazing to law enforcement. The contact information for the Pepper Pike Police Department is listed below:

Pepper Pike Police Department
28000 Shaker Blvd
Pepper Pike, Ohio 44124
216-831-1424

In the event of an emergency, dial 911 if calling from a campus telephone. If you are using a cell phone, call the Pepper Pike Police direct at 216-831-1424.

Employees who are required by law to protect confidentiality may be exempt from this requirement. Employees who believe that there is a conflict between this reporting obligation and their legal duties to protect confidential or privileged information, should contact the Associate Dean of Student Affairs to inform the Associate Dean that a report has been made that may conflict with the employee's confidentiality obligations to facilitate a conversation with the College's legal counsel.

Failure to report incidents of hazing will result in a violation of this policy and may result in criminal charges.

Amnesty for Reporting
Ursuline College encourages reporting of hazing and seeks to remove any barriers to an individual making a report. The College recognizes that individuals who have been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. Thus, individuals who report hazing or participate in a hazing investigation, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. Ursuline College may, however, initiate an educational discussion on the use of alcohol or other drugs or require participation in an alcohol/drug prevention training course/program. Amnesty will not be extended for any violations of Ursuline College policy other than for alcohol/drug use. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

Procedures
Ursuline College will enforce this policy pursuant to the Student Code of Conduct Judicial Process (Section C) in the Ursuline College Student Handbook, and shall, if appropriate apply to student organizations. The Assistant Vice President of Student Experience and Community Belonging shall coordinate the investigation of all hazing allegations. When appropriate other college departments may handle certain aspects of the institution's response.

Additionally, the Assistant Vice President of Student Experience and Community Belonging will assess the need for interim measures (e.g., suspension of current group activities). Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in keeping with the Student Code of Conduct process. At this point when a formal conduct charge is made against an organization, the national or oversight organization, if any, will also be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency.

Sanctions
Hazing is a serious offense of Ursuline College's Student Code of Conduct and, therefore, is subject

to the full range of sanctions listed in the Student Code of Conduct (Section B) in the Ursuline College Student Handbook. Other educational activities may be required as conditions of the sanction.

An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or group in which the student is involved, or their governing bodies. Dismissal, suspension, fines, or education could be required of that organization if found in violation of the hazing policy. The College has the right to take action regardless of the actions of the governing body.

A penalty imposed by the College is in addition to a penalty imposed for violation of section 2903.31 of the Ohio Revised Code, the criminal laws of this state, or any other rules or policies to which the violator may be subject.

Retaliation
Ursuline College prohibits retaliating against or taking adverse action towards any reporting party and/or person because of their participation in a hazing report or investigation, or related disciplinary proceeding. Any retaliatory conduct against such persons will be addressed by the College in the most serious manner, and individuals who engage in such actions will be subject to disciplinary action that may include suspension, expulsion, dismissal, termination, or removal and exclusion from the College.

Anti-Hazing Prevention and Awareness Programs
The College is committed to educating all students, faculty, staff, and volunteers about what hazing is, how to recognize it and steps to address it. This training will also include skill building for bystander intervention, ethical leadership, and strategies for building group cohesion without hazing. The training will be research informed. All students, student organization members, student athletes, faculty, staff, employees, volunteer advisors and coaches are required to complete hazing education as part of being a member of our community. Anti-hazing information is provided to new students, faculty, and staff during Orientations in August and January. Further, all recognized organizations must conduct mandatory training on hazing for any volunteer who has contact with students. The College uses Vector Solutions for online hazing training for students, faculty, and staff.

Any student who does not complete the educational program may not participate in any organization or group on campus including groups/organizations, athletic teams, intramural sports and/or musical ensembles until the training is complete. Continued failure to complete the training may result in a referral to the college judicial process.

For all others, failure to comply with the policy will be addressed through the appropriate college disciplinary process based on an individual's classification. Disciplinary action may vary up to and including termination of employment or the individual's volunteer position.

The Assistant Vice President of Student Experience and Community Belonging, with administrative assistance from Student Affairs, will maintain a record of individuals who have completed the program. If a student is unsure if they have completed the required program, they should contact the Assistant Vice President of Student Experience and Community Belonging at 440-684-6085 to verify their eligibility to join a student organization.

Dissemination of Policy
The College will post this policy on its website, www.ursuline.edu, as well as email all students and provide a copy of the policy to each organization within the institution.

Ursuline College Bi-Annual Anti-Hazing Report

In accordance with the Stop Campus Hazing Act, a Campus Hazing Transparency Report will be published by the College twice annually and maintained for seven years. This report will include incidents where recognized Student Organizations were found responsible for hazing. Additionally, in accordance with Collin's Law, the College will maintain a report of all violations of this Policy that are reported to the College, and which result in a charge of violation of this Policy. In accordance with Section 3 of the Stop Campus Hazing Act and Collin's Law, the College's Bi-Annual Anti-Hazing Report will be published on January 1 and August 1 of each year and will include information required by both statutes. Published reports between January 2023 and January 2025 include information compliant with Collin's law. Subsequent published reports fulfill the requirements of both statutes.

Online Resources

- The Gordie Center
  https://gordie.studenthealth.virginia.edu/
  The mission of the Gordie Center is to end hazing and substance misuse among college and high school students nationwide.

- Hazing Prevention Network
  https://hazingpreventionnetwork.org/
  The Hazing Prevention Network, formerly HazingPrevention.org, is a national nonprofit dedicated to empowering people to prevent hazing. Their goal is to educate people about the dangers of hazing, advocate for change, and engage the community in strategies to prevent hazing.

- StopHazing
  https://stophazing.org/
  StopHazing's mission is to promote safe and inclusive school, campus, and organizational environments through research, resource sharing, and the development of data-driven strategies for hazing prevention and the promotion of positive group climates.

Missing Persons Response Protocol

(HEA TITLE IV, SECTION 485 (J))

It shall be the policy of Ursuline College to thoroughly investigate reports or complaints of all persons missing from the Ursuline College community. To this end, it is our mission, upon receipt of a report or complaint, to obtain the basic facts as to who, what, when, where, and how regarding the circumstances of the missing person, a brief description of the victim, suspect, and any vehicles that were involved. The complaint would then be assigned to Campus Security or a Student Affairs administrator for immediate follow-up. Either Campus Security or the investigating administrator will contact the Pepper Pike Police so that they can conduct a search of police records regarding the complainant, victim, and suspect(s). Ursuline College Security will (dependent upon the circumstances) prepare a Safety and Security Notice regarding the incident to alert the community. Security staff will ensure that the notice is posted on campus. The Safety and Security Notice will be posted in residential communities, at the entrances of the main campus buildings, and in those places where students, faculty, and staff most frequent on the campus (i.e., cafeterias, bookstores, and student/staff lounges).

The following list identifies the Ursuline College personnel to whom a missing person's report can be made:

- Associate Dean for Student Affairs
  440-646-8336
- Director of Residence Life

440-646-8334
- Resident Assistant (On-duty 5 pm - 8:30 am)
  440-221-2814 cell phone
- Security
  Ext 4204 or cell: 440-221-9025

During an investigation of a missing person, the College takes direction from local law enforcement. Law enforcement is responsible for verifying the accuracy of the report or complaint information, which includes the description of the victim and the circumstances at the time of disappearance.

The College gives students the option to provide confidential contact information for a person to be notified in the event the student is officially reported missing.

If Campus Security officials and/or local law enforcement determine that a student for whom a missing person's report has been filed has been missing for more than 24 hours, then within the next 24 hours the College will:

- Notify the individual identified by the student to be contacted in this circumstance.
- Notify a parent or guardian if the student is under 18 years of age; and
- Notify all other appropriate law enforcement officials in situations where the student is over 18 years of age and has not identified a person to be contacted.

"Suzanne's Law," which requires local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing, was signed into law by President George W. Bush in the spring of 2003 as part of the national "Amber Alert" bill. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously, law enforcement officers were only required to report missing persons under the age of 18. This new law requires police to begin investigation immediately when college-age persons are reported missing. Upon closure of the investigation, all parties previously contacted will be advised of the status of the case. If an individual needs to report a person missing from the Ursuline College campus, please contact Ursuline College Security at 440 449-4204 or 4204 from a campus phone.

Name Change

Any student who requests a name change for **any** reason should notify the Registrar, as a first step. The only time the Registrar will change the legal name change field in Jenzabar is if the student provides a court order that changes the student's legal name. However, students can request that a name be changed in the preferred name field, without a court order. If a student wants to change the student's name in email or D2L *after* registration, that student may request a change through the Service Desk. Changes in other systems are optional.

Pepper Spray

When used in emergency/safety related situations, the spray could be an effective disability agent. Due to its ingredients, the spray is not to be used in a casual or playful manner. It is to be used only in threatening situations. Inappropriate use of pepper spray or similar agents may result in disciplinary action in accordance with college policies.

Pet Policy

Animals are permitted outside on campus grounds when leashed and attended to at all times. The only animals permitted inside campus buildings are Service Animals, Therapy Dogs, and Research/Teaching Animals. The detailed policy concerning animals on campus is available through Disabilities Services.

Photo Release

Ursuline College and its representatives on occasion take photographs and videotape for the

College's use in print and electronic publications. This serves as public notice of the College's intent to do so and as release to the College of permission to use such images as it deems fit. If you should object to the use of your photograph or videotape, you have the right to withhold its release by contacting the Marketing Communications office at 440-684-6033.

Political Guidelines for Hosting Political Candidates or Elected Officials on Campus

- The event should not serve as a political rally but should be educational in nature.
- Fundraising in any form or manner by any political candidate or elected official is strictly prohibited.
- Distribution of bumper stickers, placards, buttons, or anything else that might be considered campaign materials is strictly prohibited. Also, campaign banners or signs that could be construed as supporting, endorsing, or opposing a political candidate or elected official is strictly prohibited.
- At the start of the event, a representative of the College must specifically state that the appearance of any political candidate or elected official (or her/his aides) does not constitute an endorsement of the political candidate or elected official by the College and that the College neither supports nor opposes the political candidate or elected official.
- Whoever introduces the political candidate or elected official must not comment on her/his qualifications or make any comments or references such as: "Representative XYZ has always done such a great job over the years."
- Security or a College official will be permitted to take necessary action to enforce the parameters set forth in this document.
- Political candidates or elected officials opposing the views or office of the political candidate or elected official that was invited to speak at the event shall be given an equal opportunity to speak, if requested.

Printing Policy

Important Information about Computer Printing Allowance
Ursuline College provides 500 pages of free black and white printing to each student each semester (fall, spring, and summer). Beyond that, the College may charge students 10 cents per page for black and white and 25 cents per page for color printing. Charges for each semester begin on January 1st, May 15th, and August 1st.

All student logins are connected to PCOUNTER, a system whereby the student will receive a popup each time they print. The popup will inform the student of his or her current printing balance compared to her quota. The amounts do not carry over. This is one of the "green" initiatives the college has implemented.

School Closing/ Inclement Weather

In the event of extreme weather conditions or other emergency situations, including power or water outages, the decision to cancel classes and/or close the college will be made by the President in consultation with the Vice President for Academic Affairs. Decisions to close the College will be made and communicated as follows:

ALL DAY Closings: Including both **Day and Evening** sessions will usually be announced by **6:00 a.m.**
EVENING Closings: Will usually be announced by **3:00 p.m.**
Sources for official announcements: Phone - 440-449-4200; Internet - www.ursuline.edu; URSAlert, TV and Radio - Most Cleveland radio stations and all local TV stations.

Safety and Security

Please visit https://www.ursuline.edu/inside-ursuline/consumer-information/campus-security-policies-

crime-statistics-and-crime-log.

Sexual Misconduct

The College's Interim Policy on Sexual Misconduct is located at https://www.gannon.edu/media/gannon-university/content-assets/documents/policies/GannonUniversity-SexualMisconductTitleIXPolicy.pdf?v=7-26.

Skateboarding and Rollerblading

Students may manually skateboard or skate/rollerblade on campus at their own risk. Students will be expected to use skateboards, skates, and rollerblades (referred to herein as "skating equipment") in a manner that is appropriate and considerate of others, as well as College property. Students who use skating equipment recklessly or without care of others or College property will be subject to discipline under the College's judicial system. The use of skating equipment is prohibited inside buildings, the Pilla patio, the prayer labyrinth and on stairs, steps, railing, benches, and entrances to buildings. Skateboards must be picked up and carried and skates and rollerblades must be removed before entering campus buildings, the Pilla patio, and the prayer labyrinth. Electronic and battery-operated skateboards, skates, and rollerblades are not permitted on campus.

Smoking

In compliance with the State of Ohio smoking ban set out in Chapter 3794 of the Ohio Revised Code, the college does not permit smoking (including e-cigarettes) in any of its buildings or structures, including residence halls and college vehicles. In addition, all outside walkways and grounds of college property are smoke-free (including e-cigarettes), except for specific college-designated smoking areas with the parking lots on campus. Smoking (including e-cigarettes) is not allowed at the entrance to buildings or in the quad. To help remind the Ursuline College community and our visitors, signs are posted in each parking lot near a main walkway which will specifically state "No Smoking Beyond this Point." Receptacles will be placed near each sign. Smokers: Please refrain from throwing butts on the ground or down the sewer grates. The grates on campus flow directly into our lake. Thank you for your cooperation.

Solicitation Policy

Only organizations or vendors who have been invited by an Ursuline College department, office, or recognized student organization are permitted to solicit on campus. Organizational sponsorship should always be identified or advertised by a sign on/near the table.

Speaker/ Forum Policy

Student Organizations are encouraged to sponsor speakers who contribute to the role of the College as a forum for intellectual discussion, debate, and/or artistic expression. Speakers may validly contribute to this forum regardless of whether their ideas or positions are accepted by a majority or a minority public opinion internal or external to the College community. The use of the forum, however, in no way implies College approval or endorsement of the views expressed by the speaker.

For any event in which ideas presented may conflict with Catholic doctrine or social teaching, the Director of Campus Ministry needs to be contacted to give final approval for the speaker, as well as give direction in the provision of the Catholic perspective to the forum.

Registered student organizations may invite speakers to address their own membership in a closed forum presentation or to address the College community in an open forum presentation. Individual students may not sponsor speakers but instead need to collaborate with either a Student Organization or College department to arrange events.

Stalking Policy

The College's Sexual Misconduct Policy is located at https://www.gannon.edu/media/gannon-university/content-assets/documents/policies/GannonUniversity-SexualMisconductTitleIXPolicy.pdf?v=7-26.

Statement of Non-Discrimination

The College's statement of non-discrimination is located at https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicyrev.9.10.26.pdf

The College's Title IX policy on non-discrimination is located in its Policy on Sexual Misconduct at https://www.gannon.edu/media/gannon-university/content-assets/documents/policies/GannonUniversity-SexualMisconductTitleIXPolicy.pdf?v=7-26.

Student Complaint Policy

Student complaints are always considered seriously and are handled in either the Office of the Vice President for Academic Affairs or the Office of the Vice President for Student Affairs. Complaints of harassment or discrimination, based on a Protected Class (e.g., race, sex, disability, or other protected classes), should be reported to the Director of Compliance/Title IX Coordinator, in accordance with the Harassment and Discrimination Policy, which is located at https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicyrev.9.10.26.pdf

Complaints based on sexual misconduct, (including sexual assault, domestic and dating violence, and stalking) should also be reported to the Director of Compliance/Title IX Coordinator, in accordance with the College's Interim Policy on Sexual Misconduct, https://www.gannon.edu/media/gannon-university/content-assets/documents/policies/GannonUniversity-SexualMisconductTitleIXPolicy.pdf?v=7-26.

Student Parking Policies

Register Your Vehicle

Anyone who is registered and attends any class (or classes) and is NOT a full-time employee of Ursuline College should register their vehicle.

You can obtain the registration form and register your vehicle by completing the following steps:

- Students who are new to Ursuline will have the opportunity during new student orientation to complete the auto registration form.
- For those registering late, please stop by the Student Service Center located in Mullen 203 to complete the auto registration form.
- Registration of vehicles should be done within the first week of classes.

Students who change cars during a semester should register with the Student Service Center. If a commuter requires overnight parking or a residential student requires overnight parking for other than their registered vehicle, approval must be obtained from the Security Supervisor (extension 6119). Any vehicle left in excess of 48 hours without approval will be towed from campus.

Parking & Traffic Regulations

Depending on availability, all students are permitted to operate and park a licensed motor vehicle on Ursuline College property providing the following conditions are met:

- The operator must have a valid driver's license.
- The vehicle must display a valid, unexpired license plate from a state licensing authority.
- The vehicle must be in reasonable operating condition and not be leaking any hazardous substance or pose an environmental threat.
- All vehicles must be properly registered with the Ursuline College Student Service Center.
- All Ursuline College parking and traffic regulations must be followed.

Motorcycles and Bicycles
Motorcycles are considered vehicles and are required to be registered by following the procedure outlined above. Motorcycles may not be parked inside buildings, adjacent to building entrances, or in no parking areas. Bicycle registration is optional.

Visitors
Registered students are not eligible for visitor status.

Students are not permitted to park in marked visitor, handicap (without State of Ohio permit), fire lanes, loading docks, or reserved spaces at any time.

Accident Liability
Accidents involving vehicles operated or parked on the Ursuline College campus should be reported to Security and the City of Pepper Pike Police. Ursuline College assumes no liability for the care and/or protection of any vehicle or its contents at any time it is parked or operated on campus.

Student Voter Registration
The 1998 Higher Education Act requires institutions to give every student an opportunity to register and vote. Ursuline College has available to students, faculty, and staff hard copies of in-state voter registration forms, hard copies of applications for absentee ballots, and online links to in-state voter registration. Ursuline College also has resource links to aid out-of-state students with voter registration. Forms, links, and general voting information can be found in the Student Affairs Office (Pilla 204 or 201) and the One Stop Student Services Center (Mullen 203) per HEA Title IV, Section 487 (a) (1) (A).

Student Waivers
Students will be required to sign a waiver before they will be allowed to participate in physical activities or college related off-campus activities. Those who are under the age of 18 must have their parents or legal guardians' signature on the waiver form.

Visitor Policy
For the purpose of this policy, the term "visitor" refers to anyone who is not a currently enrolled Ursuline College student or a currently employed member of the faculty, administration, or staff.

Ursuline College welcomes the presence of visitors who come for limited periods of time to participate in educational programs and activities, as well as those visitors who come to conduct College business.

Ursuline College is a private institution and access to college owned or controlled property shall primarily be limited to students, faculty, administration, or staff. As a private institution, the College reserves the right to lawfully restrict, limit, or prohibit access to college owned or controlled property. Visitors, however, are an important aspect of the College's day-to-day operations. Visitors come to Ursuline College for myriad reasons, including touring campus; visiting family or friends; providing maintenance, repair, or contracted services; participating in job interviews; attending public events in campus facilities; and dining at Pilla Atrium. Regardless of reason, visitors must not interfere with the privacy of students, faculty, or staff, or with educational, research, athletic, or residential activities. Visitors are not permitted in academic areas, including, but not limited to, classrooms, laboratories, and art studio spaces, or residential areas, unless they have been invited by a member of the College administration, a member of the faculty or staff, or a student.

All visitors to the College, regardless of reason, shall abide by campus policies, regulations, and instructions by authorized campus personnel. Failure to do so shall be deemed a violation of this

policy.

If a visitor engages in behavior or conduct that is inconsistent with this policy or any other College policy or that is otherwise inconsistent with the best interest of the College, the individual will be asked to refrain from such conduct and may be asked to immediately leave the College. Failure to adhere to such a request may result in the need to summon assistance from law enforcement as well as College disciplinary action.

College employees and students who believe that someone has received unauthorized access to a college building should contact Security at 440-449-4204 or the Pepper Pike Police Department at 216-831-1424.

STUDENT CODE OF CONDUCT

Ursuline College expects its students to act in a mature, responsible, and respectful manner. The College reserves the right to take appropriate steps to preserve the health, safety, and well-being of the College community by establishing and enforcing standards of conduct through administrative action.

A. Offenses Subject to the Code

The following forms of student misconduct are subject to administrative action when engaged in on campus, at an off-campus educational site, at College-sponsored activities, when conduct that occurs off-campus adversely affects the College community and/or the College's objectives, such as when the conduct causes substantial destruction of property belonging to the College or members of the College community, or causes or threatens serious harm to the safety or security of members of the College community. Please note, students are responsible for and may be subject to discipline for the misconduct of their guests while on the College's campus, at an off-campus educational site, or at College-sponsored activities.

Disrespect to Oneself and Others

1. Possession, use, distribution, or sale of any controlled substance, illegal drug, or drug paraphernalia.
2. Any violation of the College Alcohol Policy (See Alcohol Policy and Drug Policy).
3. Possession, use, distribution, or sale of firearms, other dangerous weapons, or incendiary or explosive devices, including fireworks.
4. Engaging in illegal gambling.
5. Any threatening behavior. Threatening behavior includes harming, abusing, assaulting, threatening, endangering, intimidating, stalking, or harassing another person and extends to all oral or written statements, communications, conduct, gestures, expressions, or acts made in any medium (e.g., in person, via letter, telephone, text message, electronic mail, social media or any other method) that causes a reasonable apprehension of physical or emotional harm to another person. (See Harassment and Discrimination Policy, Policy on Sexual Misconduct, Civil Rights/ Nondiscrimination Policy, and Policy on Threats or Harm to Self or Others).
6. Engaging in harassment based on a protected class (e.g., race, sex, disability, and other protected classes) as defined by the College's Harassment and Discrimination Policy.
7. Sexual misconduct, as defined by the College's Sexual Misconduct Policy.
8. Conduct which results in infringement of rights, hardship, or harm to any member of the Ursuline College community or endangers the health or safety of any person.
9. Participating in hazing or harassment, which includes actions or situations that do or could result in mental, emotional, or physical discomfort; embarrassment; ridicule; or endangerment whether or not done with intent or by consent. This misconduct includes, but is not limited to, discriminatory harassment based on a protected class (e.g., race, sex, disability, and other protected classes) as defined by the College's Harassment and Discrimination Policy.

Disrespect for Property

1. Engaging in arson or other irresponsible uses of fire.
2. Misuse of, or tampering or interfering with, fire or safety equipment at the College.
3. Misuse, damage, destruction, or theft of personal or real property.
4. Unauthorized use, entry, or attempted entry of College-owned, contracted or managed facilities, property, or services.
5. Throwing food or engaging in other disruptive behavior in the Pilla Dining Room, atrium, food court or other food service locations.

Disrespect for Authority

1. Failure to comply with the directions of any College official made in accordance with any posted or published rule or regulation of Ursuline College. This includes refusing to show or surrender College identification and/or other forms of proper ID upon request by a College official acting in the performance of their duties. College officials include, but are not limited to, Campus Safety Services personnel, Residence Life staff, Food Service staff, and other students appointed by the College to act as College representatives.
2. Any act which obstructs or disrupts the orderly operation of the College, including, but not limited to, the living and/or learning environment on campus, teaching, research, academic appeals, disciplinary proceedings, or investigations and/or any other authorized activities or events when it has been determined by the College's Administration that the academic function of the College has been or may be disrupted. This includes any effort by conspiracy, omission or otherwise, to impede, hinder, or improperly influence any academic appeal or disciplinary proceeding.
3. No person or organization may interfere with, disrupt the normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the College or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the right of persons may be proscribed or prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program. Students engaging in activities/behaviors deemed to be disruptive may be asked to leave the academic/social activity and be subject to disciplinary action.
4. Failure to cooperate or appear before any disciplinary body of the College or the Associate Dean for Student Affairs or his/her designee. This includes providing false or misleading information and failing to comply with sanctions imposed by a disciplinary body in a timely manner.
5. Any act of dishonesty including, but not limited to, forgery, unauthorized alteration, destruction or misuse of college documents, records, identification cards or papers, cheating, fabrication, plagiarism, and facilitating or assisting others to commit acts of dishonesty and furnishing false information to a College office or official. This includes statements or information provided to Security, Admissions, the Associate Dean for Student Affairs and/or Residential Life Staff (See Academic Integrity Policy).
6. Violation of other posted or published regulations of Ursuline College, including but not limited to those regulations governing the residence halls, student organizations, the use of all College facilities and/or services, as well as the College's computer services and network.
7. Failure to follow the College's fire drills or other emergency procedures, including disregard for security precautions in the residence halls or other facilities on campus.
8. Misusing financial assistance (aid) through fraud and abuse.
9. Any violation of existing federal, state, or local laws.
10. Any violations mentioned in the New Student Pledge.

B. Sanctions

The administration shall determine in its sole discretion the appropriate sanctions for student misconduct. Possible sanctions for student misconduct include:

1. Warning (oral or written)
2. Probation
3. Restitution

4. Project
5. Loss of Privilege
6. Suspension
7. Removal from Class or Activity - The student may immediately be removed from any class or activity upon causing or threatening to cause emotional or physical harm to others and may be subject to the clearance procedures set forth in the Policy on Threats or Harm to Self or Others.
8. Removal from College Housing
9. Expulsion
10. Legal Action - The College may contact the appropriate legal authorities and may pursue legal action (civil and/or criminal) against the student.

C. Judicial Process

1. The Associate Dean for Student Affairs is the chief administrator charged with enforcement of the student code of conduct. She or he delegates authority in the residence hall judicial board in accord with residence life policies; however, any member of the College community may bring a complaint against a student for violation of the code of conduct. The Associate Dean for Student Affairs or a delegate identified by the Associate Dean is charged to investigate the matter and take appropriate action.
2. An administrative hearing is required in all cases except those involving a warning (See B1). The purpose of the charge is to allow the student an opportunity to challenge or otherwise explain her/his behavior. This is not a legal hearing. The student will be notified of the charge against her/him and of the time and place of the administrative hearing. Failure to appear on the scheduled date and time will result in the judicial hearing being heard in the student's absence. Furthermore, the absence may be interpreted as an admission of responsibility for the violation. Normally the hearing should occur within two weeks of the event in question.
3. A record of disciplinary action taken will be kept in the office of the Associate Dean of Students and/or electronically. Access to the record is governed by the Family Educational Right and Privacy Act of 1974, state law, and college policy.
4. The Associate Dean for Student Affairs or a designee may invoke an immediate suspension whenever there is evidence that the student's presence on campus, at an off-campus educational site or at a college-sponsored activity presents a threat of harm to herself/himself or others, or a disruption of college activities. In case of immediate suspension, an administrative hearing will be convened as soon as

D. Appeal

A student who is expelled or suspended for misconduct may appeal this decision to the Associate Dean for Student Affairs. In the case that the Associate Dean for Student Affairs conducted the initial hearing, appeals should be directed to the Dean for Student Development and Engagement. Any appeal must be made to the Associate Dean for Student Affairs in writing within two weeks (14 consecutive calendar days) of written notification of suspension or expulsion beginning on the day after the student is expelled/suspended and ending on the last day.

E. Applicability of Other College Policies

Please note that the violation of other Ursuline College policies may subject the student to further or different investigative processes, appeal procedures, or sanctions not listed in this handbook.

F. Compliance Including Title IX and Disability Concerns

Ursuline College strives to provide an environment that is inclusive, nurturing, and free of harassment, discrimination and bullying for all students, faculty, and staff members. The College's Harassment and Discrimination Policy and its Title IX Policy (including Sexual Assault, Domestic and Dating Violence, and Stalking) are accessible from the College's Title IX webpage at https://www.ursuline.edu/inside-ursuline/consumer-information/title-ix-compliance.
For more information or to report concerns, please email titleix@gannon.edu.

DEPARTMENTS AND OFFICES

Alumni Association / Office of Alumni Relations

The Ursuline-St. John College Alumni Association represents the interests and needs of our diverse alumni community by affirming the mission, history, traditions, and excellence of the College through innovative programs and services that strengthen alumni ties and encourage lifelong support of our alma maters. The office of Alumni Relations oversees the Association and its advisory board, which includes one student representative. The office coordinates initiatives that promote alumni and student engagement, including Homecoming Weekend, the Outstanding Alumni Awards: Amadeus Rappe Award, Crystal Award, and Rising Arrow Award, and the Gonzaga Student Award. Interested in volunteering with the Alumni Association? Contact the office at alumnae@gannon.edu.

Athletics

Ursuline College sponsors 13 women's sports teams, 3 men's sports teams, and is part of the NCAA Division II, Great Midwest Athletic Conference. The Sister Diana Stano Athletic Center is the home of our Ursuline College Arrows. The building was completed in July 2015. Women's basketball, volleyball, and STUNT teams hold their home contests in the Jane and Lee Seidman Gymnasium. The Women's soccer, lacrosse, softball and flag football programs play their games on our outdoor fields. The tennis team competes on our six on-campus courts. The remainder of our sports are held at various off-site locations. Please feel free to visit any member of the Athletic Department and to attend the various athletic events on campus or off campus. Go Arrows!

All Athletic information and schedules can be found at https://www.ursuline.edu/athletics.

Course Materials

Ursuline College contracts with Follett to make professor approved course materials available for purchase. Materials are available at the virtual bookstore at https://www.bkstr.com/ursulineohstore/home.

Campus Ministry

Sr. Nicole Varnerin serves as the Director of Campus Ministry and can be reached at nicole.varnerin@gannon.edu or 440-646-8337. The Office of Campus Ministry is located in Pilla 204.

The St. Angela Chapel is located on the ground floor of Mullen, next to the Wasmer Art Gallery. Catholic Mass is celebrated every Wednesday at 4:00 pm during the academic year and opportunities for ecumenical worship and mass on Sunday are available. Contact Sr. Nicole for the current Sunday worship schedule.

Vision Statement

Campus Ministry at Ursuline College envisions all students developing in their spiritual growth through contemplation by encouraging their active participation and leadership in prayer, retreats, Bible Study, and reflective and educational resources; and through action by providing them opportunities for participation and leadership in justice activities, volunteering, and service learning, thus preparing students to succeed in life. We celebrate our Catholic and Ursuline identity and also respect and support people of all faith and no faith. We strive to be inclusive in acknowledging and honoring major holidays in other religious traditions and supporting all members of the community in their spiritual growth. We seek to partner with others in creating an environment that reflects and honors the diversity of God's creation.

Mission Statement

Gannon University, a Catholic institution of higher learning, empowers individuals and strengthens

communities through an inclusive, holistic education that cultivates, academic excellence, professional formation, and social responsibility.

Contemplation
Reflecting traditions of Roman Catholic and Ursuline spirituality, the Office of Campus Ministry is dedicated to proclaiming and sharing the Word of God through liturgy, public prayer, moments of reflection, retreats, and passive programming resources.

Justice
Reflecting vibrant and challenging Catholic Social Teaching, the Office of Campus Ministry provides programming and resources that help us engage with current events as they relate to racial, economic, ecological, and social justice.

Compassion

- Reflecting the Corporal Works of Mercy and the preferential option for the poor, the Office of Campus Ministry provides opportunities for the college community to serve the poor, the disenfranchised, and the voiceless.
- Reflecting our commitment as a student-centered community, the Office of Campus Ministry provides pastoral care to students in need, especially those who are grieving the loss of loved ones.

Career Services

The Career Services Department is driven to provide exceptional, personalized support for Ursuline students. The dedicated team of career experts is here to guide students through every step of their career journey. From tailored career counseling and resume-building workshops to interview preparation and job search strategies, Career Services offers a comprehensive range of services to help students achieve their professional goals. With a commitment to student success and a focus on individualized support, Ursuline College is the ideal partner for preparing for a bright and successful future. For more information, please contact Matt Dodd, Director of Career Services, at matthew.dodd@gannon.edu.
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Compliance

Compliance Including Title IX and Disability Concerns
Ursuline College strives to provide an environment that is inclusive, nurturing, and free of harassment, discrimination and bullying for all students, faculty, and staff members. The College's Harassment and Discrimination Policy and its Interim Policy on Sexual Misconduct (including Sexual Assault, Domestic and Dating Violence, and Stalking) are accessible from the College's Title IX page at https://www.bkstr.com/ursulineohstore/home. For more information or to report concerns, please email titleix@gannon.edu.

Counseling Services

Ursuline's Office of Counseling Services provides an intake assessment and personal counseling by licensed clinicians. All counseling services are private, confidential, and at no additional charge. Should the assessment process determine that your mental health needs require more intensive treatment or a specialized approach to wellness, our clinicians will make community referrals in an attempt to best meet your needs. Offices are in Mullen 130. Information for Counseling Services can be found at https://www.ursuline.edu/student-life/personal-counseling.

Course Materials

Ursuline College contracts with Follett to make professor approved course materials available for purchase. Materials are available at the virtual bookstore at https://www.bkstr.com/ursulineohstore/home. If you have questions, please contact Marie Herlevi at marie.herlevi@gannon.edu.

Disability Services: Accommodations for Students with Disabilities

Ursuline College recognizes disability as a valued aspect of diversity. The Office of Disability Services collaborates with students, faculty, and staff to cultivate an inclusive and accessible living, learning and working environment.

Disability Services is responsible for working with and providing services to students with documented disabilities. Disability status is defined by the Americans with Disabilities Act (ADA). The ADA defines a person with a disability as someone who has a physical or mental impairment that substantially limits one or more major life activities or has a history or record of such an impairment (such as cancer that is in remission).

Common disabilities for students seeking accommodations include learning disabilities, allergies, diabetes, asthma, post-traumatic stress disorder, anxiety disorder, hearing loss or deafness, autism, traumatic brain injury, blindness or low vision and mobility disabilities. This also includes temporary disabilities like concussion, surgery, a broken bone or a sport-related injury. Students seeking accommodations related to pregnancy should work directly with the Title IX Coordinator at titleix@gannon.edu.

Academic Accommodations

We engage students in an interactive process to determine which accommodations are appropriate and how they can be utilized. Students should contact Disability Services if they believe they qualify for accommodations. Disability Services will request that the student provide medical documentation from a qualified healthcare provider that details the reasons and recommendations for accommodations based on disability status. Common academic accommodations include extended time on tests, reduced distraction testing environment, use of assistive technology, textbooks in alternative formats and excused absences for medical reasons. Disability Services provides support for students and faculty for testing accommodations with placement and licensure exams, as allowed by the governing body of the exam. Testing arrangements are made between the student, the instructor and the Disability Services and Testing Center Coordinator. Students are responsible for scheduling any exams or quizzes they want to take in the Testing Center. To schedule each exam, students need to complete a Test Arrangement Form with the course instructor. Completed Test Arrangement Forms should be emailed to testingcenter@gannon.edu at least 3 business days prior to the exam date for regular exams and at least one week prior to the exam date for final exams.

Students that need to seek a withdrawal from courses due to medical reasons should work with their academic advisor and Disability Services. Disability or medical reasons do not need to be shared with any faculty or staff outside of the Office of Disability Services.

If medical exemptions or accommodations are needed for a clinical placement site, students should work directly with Disability Services to provide needed documentation. Disability Services, with appropriate faculty, will work with the clinical partner to determine if accommodations are appropriate and reasonable.

Housing Accommodations

Accommodations for residential students in the dorms is requested through Disability Services. If you are interested in learning more about common housing accommodations and the process for requesting such accommodations, please contact Disability Services. Students will have to submit medical documentation just as is required for academic accommodations.

Emotional Support Animals

Pets are not permitted on campus at any time. If a residential student wants to pursue having an emotional support animal as a housing accommodation, they are encouraged to reach out to

Disability Services to discuss documentation needed and owner responsibilities. An emotional support animal (ESA) is an animal that provides support to individuals with a mental health or psychiatric disability. Emotional support animals are not required to be trained. ESAs are only permitted in residential quarters. ESAs are not permitted at athletic events or in any other buildings on campus.

The FOCUS Program
FOCUS is for students with disabilities who want additional support beyond reasonable accommodations. The FOCUS program is a fee-paid comprehensive program. The goals of the FOCUS program include providing a smooth transition to college life, helping students learn to apply the most appropriate learning strategies in college courses, and enhancing students' self-advocacy skills. Students meet with staff in Disability Services at specific times to review classes, assignments and any issues related to their disability. FOCUS students also get priority registration for classes, co-advising for registration and help accessing other support services like tutors. For more information about the FOCUS program contact the Director of Disability Services at 440-449-2046 or by visiting their office in Mullen 130.

Fitness Center
The Fitness Center is located in the Sr. Diana Stano athletic building. The policies for the fitness center are as follows:

- The facility is open only to Ursuline college students, faculty & staff. Alumnae can also use the fitness center for an annual fee. Your Ursuline college id card is used to access the fitness center. The fitness center is partially staffed by work-study students throughout the academic year. A waiver must be signed prior to using the fitness center. You obtain/sign a waiver online or pick up a paper copy on the second floor of the athletic center. Once a waiver is signed a student's id will be activated for access to the fitness center. Fitness center hours are Monday through Friday 6:00am-1:00pm; Saturday and Sunday 9:00am-1:00pm and 2:00pm-6:00pm. The fitness center is closed when the college is closed on college holidays, snow days or any other day the college is closed (see link below for any updates).

Please exercise care when using the fitness center. Any person who chooses to enter or use the fitness center does so at his or her own risk. Ursuline College and its employees are not responsible for any injuries that may occur while using this equipment.

- Ursuline College is not responsible for lost or stolen items. A lost & found is located at the lower level of the athletic center.
- If there is a problem of any kind with the equipment, please notify a fitness center worker, or director of athletics, or call 440-646-8308.
- Please be observant and courteous when others are waiting to use the equipment. The center is available to the entire college community, but our students have priority for use.
- Please try to keep use times on cardiovascular equipment to a limit of 30 minutes during peak times. Locker rooms are available for changing, showering, and storing items while using the fitness center. The locker rooms are located on the first floor of the athletic center in the locker room hallway.
- They are labelled men's locker room and women's locker room. No locks may be left on the lockers in the locker rooms except for when using the fitness center.
- No guests are allowed. Any person who gives guests access could have their use of the facility revoked.

Please help us to keep your fitness center a great place to work out by following the guidelines and regulations. https://ursulinearrows.com/sports/2015/11/2/gen_1102151436.aspx

Library – Ralph M. Besse Library
Phone: 440-449-4202
https://www.ursuline.edu/library

Office of Community Engagement and Belonging
The Office for Community Engagement and Belonging is dedicated to fostering a campus culture where every member of the Ursuline College Community is valued, respected, and empowered to thrive. Through visionary leadership, collaborative partnerships, and intentional programming, the Office seeks to heighten cultural, ethnic, and social justice awareness while advancing the College's core values and commitment to inclusive excellence. The Office strives to strengthen intergroup relations and expand the institution's commitment to equal opportunity, supporting the success of students, faculty, and staff from all backgrounds. Through educational initiatives, community engagement, leadership development, and celebratory programs, we cultivate an environment of belonging that honors diverse perspectives, promotes mutual understanding, and encourages meaningful dialogue. By recognizing and celebrating the rich diversity already within the Ursuline College community, the Office of Community Engagement and Belonging works to create a welcoming campus where equity, respect, and shared responsibility inspire personal growth, academic achievement, and community flourishing. The Assistant Vice President for Community Engagement and Belonging works with other offices as needed to assure compliance with applicable federal, state, and local laws as well as enforce college policy, processes and procedures that inform and implement the College Strategic Plan, specifically in areas that relate to belonging. Pursuant to the College's Harassment and Discrimination Policy, located at
https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicyrev.9.10.26.pdf

The College has designated the Dean of Student Development and Engagement, Title IX Coordinator or their designee to coordinate and oversee its civil rights compliance efforts and to investigate and resolve all complaints of harassment, discrimination, and retaliation brought under this policy.

The Office for Community Engagement and Belonging strives to create a welcoming environment for our international students as they become accustomed to living on campus and in a new country by offering resources and social support while making sure each student is compliant with Federal guidelines. To ensure this, we make sure that their SEVIS records and VISAs are active and updated when necessary. We also assist the students as they navigate the process of finding employment opportunities in the form of Curricular Practical Training or Optional Practical Training and provide updated travel information so they can stay safe and secure during their travel over breaks in and between semesters.

Contact the Office for Community Engagement and Belonging at 440-684-6085 or visit Pilla 201 for more information, for individual assistance, or to participate in any office programs or activities.

Student Engagement and Orientation
The Office of Student Engagement and Orientation (OSEO) supports the successful transition of new students to the Ursuline College community through holistic, co-curricular opportunities that transform students for service, leadership, and professional excellence.

OSEO includes the Office of Student Activities, which exists to educate, encourage, and empower student leaders through campus programs and traditions.

Ursuline College recognizes the vital contribution that student organizations make to the quality of life on campus. Recognizing that students are free to organize and join associations to promote their common interests, Ursuline College herein has defined the policy and procedural steps for the

voluntary registration of such organizations.

Registration is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization by Ursuline College. The registration procedure ensures that all registered organizations within Ursuline College can, on an equitable basis, obtain services and benefits which are associated with formal registration.

Definitions
A student organization has been defined as a group of Ursuline College students who unite to promote their common interests. Such groups are not officially registered student organizations until they comply with the provisions of this document and are examined by the Committee on Student Organizations (hereafter referred to as COSO) to be compatible with the mission of Ursuline College.

Responsibilities
As a registered organization at Ursuline College, organizations assume the following responsibilities:

- To increase the cultural and/or social life of the Ursuline College community.
- To sponsor and supervise all their programs.
- To assure that facilities are used for the purpose which they were scheduled.
- To assure that all promotion and advertising of events involving the use of college facilities shall identify the individual and/or group sponsor of the event.
- To take reasonable steps to ensure that all activities of the organization comply with local, state, and national laws as well as Ursuline College policies and regulations.
- To clearly advertise any affiliation with an outside organization or agency during recruitment and/or any public campus event.
- To seek the approval of the Office of Student Activities to solicit students for money, goods, or services.
- To appropriately manage their money. All monies need to be kept in a college account. Organizations may not establish an external bank account.
- To reimburse Ursuline College for damage to college property or facilities, including such items as cleanup costs, damaged property, or other contingencies related to the utilization of the facility.

Membership must be open to and limited to all students at Ursuline College, although organizations may add requirements for membership. Example: A singing group may audition its members to ensure good voices.

All officers of all student organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout the term of office. Officers are required to be enrolled for at least 6 credit hours each semester during their term of office. Students who are not in good standing may be removed from office by COSO.

Registration Requirements

Registration forms are available in the Office of Student Activities.

To be registered, organizations:

1. Must have at least 5 registered Ursuline College students.
2. Must not duplicate the services of other student organizations already registered with the College.
3. Must prepare a constitution.
4. Must complete the new Ursuline Student Organization Application including the organization's name and purpose.
5. Must designate the Official Representative on the Application for Registration. This person is

usually the president, chairperson, coordinator, or leader of the organization. This person must have completed at least 6 credit hours at Ursuline College. The Official Representative is the primary contact with the College and will be listed as the organization contact in all publications. The Official Representative must be a full-time registered student at Ursuline College. If the Official Representative changes, it is the group's responsibility to inform the Office of Student Activities and to file a Change of Representative form.

6. Must have a mission consistent with the College's. Petitioning organizations must articulate their purpose and must indicate their plans for community service. One project minimum per academic year is a required component of all organizations.
7. Must clearly define membership requirements.
8. Must complete the Registration Form. By signing the form, the organization agrees to:
   - Abide by all College policies, particularly those listed in the Student Handbook.
   - Permit the Office of Student Activities to verify that the members are eligible to participate in student organizations at Ursuline College.
9. Must complete the Handbook Update Sheet. This sheet will be used for inclusion in the Student Handbook/Planner listing of Registered Student Organizations.
10. Must find an advisor. An advisor must be a full-time faculty member or administrator who agrees to sponsor registration with the College. Have the advisor fill in the related information and sign on the data sheet, Handbook Sheet, and Application for Registration. By signing forms, the advisor:
    - Attests that a minimum of 5 students are genuinely interested in forming the organization.
    - Agrees to have the student organization abide by college policies.
    - Agrees to provide continuity for the organization through active participation from year to year.
    - Agrees to act as signatory for any College funds allocated to the organization, following College purchasing and expenditure policies.
11. Must submit all necessary forms to the Office of Student Activities.
    - Must submit student organization registration renewal documents each fall semester.
    - Must submit an updated Student Organization Roster at the beginning of each semester of the academic year.

Registration Benefits

The following benefits are currently available to those student organizations officially registered with COSO:

- Eligibility for funding from the Office of Student Activities
- Participation in the Student Activities Fair
- Use of designated College meeting areas
- Use of College Print Shop services
- Use of College Media Center's equipment and set-up
- Use of Maintenance and Security for event arrangements
- Participation in the Student Activity Resource Fair
- Eligibility for inclusion in student publications
- Expertise of a faculty/administrator Advisor
- Use of Office of Student Activities as a resource
- Eligibility for inclusion of organizational events in the Student Handbook
- Listing in the College Student Handbook
- Ability to host approved events and activities including, but not limited to, fundraisers and donation collection drives
- Listing on the Student Organization page of the Ursuline College website

General Policies

- When planning programs, events, fundraisers, or collections, student organizations need to

contact the Coordinator of Student Activities to make necessary arrangements for support and assistance. This should be done in as timely a manner as possible to avoid duplication of efforts among organizations.

- Organizations designed for a temporary purpose may be refused registration based upon their nature.
- Religious organizations requesting registration must be submitted to Ursuline College's Campus Ministry for review and opinion prior to review by COSO.
- Organizations that wish to apply for allocations must submit funding requests to the Office of Student Activities
- Registered student organizations will be reviewed at least every three years to ensure compliance of their activities with their constitution and the consistency of their constitution with the mission and goals of Ursuline College and its Catholic, Ursuline character. The purpose of the review is to make sure the original intent of the student organization has not been altered.
- Groups must submit a list of current officers every year to confirm that they are active, have student leadership, and are abiding by current policies and procedures.

COSO will be composed of the Sr. Coordinator of Student Engagement and Orientation, Coordinator of Student Activities, Director of Campus Ministry, and Director of Residence Life. The functions of COSO are to study and to recommend policies about student organizational life; to determine criteria for the establishment of student organizations; to hear petitions for college registration of new student organizations; to evaluate the achievement of student organizations; and to act as the sanctioning body in the event that a student organization violates the rules and responsibilities listed in the Student Handbook.

Registered student organizations must follow policies outlined in the Student Organization Resource Manual provided to each organization president and advisor and located on the Student Activities website.

COSO reserves the right to revoke the organizational status of any student group found in violation of said rules. The process of appeal will be to the Associate Dean for Student Affairs. Finally, the Committee is expected to do such other things as may be required for the proper functioning of student organizations.

Student Bulletin Board Posting Policy

Bulletin Board Posting Policy

- All postings must be delivered to and stamped by the Office of Student Activities (Pilla 209). Postings may also be sent in PDF format via email to receive electronic approval. Any postings not approved by the office of Student Activities will be removed.
- Postings may only be placed in designated areas. There are 12 locations available for posting, 3 of which are Community Boards. The list of locations follows the description of the policy. All Student Activities bulletin boards will be identifiable by a "Student Activities" sticker adhered to the board.
- Community Boards can contain postings directly related to Ursuline College (student organization events, college office programming, etc.) as well as other opportunities (housing and career offerings, items for sale, mentorship opportunities, etc.) not exclusive to the city of Pepper Pike.
- All posting on Community Boards will be monitored and refreshed each month. All postings must be appropriate for the Ursuline College community, anything posted contrary to our rich values will be removed.
- Posting for events and other campus activities should be displayed for a maximum of three weeks. Course information, academic programs, etc. may be displayed for the duration of a semester. Any postings that are worn, torn or otherwise distressed should be replaced sooner. The expiration date of all postings must be marked clearly in the lower right hand

corner.
- One poster per event on each bulletin board is permitted.
- Posting indicating classroom assignments/changes and media/computer placements are only permitted on the small strips immediately adjacent to classrooms.
- Posting is not permitted on woodwork, doors, windows, walls, or bulletin board frames.
- There shall be no posting of notices on trees, buildings, utility poles, or campus sidewalks.
- Sidewalk-chalk is permitted on sidewalks only.
- Posters, promotional materials or decorations may not be suspended from any light fixture.
- Promotional materials cannot be suspended across corridors of building, on the outside of buildings or between structures without special permission from the Facilities Department.
- Only pushpins are permitted for postings. Taped or stapled items will be removed.
- Postings must clearly indicate the sponsoring organization and include a contact person or office and phone number.
- All postings must be removed by the sponsoring organization within 3 days after the event.
- Any posting that does not have the required expiration date or official Student Activities stamp of approval will be removed.

Bulletin Boards

Pilla
First Floor
- On the kiosk near elevator (***Community Board***)
- Outside Pilla 136
- One outside Pilla 137

Second Floor
- 4x4 at west entrance on left wall in hallway

Dauby
Lower Level
- 6x4 at South end between stairwell entrance (***Community Board***)

First Floor
- 4x4 at north entrance, through doorway by glass case
- 6x4 in place of painting over bench

Mullen
First Floor
- 8x4 on wall opposite of vending machine near St. Angela Chapel
- 6x4 on blue wall in Hallway from Besse Library (***Community Board***)
- 4x4 across from elevator by the loading dock

Second Floor
- 6x4 across from lounge area by 213-214

Third Floor
- 4x4 between elevator and stairwell

Solicitation Policy
Only organizations or vendors who have been invited by an Ursuline College department, office, or recognized student organization are permitted to solicit on campus. Organizational sponsorship should always be identified/advertised by a sign on or near the table.

Student Involvement Opportunities
The following student organizations are registered for the 2025-26 academic year. If you are interested in getting involved with a student organization and would like to get connected for more

information, please email Student Activities at ucstudentactivities@gannon.edu. Please note that many organizations will be actively recruiting in the fall, and some may elect officers in early spring. To keep abreast with the latest, be sure to keep an eye out for organizations posting meeting times or programs around campus throughout the academic year.

- **Arrows Book Club**
  Welcome to Arrows Book Club, Ursuline College's first book club! Arrows Book Club combines the tradition of reading and thoughtful discussions with creative, engaging activities designed to spark conversation and inspire fresh ideas. Our mission is to connect readers across campus and encourage exploration of new literary worlds within the Ursuline community.
- **Black Student Union**
  The purpose of BSU is to promote the recognition and involvement of African American students on the campus of Ursuline College with the intention of creating a strong voice on campus, influencing decisions regarding students' experience on campus, and promoting both academic and extracurricular programs to enhance and increase knowledge and appreciation of cultural diversity. We welcome all students to celebrate, learn, and grow with us as we embrace the richness of our community. Come partake and enjoy the culture!
- **Fashion Focus**
  Membership is open to all students who have an interest in fashion and the fashion world. Members host a variety of speakers from the industry and participate in field experiences in retailing. Each year the group creates special projects to participate in and thus, increase their experience in the world of fashion for their resumes.
- **Fellowship of Christian Athletes**
  The Fellowship of Christian Athletes (FCA) meets bi-weekly in the St Angela Chapel. Our vision is to see the world transformed by Jesus Christ through the influences of coaches and athletes. We engage, equip, and empower athletes and coaches to know and grow in Christ and lead others to do the same. FCA is a part of Campus Ministry at Ursuline College.
- **Inscape**
  Ursuline's fine arts annual is published every spring. Students, faculty and staff are encouraged to contribute fiction, poetry, plays, autobiographical sketches, essays, reviews, photography and artwork by December 1 of every academic year.
- **Latino Student Alliance**
  Join our vibrant community dedicated to celebrating Latino culture and supporting each other's academic and personal growth. Stay tuned for exciting updates, upcoming events, and opportunities to get involved
- **Morgan's Message**
  The purpose of Morgan's Message is to strive to eliminate the stigma surrounding mental health within the student-athlete community and equalize the treatment of physical and mental health in athletics. The Ursuline College Morgan's Message Club aims to expand the dialogue on mental health by normalizing conversations, empowering those who suffer in silence, and supporting those who feel alone – both athletes and non-athletes alike.
- **Programming Board**
  The Programming Board promotes unity among Ursuline students and works to create an exciting campus environment by providing all inclusive entertaining activities.
- **Sister Dorothy Kazel Club for Systemic Change**
  The Sr. Dorothy Kazel Club for Systemic Change aims to keep the memory of Sr. Dorothy Kazel alive through working for systemic change in our world. Her life inspires us to act on issues relevant to today's world, especially focusing on structures that marginalize people. Our goal is to educate ourselves and the community through service, solidarity, education and awareness, prayer, advocacy and mediation work, letter writing to our Representatives, dialogue, and strategic collaboration. We aim to support each other in our work for justice and embrace each other with understanding as a judgement free environment. We believe we

have the power to make a difference in working towards a better world just as Sr. Dorothy Kazel made a difference.

- **Student Nurses of Ursuline College (SNUC**)
  The purpose of SNUC is to assist nursing students to be aware of and contribute to improving the health care of all people. The organization is comprised of action-oriented students who are committed to promoting SNUC's mission of improving healthcare through community change. Membership in SNUC is open to all undergraduate nursing students in traditional and accelerated programs who want to engage in service with their local communities. As a local chapter of the National Student Nurses Association (NSNA), students are also eligible to become members of NSNA and the Ohio Student Nurses Association (OhSNA), which provide opportunities to engage with nursing students at annual conferences. Students will receive challenging learning experiences and enjoyable relationships founded upon our shared values.
- **UC Pride**
  UC Pride provides a space for both LGBTQ+ students and allies who support LGBTQ+ rights to come together as one unified community through educational opportunities and extracurricular programming. UC Pride strives to help both LGBTQ+ students and other individuals find a voice to express themselves. The values of acceptance, equality, and fairness are stressed with the vision of helping students from all walks of life feel comfortable on campus.
- **US2**
  US2 (Ursuline Students of Science) organization provides for the particular needs of students seeking careers in the science and healthcare fields. The group provides a forum for obtaining information regarding admissions to professional and graduate schools as well as opportunities to explore other careers in science and medicine. There are opportunities to participate in field trips, fundraisers, and speakers that come and talk on topics related to the science and health care communities of today. This group seeks to help students move from undergraduate studies to higher educational goals and professional careers.
- **U-Earth**
  U-EartH (Ursuline Endless Art Healing) is the student organization dedicated to informing, educating, and attracting people to the field of art therapy. Students help the community explore their personal values and provide opportunities for art expression. The organization also plans the annual Color Run, Walk, and Roll in the fall to raise funds for student scholarships.

Student Service Center

The Student Service Center, One Stop, is located in room 203 of the Mullen Building. The Student Service Center represents the Registrar, Bursar and Financial Aid Offices. They handle the general functions of these three offices. This would include but not limited to registration, adding/dropping courses, transcript information, verification of enrollment, tuition payments, deferments, payment plans, tuition and fee questions, award packages, scholarships, loans, financial aid forms and questions, Student ID cards, book vouchers, locker rentals, parking permits, check cashing, Work Study, and refund checks, etc.

The Student Service Center can be reached by phone at 440-646-8309 or in person during the following hours:

Monday-Friday	8:00 a.m.-4:30 p.m.
Saturday-Sunday	CLOSED

Account Payment

All student tuition, course fees, and room/board charges must be paid, or arrangements made by the first day of the semester. Payments may be made by online, US Mail or in person at the Student

Service Center. Credit card payments and electronic check transfer are available for online payments only. Cash, check, and money orders can be accepted in Office or via US mail. The college offers both a four and a five-month payment plan per semester. The cost to participate is $25.00 per semester. The payment plan is only available for fall and spring semesters. Payment plan forms are available in the Student Service Center and downloadable from their webpage.

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

Statements are emailed each month to all students with unpaid balances. **A one percent service charge is assessed on any unpaid balance once the semester begins. Students are restricted from registering for the next semester or participating in Commencement Ceremonies until all financial obligations are met.**

Drop Box
Students may drop off non-cash payments and financial aid and registration paperwork to a secured drop box available outside of the Student Service Center.

Wasmer Gallery
The Florence O'Donnell Wasmer Gallery, named after a distinguished alumna and in keeping with the Mission Statement of Ursuline College, seeks to present fine art to the local and surrounding community with an emphasis on expanding awareness of the full range of the fine arts. Incorporating work from the history of art, contemporary work, architecture, furniture, theatrical arts, performance, and installation art as well as the traditional drawing, painting and sculpture in its schedule, the Gallery encourages dialogue between artists, curators, students, and the general public through educational programs presented with the exhibitions.

Women's Center
The Women's Center has a commitment to empower and engage women in two significant ways: (1) The center provides a forum for exploration of the role of women in the 21st century society; (2) The center provides services, resources, and referrals that address the needs of students, faculty, and staff – particularly women – that arise when attempting to balance work, family and professional obligations, in order to achieve both personal and professional success. For more details, please see visit https://www.ursuline.edu/student-life/womens-center.

SERVICES

Carpool Information/ Commuter Information
Are you interested in carpooling to school? Are you just looking for a way to communicate with other commuters? Visit "My Ursuline" on the Ursuline website and join the commuter student group.

Card Swipe System
Student, faculty, and staff ID cards have the ability to be used for purchases in Pilla Dining Hall and the Bookstore. Money may be placed on the card in the Student Service Center (Mullen 203). Cash, check, and credit card payments are accepted.

Commencement
Ursuline College holds one commencement each year in May. It is for students who have completed their studies in September through December of the previous year and January through August of that year. All commencement information can be found on the Ursuline website at

https://www.ursuline.edu/student-life/commencement.

Everbridge Emergency Alert System

What is Everbridge? Everbridge is a mass notification system that allows the College to quickly share important safety information and emergency alerts with you through email, text, phone, and the Everbridge app. It helps ensure you receive timely updates in the event of a weather closure, campus emergency or other urgent situation. Your campus email address has automatically been registered to receive these notifications.

Important: Download the New Everbridge 360 App
Gannon University and Ursuline College use Everbridge to send important emergency notifications to students, faculty and staff on all three campuses. The recent storms have highlighted the importance of staying connected with the University to receive real-time updates on campus conditions.
To make sure you receive these messages when they are sent, everyone is strongly encouraged to download the new Everbridge 360 app and confirm that a current cell phone number is listed in the system.

If you currently have the previous Everbridge app, **you will need to download the new Everbridge 360 app.**
Please take these steps:

1. Download the Everbridge 360 app from your device's app store.
2. When setting up Everbridge 360, you will be asked for your organization code:
   Gannon University: Gannon-GU
   Ursuline College Campus: Gannon-UC
3. Sign in using your Gannon University credentials with the Single Sign On options.
4. Confirm that your cell phone number is listed and up to date.
5. Make sure push notifications are enabled so emergency messages can reach you as they are issued.

You can also update your contact information and communication preferences through the Everbridge Member Portal:
Ursuline Everbridge Member Portal

Having a current cell phone number and enabled notifications is critical to receiving emergency messages in a timely manner.

Please download the new app and verify your information today.

Thank you for taking this important step in helping us keep our campus community safe.

Food Service

https://www.ursulinemetz.com/
Pilla Dining Hall is operated by Metz Food Service and is open only when the College is in session for the regular academic year. Commuters, faculty, administrators, staff, friends, and family are welcome to purchase a meal (the prices are very reasonable!). Standard operating hours for food service during the academic year are as follows:

Pilla Dining Center Monday – Friday

Breakfast
7:30am to 10:00am (Full Breakfast)
10:00am to 11:00am (Continental)

Lunch
11:00am to 1:30pm (Full Lunch)
1:30pm to 3:30pm (Light Lunch)

Dinner
4:30pm to 8:00pm (Full Dinner)
4:30pm to 7:00pm (Fridays)

Pilla Dining Center Saturday – Sunday

Brunch
11:00am – 1:00pm

Dinner
5:00pm – 6:30pm

On designated holidays when resident students are not required to leave the halls, but the college is closed, i.e., Labor Day, dining services will follow the weekend schedule. Brunch between 11:00am-1:00pm and dinner from 5:00-6:30pm.

To Go Container Policy: In order to help reduce consumer waste in the dining hall, Ursuline College and Metz Culinary Management will be charging $.40 per "disposable to-go" container. As an alternative to the standard single-use disposable container they offer, at cost, an eco-friendly reusable "to-go" container. These durable containers can be brought to the café for any meal service when you are not able to eat-in. Reusable "to-go" containers cost $5.45 for a 3-compartment clam shell and $2.75 for a 12 oz. soup/cereal container; these are the only reusable containers approved for the dining hall.

Health Insurance

Although we expect all students to have health insurance and insurance they can afford, we do not have an agreement with any agencies. An opportunity for affordable health insurance may be available through https://www.healthcare.gov/.

Ursuline College does expect all international students to have health insurance while they are active students. International students may choose whatever health insurance plan that works for their situation. However, if you are looking for somewhere to start, we have partnered with International Student Insurance (ISI) to offer some guidance on affordable plans. Check out their health insurance options here:
https://www.internationalstudentinsurance.com/school_requirements/3917/Ursuline_College.html

Lactation and Wellness Room

The Lactation and Wellness room (Pilla 212B) is a private space provided by the Ursuline Women's Center. It is open every day from 8:00 am - 8:00 pm. The room includes a glider, mini-fridge, lockers, sound machine, bottle drying rack, outlet, and access to a computer. It is located next to the Women's Center which has a private bathroom as well as a small kitchenette (sink, microwave, additional mini fridge). Request a time at Lactation Space Request Form – Fill out form.

Locker Rental

Lockers are available to students so that they may store their personal belongings. Lockers may be rented per semester or for the entire year (summer not included). Lockers are located on the lower level of the Mullen Building, near the Commuter Lounge. To obtain a locker you must complete a

locker request form, available in the Student Service Center, Mullen 203. Once the request form has been submitted, a locker number will be assigned, and the student will be notified within 3 business days via their Ursuline email account. Students must provide his/her own lock. At the conclusion of the rental period, locks and all locker contents must be removed by the end of finals week. Shortly afterward, locks will be cut off and all locker contents will be removed and discarded.

Lost and Found

Remember to take proper precautions to protect your valuables; do not leave valuables unattended in the classroom or any other public area at any time. Ursuline College is not responsible for any loss of personal property.

If you have either lost or found an item on the UC campus, the guidelines below will help you turn it in or check whether it has been discovered.

Found Items

- If you encounter a personal item that appears to have been left behind, please look around to ensure it is not just temporarily unattended.
- If you determine it is lost, please call security at 440-221-9025, a security officer will meet you and accept the item.
- Security staff will record the name of the individual, a description of the item, and where and when it was found.

Storage

Items of limited value such as water bottles, umbrellas, gloves and small articles of clothing will be stored in the security office.

- Items of value such as phones, laptops, and watches will be held in UC Security Supervisor's office. Contact richard.thompson@gannon.edu or 440-221-9028.

Owner Identification and Retrieval

- If an item contains identification or contact information, security staff will attempt to notify the owner.
- Owners will be required to confirm ownership by providing a description of the item at minimum. Proof of ownership may be required in some cases.
- The UC security office will maintain a record of valuable items turned in and retrieved.

Please direct questions about lost or found items or this policy to UC Campus Security at richard.thompson@gannon.edu or 440-221-9028.

Student Identification Cards

Purpose of Identification Cards

Each undergraduate and graduate student at Ursuline College is issued a Student Identification Card (Student ID card). The Student ID card serves as proof of status with Ursuline College and provides access to many resources provided by and available through the College community such as food service, computer labs, use of the College library, Campus Center facilities, and other services on campus. All students must maintain and carry a current Student ID card for the entire period that they are affiliated with Ursuline College.

Obtaining the Student ID Card

Student ID cards are issued by the Student Service Center located in room 203 of the Mullen Building during regular office hours. The initial Student ID card is issued FREE of charge. Student ID cards are valid for a student's entire career at Ursuline College and are validated each year with a validation sticker available in the Student Service Center.

Replacement Cards
There is a $10 fee payable at the time of reissuance for replacement of a damaged, lost, or stolen Student ID card. To request a replacement card, a student must present to the Student Service Center a government-issued picture ID or passport.

A $10 fee is assessed and payable at the time of reissuance for a request for a name change, resulting in the issuance of a replacement card. If it is determined that a name is incorrect due to the College's error, no charge will be assessed to the cardholder for a replacement when the older card is returned. To request a replacement card, a student must present to the Student Service Center the current Student ID card and a government-issued picture ID or passport.

Safeguards
The cardholder is responsible for the care and safekeeping of the Student ID card. The Student ID card should be protected and carried by the student at all times. Protecting the Student ID card reduces the risk of abuse related to privileges; funds associated with the Student ID card and extend the life of the Student ID card. Holes should not be punched in the Student ID card and the use of stickers, pins, or other items affixed to the Student ID card is prohibited. The magnetically encoded information on the Student ID card may be protected by keeping the card away from magnetic fields. No one other than the student to whom the card is issued is to use the Student ID card. The Student ID card is the property of the Ursuline College and must be presented upon the request of an appropriate College staff member.

Any transfer, alteration, falsification, or forgery of a Student ID card constitutes a violation of college policy and may result in an appropriate disciplinary action to be determined by the Office of Student Affairs. In addition, fraudulent or illegal use of the Student Identification Card may result in criminal charges and/or civil proceedings.

Disclaimer
Ursuline College is not liable for financial or criminal repercussions associated with lost, stolen, damaged, or fraudulent use of the Student ID Card. Information contained on and in the Student ID card, including but not limited to the picture, will not be released to persons outside Ursuline College unless required by law, in response to a valid court order or subpoena, or upon the execution of a written release signed by the cardholder. The information contained on and in the card will only be used by Ursuline College for College business or for internal College purposes. Exceptions to this rule include use of the information contained on or in the card to assist in the personal protection of any person, or to comply with federal, state, or local laws.

RESIDENCE LIFE HANDBOOK

Welcome to Residence Life at Ursuline College

Being a part of a residence hall community gives you the opportunity to learn about living with those who are both different and like yourself. Learning to work with these differences and discovering these similarities are very important parts of your education at Ursuline.

Mission Statement

To create a living learning community that promotes the holistic development of students. The residence halls provide an environment for students to interact with diverse populations, engage in leadership opportunities, and explore their identity. Students are responsible for respecting each other, managing conflict, taking ownership of communal space, and working together to create social and educational experiences for all.

Vision Statement

Consistent with student development philosophy and the outcomes of an Ursuline education, the vision of the Office of Residence Life is for every resident to gain real life relationship experience. This real-life relationship experience will encourage skill development in collaboration, conflict management, and problem solving for students who are living and working with a diverse population.

Community Living Standards

- Residents have the right to study and sleep without interference, noise, or distractions.
- Residents have the right to personal privacy.
- Residents have the right to live in a clean environment.
- Residents have the right to have guests once roommates establish guest visitation guidelines within their shared room.
- Residents take responsibility for their guest's behavior.
- Residents have the right to express concerns to the Residential Life staff.
- Residents have the right to address grievances/concerns with each other.
- Residents must respect their roommate and their belongings.
- Residents have the right to their own unique interests and values.
- Residents have the right to be free from intimidation and physical or emotional harm.
- Residents have the right to expect reasonable cooperation from both their roommate, and members of the community.

Residence Life Staff

Ursuline College employees a Director of Housing and Residence Life, and a Coordinator for Residence Life and Housing Operations, who are full-time Student Affairs Administrators that oversees housing operations and residential student development. To further enrich the college experience, Ursuline College staffs its residence halls with Resident Assistants (RAs), trained undergraduate students who, in addition to administering the halls and working to create a vibrant community, will assist with personal and academic issues. The staff knows the College community resources and is fully committed to helping each student benefit from the college experience.

Residence Hall Policies and Procedures Addressing Policy Infractions

As we are a living-learning community, our expectation is that all members of the community will use their voices to respectfully address each other regarding conflict or policy violations. However, after addressing the situation, if the matter persists, the resident may enlist the help of a Resident Assistant. Residents can contact the Resident Assistant (RA) on duty by calling 440-221-2814 on weekdays starting at 5:00PM through 8:00AM the following morning, or throughout the weekend starting at 5PM Fridays through 8AM Monday mornings. Please do not text an RA using her/his personal cell phone number. Inappropriate use of an RA's personal cell phone number for residence life related questions and concerns does not demonstrate "respect for the

individual." Residents may contact a member of the Residence Life administrative team between the hours of 8:00AM-5:00PM on weekdays when the college is open or may email the Res Life Team at UC_ResidentAssistant@gannon.edu. Residents are expected to be aware of all Residence Hall policies and procedures and should be familiar with the Ursuline College Student Code of Conduct. Ignorance of college policy is not an acceptable excuse for policy violations.

Air Conditioners
Students are not permitted to install any type of air conditioner (window, portable, etc.) in their residence hall rooms or suites. Air conditioners are prohibited to prevent electrical overload, fire hazards and window damage. Residents that would like to request an disability-related housing accommodation for air conditioning should contact the Office of Disability Services. Fans (box, oscillating, pedestal, etc.) are permitted. Ceiling fans are not permitted.

Alcohol Use
Please refer to the Alcohol and Drug Policy found in the College Policies section of the Ursuline College Student Handbook. It is most important for resident students to know:

- Ursuline College is a dry campus, meaning that no person, regardless of legal drinking age or not, shall consume, purchase, or be served any alcoholic beverages.
- No alcoholic beverage is permitted in any of the residence halls. The Family Educational Rights and Privacy Act (FERPA) permits institutions to directly contact parents or legal guardians of students under the age of 21 who are found responsible for violating Ursuline College policy around the use or possession of alcohol or controlled substances.
- Any empty bottles or alcohol-related paraphernalia found in residence hall rooms by a member of the residential life staff will be confiscated.
- Alcohol, empty alcohol bottles, and/or alcohol-related paraphernalia that are in plain view, e.g., shot glasses, beer caps, empty alcohol containers, etc., will enable Residence Life Staff members to search appropriate areas of the residence hall room. Appropriate areas include the fridge(s), cabinet(s), drawer(s), closet(s), or any other location that may reasonably hold suspected illegal materials.
- The student, if present, could be asked to open drawers, bags, closets, etc. If the student chooses not to assist in this manner, authorized College representatives, including Residence Life staff, may look further to ensure no illegal items (i.e. alcohol or alcohol paraphernalia) are present. Any belongings removed from the room may be noted and held for reasons related to the college judicial policy. These belongings may be returned after disposition of the case by college judicial action or civil authorities, when it is lawful to do so.
- In all cases where the student is not present, rooms will be entered by at least two Residence Life staff persons.
- Any unconsumed alcohol found in a student's room/suite will be confiscated, and the responsible students(s) will be asked to pour out the alcohol. If the alcohol is found when the occupant(s) of the room are not present, such as during

break room inspection, the alcohol may be disposed of by the Residence Life Team without the responsible student(s) present.

- Any student deemed to be associated with a violation of the Alcohol Use policy will be asked to meet with the Director of Residence Life to discuss the potential alcohol infraction.

Babysitting
To protect the safety of minors and minimize disruptions to the living community, babysitting and private childcare is not permitted within the residence halls.

Bathrooms
Bathrooms within the residence halls are mostly communal and mostly single gender. To respect students' privacy, only one individual per shower stall is permitted. Individuals are prohibited from entering bathrooms designated for members of the opposite sex (except for facilities, housekeeping, or

residence hall staff for emergency, cleaning, and/or maintenance purposes). Personal items should not be left in the community bathroom areas and may be disposed of without notice. Residents are encouraged to use a tote or shower caddy to carry personal items to and from the bathroom.

Community bathrooms are cleaned daily by custodial staff, but residents are responsible for maintaining basic day-to-day cleanliness. Residents are expected to throw trash away in the appropriate receptacles, dispose of feminine hygiene products properly and to wipe down shower stalls and remove any hair/debris after showering. Bathrooms sinks should not be used to wash dishes, bowls, and silverware nor to dispose of food waste. Students may not dye hair in the shower or tub stalls, or the bathroom sinks.

Bed Bug Policy

The Residence Life staff, and Facilities Management is committed to an effective and efficient response to students who suspect they may have bed bugs. Ursuline College utilizes an investigation and, most often, heat treatment method for bed bugs. The investigation step of the process will dictate the removal method that is used. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

- Do not panic. **Notify** a member of the Housing & Res Life Team **immediately.** Staff will contact Facilities Management and will submit a work order.
- It is imperative to notify a member of the Residence Life Team, even on the weekend, during break or on a holiday.
- Do not attempt to control the assumed bed bugs on your own. Do not use sprays or pesticides.
- Facilities Management will hire a licensed pest exterminator to inspect and confirm suspected cases of bed bug infestation. Housing & Res Life, with Facilities Management personnel work with a licensed exterminator to develop an effective pest control plan.
- Do not relocate yourself to another room or area within the residence halls or off- campus.
- Facilities Management will contact the College's exterminator to perform a thorough inspection of the area in question.
- Students may not, at any time, deny the College's exterminator or Facilities Management staff access to their living space.

Exterminator Findings

If the exterminator finds that there are no bedbugs present, then no further action will be taken. The student will be asked to continue monitoring the living space, and to notify a member of the Residence Life Team to submit a work order **immediately** if there are further concerns.

If the exterminator concludes that there is an issue related to bed bugs, a member of the Residence Life Team, and/or Facilities Management will provide the affected student(s) with next-step instructions to prepare the area for treatment.

The Department of Housing & Residence Life, and/or the College, will not cover the cost of anything a student wishes to dry clean or have laundered by an outside vendor.

Ursuline College is not responsible for personal property that may be damaged due to bed bugs or the treatment of bed bugs.

Only the College's exterminator can confirm or deny the presence of bed bugs.

Bed bugs can be a serious community issue. Students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within, or around, their living space. Failure to comply in a timely manner (within 24 hours) with directives issued by members of Housing & Residence Life, Facilities Management, or the licensed exterminator, could result in action through the college judicial system and/or a fine being issued.

Bicycles
Non-motorized bicycles may be stored within the bike room on the first floor of Grace Hall. Bicycles may not be kept within stairwells or hallways since they obstruct emergency exit ways. Bicycles may also be stored within student rooms if they do not block egress of the room.

Break Closings

Leaving during breaks
The residence halls may close for break periods and holidays, such as fall, Thanksgiving, spring, Easter, and summer breaks. Students are expected to leave the residence halls by noon on the first day of the designated college break period. Any student failing to leave by this designated time will be fined $50.00. Students may request break housing for a nightly fee by completing an electronic request form by the noted deadline. Late requests (after the deadline) and requests made after the break period begins may be subject to a $50 fee and/or the request may be denied.

Leaving during finals
Residents are expected to leave the residence halls within twenty-four hours after their last exam of fall semester. The Housing and Meal Plan Agreement is for both fall and spring semesters. Residents do not need to remove all items from their room unless they are enrolled at the college in spring semester. Residents should plan to take home all personal items and items of value. The college is not liable for loss or damage to personal property due to such things as insufficient or excessive heat, fire, water, the elements, or actions of third persons.

Housing & Residence Life administrative staff reserve the right to ask individuals to leave the halls prior to hall closing if past judicial infractions, current pending judicial infractions, current pending legalities, or disruptive behavior is negatively impacting the community and prohibiting other community members from their academic studies.

Required Pre-Break/Break Closing Procedures
All residents must complete all the following Break Closing Procedures before leaving campus for all break periods:

- Unplug all electrical devices. Mini fridges must be unplugged for any break period longer than one week (7 days). Refrigerators in Smith Hall suites should not be unplugged for any break period.
- Empty and properly dispose of all trash.
- Close window(s) completely.
- Raise/open window blinds, in all rooms and suites on floors 2 and 3 only. Blinds may remain closed in 1st floor rooms and suites only.
- Lock the room door behind you.
- Failure to complete **any** of the five procedures listed above will result in a **warning for the first violation** and a fine of $10.00/resident for **any** subsequent violation.

Room Inspections
The Ursuline College Residence Life Team conducts a visual health, safety and security inspection inside all rooms and suites commencing at the posted date and time of hall closing. The inspection will check that all break procedures have been completed and will inspect for conditions that may pose a health or safety hazard. Rooms will be entered by at least two Residence Life staff persons.

To fulfill their administrative responsibility to enforce College regulations, members of the Residence Life Staff may enter student rooms at any time. Residence Life staff may conduct "See your Face, See your Space" visual health and safety inspections throughout the semester, or when deemed necessary or appropriate. Effort will be made to provide timely notice to residents of health and safety inspections except when to do so may not be feasible or when urgency takes precedence to maintain community safety standards.

During the visual inspection, the Residence Life staff is instructed not to open drawers or closets or search through personal belongings and will observe only those things which are in plain sight in the room.

No alcoholic beverages are permitted in the student residence hall rooms. Prohibited use or possession of alcohol will result in its confiscation and disposal. Specifically, any unconsumed alcohol found in a student's room will be confiscated and properly disposed of.

Any illegal or prohibited items found in plain view or observed during break or health, safety and security inspections will be confiscated in accordance with college policy, and the residents of the room may be subject to judicial action. In addition, both roommates will be fined $25.00 for any illegal items found during room inspections. Illegal items can include but are not limited to candles (burned and not burned), lava lamps, alcohol, alcohol paraphernalia, any appliance with an open heating element, or College property. The student(s) who occupy the residence hall room/suite may be asked to meet with the DRL to discuss the violation.

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

Students should be informed (electronically, verbally, and/or in writing) of all belongings removed. These belongings may be returned after disposition of the case by college judicial action or civil authorities, when it is lawful to do so.
The student, if present, could be asked to open drawers, bags, closets, etc. If the student chooses not to assist in this manner, authorized College representatives, including Residence Life staff, may look further to ensure no illegal items (i.e. alcohol or alcohol paraphernalia) are present. Any belongings removed from the room may be noted and held for reasons related to the college judicial policy. These belongings may be returned after disposition of the case by college judicial action or civil authorities, when it is lawful to do so.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized (or at the end of the summer term if confiscated during the summer) will be disposed of without notification.

Staying on Campus During Breaks
Current residents may request break housing for a nightly fee by completing an electronic request form by the noted deadline. Late requests (after the deadline) and requests made after the break period begins may be subject to a $50 fee and/or the request may be denied.

Break housing may not be available over the Christmas/Winter Break period. General student conduct and judicial records will be taken into consideration when determining if a student will be permitted to stay on campus over a break. Residents approved to stay on campus during the break period are expected to act responsibly according to all college and student code of conduct policies.

The nightly break fee may be waived if a resident meets one or more of the following criteria. If the resident does not meet the below criteria, they will be billed the nightly break fee.

- The Resident's home/permanent address is greater than 4 hours from campus,
- The Resident is an international student
- The Resident is obligated to stay to make-up missed nursing clinical days (and only for the clinical make-up day),
- The Resident is an athlete on a team that is obligated to be on campus for practice, competition,

and/or travel.

Student Athletes Approved to Stay during Break
Resident Student Athletes that have athletic **team** obligations (i.e., practice, competition) may be permitted to remain in their residence hall room for all or part of the break period as requested and confirmed by that team's coach. Ursuline resident athletes required to remain on campus during a break for their sport are not billed the nightly break fee. Resident athletes are subject to the same break housing request process and nightly break fee schedule if they wish to remain on campus outside of any athletic team obligation. Students athletes that request break housing for their sport that has not been approved by their coach may be responsible for the nightly break fee.

As a student athlete, it is a privilege, not a guarantee, to stay in the residence halls during any break period. Resident student athletes granted this privilege are expected to adhere to all college and residence life policies during the break period. Break housing privileges may be limited or revoked based on judicial records, policy infractions and incomplete sanctions, and/or at the discretion of the Director of Residence Life.

Students Who Live Outside of Ohio or Outside of the Country
Residents that live outside of Ohio or outside of the country should not assume they can remain in campus housing during a break period. All residents are subject to following break housing request procedures and deadlines. A student whose home/permanent address is outside of the country, or more than 4 hours from campus, may have the nightly break fee waived. Students should contact the DRL to discuss any potential challenges regarding finding appropriate housing over breaks. Students should plan accordingly for meals during the break period. **Food Service is not available over breaks.** Students may use the kitchen areas in their respective residence hall to prepare meals. During breaks, there may be limited Residence Life staff available.

Residents may leave their car in the parking lot over most breaks with the permission of the DRL. However, all cars must be removed from the College parking areas over Winter Break. Any cars left in the lot may be ticketed and towed at the owner's expense. In addition, the student may be fined.

End of Year Closing
Students who fail to formally check out with a member of the Residence Life Team for a staff/student room inspection, or properly complete the express check out process, and return their key will be fined $50.00. Additional fees may be assessed. This includes, but is not limited to any keys not returned, excessive damage, trash left in rooms and/or the need for additional housekeeping services.

Residence Life is not responsible for personal items left in residence halls and is not responsible for packaging, forwarding, financing, or mailing in any way personal items left by residents. Items left in residence hall rooms will be discarded without notification at the end of the summer term.

Mail will not be forwarded home during summer break. Before you leave school for summer vacation, or if permanently moving out, you must fill out a change of address form with the United States Postal Service. **The Post Office cannot forward mail from the college's address because it is a business.**

Building Security
All residence hall doors are locked in the safety and security of our community. Therefore, propping exit doors or fire exits is not permitted. Residents must not allow others to enter the residence halls. **Residents who prop doors are subject to disciplinary action.** If you are expecting food delivery service, be sure you have provided a viable contact number and that you are within an area to receive the call and greet the delivery person. Residents are strongly encouraged to wait for their food delivery service or ride service within the lobby area. For food delivery, the student should meet the delivery

person outside of the residence hall and not invite the delivery person inside.

For the safety of your residence hall and its residents, the following safety guidelines are to be followed:

- Un-prop any door that you find propped.
- Report any unescorted nonresident to any member of the residence life staff.
- As you leave the residence hall, make sure the door is closed and locked.
- Report any door that does not lock to any member of the residence life staff.

Candles, Incense, and Potpourri Burners
The use of candles, wax warmers, incense, potpourri burners, or other such devices with an open or exposed heating element are a fire hazard; therefore, possession and use are prohibited in the residence halls. Candles may be confiscated even if the student claims they are solely for decorative or aromatic purposes and the wick has not been burnt.

Any illegal items found in students' rooms during room inspections will result in both roommates being fined $25.00. Illegal items include, but are not limited to candles, lava lamps, alcohol, alcohol paraphernalia, any appliance with an open heating element, or College property. Students could also be asked to meet with the DRL to discuss the violation.

Check-In Requirements, Check-Out Requirements, and Room Condition Form
Check-In
Each resident must complete the electronic Room Condition Form within 24 hours of occupying a room. This form is the basis for assessment of any damage or loss attributable to the residents at the termination of the occupancy period. It is to your benefit to detail anything that is less than perfect within your room (e.g., nail holes, scratches, tape marks). **Failure to complete the form will result in the student assuming responsibility for all damage in the room.**

Check-Out
The occupancy period ends for all students 24 hours after their last exam. Graduating seniors may stay within the residence halls until 24 hours after commencement. Upon checking out, the residents must remove all refuse and discarded material and leave the room as clean as at the time of check in. Ursuline College is not responsible for items left in rooms/suites. The College is not responsible for storing items left behind and items left will be discarded.

Just prior to leaving, the resident must complete and submit the electronic Room Condition Form. **You will be held responsible for all damages (including plastic hooks, nails, contact paper left behind) that were not listed on the beginning Room Condition Form, but found in the room at closing. Charges for additional required cleaning, removal of personal property or for any loss or damage caused by the residents will be placed on the student's bill. Appeals for these charges should be directed in writing to the Director of Residence Life.**

Clean Up of Certain Body Fluids
It is required for residents to clean up their own body fluids (vomit and urine). Emphasis should be placed on thorough cleaning and use of a disinfectant (i.e., Lysol). The infectious nature of specific body fluids is questionable. Clean up by the person causing the release supposes that they are already impacted by the released fluid. Residence Life staff has access to body fluid clean-up kits that may be used. Call or text 440-221-2814 or email UC_ResidentAssistant@gannon.edu.

If the person releasing the body fluid is incapable of cleaning up, contact Ursuline College Security at 440-449-4204 or 440-221-9025 to report the incident. Provide the following information:

- Building name
- Location within the building

- Your name and phone number
- Nature of the emergency

Security will mobilize a response from custodial staff to clean the area.

Do not enter the area until Security has provided notice that clean-up is complete.

Residents may be charged for clean-up done by custodial or security staff.

Please note: human blood spills should only be addressed by specially trained personnel.

Cleaning Supplies
Vacuums, brooms, and dustpans may be available for use by the residents in all three halls. Residents in Smith Hall are responsible for the cleaning and upkeep of their suite. Housekeeping will not enter an occupied suite for regular cleaning and trash removal. Toilet paper for Smith Hall residents can be found in the laundry room and trash rooms on each floor. All residents are expected to remove their own trash from the suite and dispose of in the designated trash rooms on each floor. Trash bags must be tied closed before tossing in the garbage bin.

Commercial Activities
Only organizations or vendors who have been invited by an Ursuline College department, office, or recognized student organization, or who have rented College facilities, are permitted to solicit on campus. Vendors are not permitted to sell their products in the residence halls without permission of the Director of Residence Life. A student should notify hall staff immediately if approached by an unauthorized vendor.

Computer Labs
Computers are available for student use in the residence halls. These computers can be accessed 24 hours a day. Residents can request printer paper from the RA on duty between the hours of 5pm – 11pm weekdays, and 10am – 11pm on weekends. To request ink or toner for a printer, please If the printer is out of ink/toner, please submit an IT Helo Desk request at https://gannon.sd.cloud.invgate.net/portal or dial 814-871-7501and notify the RA on duty. Out of respect for the RAs, please do not ask for these supplies between the hours of 11:00pm and 10:00 am.

Contact the IT Help Desk
Find support or request help at: https://itsupport.gannon.edu
Help Desk Phone: 814-871-7501

Computer: Wireless Connection in the Residence Halls
Wireless access points are in some residence hall rooms and suites. Students can connect to WIFI using GUWireless only and entering the password: wireless@gannonuniversity.

Request for Wi-Fi access for entertainment devices must be made by entering a ticket at https://itsupport.gannon.edu.

Students should not plug in a wireless access point/router.

Cooking Appliances
Cooking in the residence halls is limited to the kitchen areas in Grace, Murphy, and Smith Hall. For health and safety reasons, cooking in individual residence hall rooms is prohibited. Students are not permitted to bring their own microwave. There are microwaves in each community kitchen in all three residence halls, and all Smith suites are provided with a microwave oven. Microwave ovens may only

be used in the designated kitchen areas. **All unauthorized cooking appliances will be confiscated.** Arrangements will be made to return the appliances when the student is making a trip home. Do not leave a microwave unattended when in use. Students are expected to clean up after themselves in the community kitchen areas, including cleaning all kitchen and dishware used. Dishes, cookware, bakeware or other items left in the kitchen sinks unattended or for more than 48 hours may be discarded without notice. Students are encouraged to label any personal items they put in the kitchen.

Students may use the refrigerator and freezer within the kitchen areas at their discretion and with the understanding that the college and/or Housing & Residence Life is not responsible for replacing food or items left in community spaces. Food within the refrigerator and freezer must be clearly marked with the student's name and date on which the food was purchased. Any food that is not properly labeled may be thrown away. The refrigerator will be cleaned regularly each semester and items not labeled and/or expired may be discarded without notice.

Cooperative Behavior
Students, guests of students, and other members of the College community must comply with all College policies and procedures and the directions of college officials acting in the performance of their duties. **Students must comply with expectations outlined by the Director of Housing and Residence Life at Ursuline College.** Failure to do so may result in judicial action within the College Judicial System. Students will be held accountable for the action of their guests. Guests who refuse to comply with hall policies could lose visitation privileges in the residence halls.

Corridors and Stairwells
Corridors and stairwells are emergency exits and must be kept free of clutter and obstructions. Shoes, athletic bags, books, bicycles, and other furnishings are never permitted to be stored in corridors or stairwells. Items left in these areas will be confiscated by hall staff. Large items may be subject to a maintenance removal charge. Recovery of confiscated items may occur by scheduling a meeting with the DRL.

Decorations and Modifications
Students may not make any permanent structural changes in their rooms. Paper or other flammable materials are not permitted in the room and should not cover ceiling tiles. This includes wallpapering (removable or otherwise), contact paper and paneling. Due to the damage that is done to walls and woodwork, tacks, nails, screws, and adhesives (including, but not limited to DUCT tape, two-sided tape, and scotch tape) are not to be used on residence structures, around door frames, on walls or ceilings. Signs and decals should not be affixed to college property and adhesive LED strip lighting is not permitted. Rooms may be decorated using 3m-type adhesives and hooks, twine, and fishing line. Poster putty can be used, but residents will be held accountable for any damage to paint, or woodwork caused by these items. Please check with a member of the residence life staff if you have any questions regarding room or suite decorations and modifications.

Electrical Appliances
The electrical wiring of the college residences is designed to allow for the safe use of 'ordinary electrical appliances' (hair dryers, televisions, etc.) in the student rooms. Overuse of any electrical system can create problems.

Please review the following guidelines:

- The College requests students use UL approved appliances with a maximum draw of 15 amps (approximately 1700 watts) per appliance. In addition, we request that roommates communicate with each other regarding electrical items for the room. The Department of Residence Life encourages students to have only one mini refrigerator in each room.
- Due to the surge factor of air conditioners, they are not permitted for any reason.

- For the safety of all residents, electrical cooking appliances, space heaters, and irons are not permitted in student rooms. If you have an appliance, you are unsure about, please have it approved by the DRL before bringing it to campus.
- The College requires the use of surge protectors which have built-in circuit breakers (as opposed to extension cords) for electrical convenience; this allows the student to plug several items in at once.
- Extension cords and multi-outlet extenders are not permitted.
- Refrigerators should be plugged directly into the wall outlets.
- Halogen lamps and Lava lamps are not permitted.
- Please check appliances for frayed or damaged cords before bringing them to the College.
- Students can be held accountable for fires caused by their negligence.

The College is not liable for any losses that occur in student rooms. (See the Insurance of Personal Property and the Liability for Loss sections of this handbook.) In addition, any unauthorized appliance will be confiscated until it can be removed from campus, and the student may be subject to fines and/or judicial actions.

Entry and/ or Search of Student Rooms
Occasionally, it is necessary for college staff members to enter student rooms to fulfill maintenance and repair requests or to hold inspections to ensure the observance of basic safety and health standards. **While fulfilling their administrative responsibility to enforce College regulations, members of the Residence Life Staff, Security, and Maintenance personnel may enter student rooms at any time.** However, College officials will observe the following procedures whenever it is necessary to enter a student room:

Maintenance and Housekeeping Personnel
Maintenance and Housekeeping will enter a student's room for requested reasons if the student has previously given Maintenance/Housekeeping permission to enter. Students grant permission to enter their room or suite when they inform their Resident Assistant, DRL or Maintenance/Housekeeping of a maintenance request.

Residence Life Staff and Security
Members of the Residence Life Staff and/or security may enter student rooms at any time to fulfill their administrative duty to enforce college regulations, rules, and policies and to ensure safety**.** In case of emergency, fighting, screaming, etc., staff members and/or Security may use a master key to enter the room. As a matter of courtesy, staff members shall knock on the door twice, announce who they are and ask to enter the room. If there is no response or a delay in opening the door, the staff member and/or Security may use the master key to enter the room. Communication will be provided to the occupant(s) if entry is necessary while no one is in the room. When possible, 24-hour notice prior to entry may be given.

External Door Propping
Propping of exterior doors in the residence halls is prohibited. Students found propping exterior doors are jeopardizing the safety of other students in their residential community and will be found in violation of the code of conduct and held to judicial sanctions.

Final Weeks Conduct
Those Students who violate College Policies during finals week may face immediate disciplinary action, up to and including an immediate temporary removal from the residence hall. In the case of an immediate temporary removal, an expedited hearing will be held before the DRL and/or the Associate Dean of Students within forty-eight (48) hours of the temporary removal. Prior to the hearing, the Contract will remain in full force and effect. After the hearing, the DRL and/or the Associate Dean of Students may determine whether the Student's Contract will be terminated. If the Contract is

terminated, the student may file an appeal to another designated college official, in accordance with the procedures outlined in the College Policies.

Examples of disruptive behavior that may cause immediate temporary removal include, but are not limited to physical abuse, fighting, malicious destruction of property, uncontrolled horseplay, water fights, sports in the hallways, pranks, other rough play, etc. In addition, any activity or conduct that could endanger a student's own health and safety and/or that of other Students and guests will be subject to severe disciplinary action that could include immediate temporary removal from the residence hall.

Fire Safety Equipment and Procedures
Residence Hall fires are extremely dangerous, and it is essential that the fire safety equipment be in good condition. Therefore, it is a serious offense to tamper with fire safety equipment including but not limited to fire extinguishers, pull stations, fire alarms, and smoke detectors. It is also a serious offense to set fire to anything in the residence halls and to cover or otherwise obstruct smoke detectors, sprinkler heads, and other fire safety devices. Residents may be subject to prosecution and/or subject to the college judicial process and/or assessed a fine for tampering with fire safety equipment. Repeat offenses related to fire safety and fire safety equipment may result in the termination of the resident's housing agreement and removal from the residence halls.

Fire drills will be conducted at least monthly in accordance with state and federal law. Residents and their guests must evacuate the building each time a fire alarm sounds. Failure to evacuate the building will result in judicial action and include a $75.00 fine.

Residents are not permitted to leave belongings in the hallway or stairwells because this creates an obstacle to allowing easy access to and exit from the building. Open flames (including candles, incense, and potpourri burners) are not permitted anywhere in the residence halls.

The fire alarm system can be triggered by hair styling devices, but this is not ever a reason to cover or otherwise obstruct a smoke detector. It is advised that students open a window and their room door when using blow dryers, flat irons or any other styling devices that generate heat. Do not leave these items unattended or they will be confiscated. Students responsible for triggering the fire alarm multiple times could be fined by the Pepper Pike Fire Department and/or Ursuline College and be subject to disciplinary action.

Ursuline College maintains a daily fire log on the college website (under Facilities and Security/Security Resources) in accordance with the HEA Title IV, Part G, Section 485 (i). Facilities and Security make an annual report to the campus community on these fires.

Food Service
All resident students must have a meal plan. Meals are served in the Pilla Dining Center unless otherwise noted. Residents will be required to present their physical student ID for all meals.

Board Plan Meal Service Hours
Pilla Dining Center Monday – Friday

Breakfast
7:30am to 10:00am (Full Breakfast)
10:00am to 11:00am (Continental)

Lunch
11:00am to 1:30pm (Full Lunch)
1:30pm to 3:30pm (Light Lunch)

*Food court closed 3:30pm-4:30pm for cleaning

Dinner
4:30pm to 8:00pm (Full Dinner)
4:30pm to 7:00pm Fridays

Pilla Dining Center Saturday – Sunday

Brunch
11:00am – 1:00pm

Dinner
5:00pm – 6:30pm

On designated holidays when resident students are not required to leave the halls, but the college is closed, i.e., Labor Day, dining services will follow the weekend schedule. Brunch between 11:00am-1:00pm and dinner from 5:00-6:30pm.

Besse Bites
Besse Bites, located on the first floor of the Besse Library, is an exclusively grab (PAY) n' go location featuring freshly prepared Chef Fresh sandwiches, salads, parfaits, snacks, plus other campus favorites including Pepsi® products, Naked Juices®, Pure Leaf® Teas, Truly Good® snacks and so much more.

Hours of operation align with the Besse Library hours of operation.

Harassment
The College's Harassment and Discrimination Policy is located at
https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicyrev.9.10.26.pdf

Insurance of Personal Property
The college is not liable for loss or damage to personal property due to such things as insufficient or excessive heat, fire, water, the elements, or actions of third persons. Residents should carry their own insurance protection against loss or damage. In some cases, the homeowner or tenant insurance carried by one's parents may provide coverage. Residents are strongly encouraged to check this prior to moving on campus.

Joint Responsibilities
Individuals who are present in their own or any other residence hall room or area where College policies are being violated may be subject to the same disciplinary action as the host of that room.

Keys/Student ID Card

- **Room Keys:** Each resident will be issued a room key. Under no circumstances is this key to be duplicated or lent out. If a resident loses a room key or fails to return her/his key at checkout, a fine of $100.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.

- **Mailbox Keys**: effective August 2026 mailbox keys will no longer be distributed. The Residence Life Team will communicate a process for letter mail pick-up.

  Note: The Mailboxes in Smith are opened using a combination lock; no key is needed. Mailbox

instructions and combinations will be distributed to Smith residents.

- **ID Card**: Each resident will be issued a student ID card. The student ID card is used for access to certain doors on campus, for the college meal plan, at the library and to print using campus printers.

Students enrolled at the college who live on campus will have access to all three residence halls using their student ID. Under no circumstances should a resident student lend or give her/his student ID to anyone else.

Students must replace lost or damaged ID cards by going to the Student Service Center located in Mullen, room 203, during regular operating hours. There is a fee for a replacement ID. Resident students that need ID assistance after hours, on the weekend, or when the college is closed should contact the RA on duty at 440-221-2814 or email UC_ResidentAssistant@gannon.edu. The RA on duty will issue the resident a temporary access card that can be used to enter the halls only. Temporary access cards will not provide access to the Fitness Center or provide the resident printing capabilities, nor the ability to swipe for meals. The resident is expected to get a replacement ID on the next available business day that the Student Service Center is open. Temporary access cards should be returned to Housing & Residence Life immediately upon receiving a new ID. Lost or not returned temporary access cards have a $20 fee.

Please note that a fine applies for each key that is lost. Therefore, it is in your best interest to watch over your keys carefully.

Lake Elissa
The lake is a natural habitat for many animals including geese and snapping turtles. For your own health and safety, you should not approach or feed the wildlife on campus. There is no boating, fishing or swimming in Lake Elissa and violators are subject to judicial action. Know that some classes may conduct authorized faculty-led research on the lake using a boat.

Laundry
Ursuline College partners with CSC ServiceWorks for laundry service on campus. Each residence hall has a laundry facility with washers and dryers. There is no fee to use the laundry machines in the residence halls. For problems with the laundry machines, scan the QR code located on the specific machine that is out of order or not operating properly. If a student is unable to scan the QR code, go to www.cscsw.com/request-service/.com to report an outage. Additionally, residents may contact a member of the Residence Life Team at UC_ResidentAssistant@gannon.edu.The laundry machines cannot be serviced by Ursuline College Facilities Management.

Liability for Loss of Personal Property
Ursuline College assumes no responsibility for theft, destruction or loss of money, valuables or other personal property belonging to or in the custody of the student for any cause whatsoever, whether such losses occur in student rooms, storage rooms, and public areas or elsewhere in the hall. The student is advised to keep her/his room locked and to carry personal insurance. Immediately report all losses to a member of the Residence Life Team and Ursuline College Security. Residents will be asked to submit a college report form documenting the loss or damage.

Lock Out Service
Residents are responsible for always carrying their keys and student ID. There is a 1-week grace period at the start of fall semester only. After the 1-week grace period residents will be charged a lock-out fee. The fee is $1 and increases to $5 between the hours of midnight to 8am weekdays, and 2am – 8am Saturdays and Sundays.

For lockout assistance
Weekdays 8am – 5pm, first try contacting the Coordinator of Residence Life & Housing Operations. If the Coordinator or another member of the Residence Life Team is not available, contact Ursuline Security at 440-449-4204 or 440-221-9025.

Weekdays after 5pm until 8am the following morning, and weekends starting at 5om until 8am Monday morning, contact the RA on duty at 440-221-2814.

A Resident Assistant is not required to provide lock-out assistance if it will make them late for work or class and do not need to address lock-out requests made by calling or texting the RA's personal phone. Contact the RA on duty or Ursuline Security.

Residents may be subject to a $10 access/lock-out fee if they need to enter the halls during a break period when they are not registered to be on campus. NOTE that staff are not required, or may not be available, to provide access/lock-out service during a break period.

Students who have not paid: Any student who does not pay for a lock-out service will be **billed $5.00 at the end of the semester.**

Lofts
Ursuline College does not provide loft structures nor does the college allow students to bring or construct their own lofts in their residence hall rooms.

Loss of Student ID/ Meal Card
A student's ID is coded with the correct meal plan information and used to swipe for meals and aux points. No meals can be served without a student ID. Exceptions may be made at the start of the semester or in the case of a lost ID when Student Services is not open for the student to receive a replacement immediately.

Students that lose their student ID should go directly to the Student Service Center in Mullen, room 203 and report the card lost. The student will a replacement ID for a fee. The new ID card will be activated immediately. Students arriving at the dining facility without a student ID/meal card will be directed to Student Service Center to get a new card. If the Student Service Center is not open, Food Service may take the student's name and serve the student.

Lounges
Community lounge space in the residence halls is available for use by all resident students. Residents and Student Organizations may reserve residence hall lounge space in advance by emailing UC_ResidentAssistant@gannon.edu. Recognized student organizations can reserve Starlight or Formal lounges in Grace Hall only for meetings. The organization is expected to clean up the space after use and return it in the same or better condition than when they arrived.

Lounge furniture may not be removed from the lounge or residence hall and may not be taken into student rooms or suites. Community lounges may not be used as personal space, and residents should not create a habit of regularly sleeping in the lounge. Personal belongings should not be left in the lounge areas for more than 24 hours. Failure to remove personal belongings may result in them being confiscated or discarded.

Mail Services
Every effort is made for United States Postal Service mail and campus mail to be delivered Monday through Friday to the residence halls from the College mailroom. If you receive a package that is too large to be placed in your residence hall mailbox, the Mullen mailroom attendant will send an email notification to that student's Ursuline email account. All packages will be delivered to and picked up from

the Mullen mailroom.

Your address at Ursuline College should be as follows:
Your Name
Room Number or Suite Number-Residence Hall
2550 Lander Road Pepper Pike, Ohio 44124

Ursuline College is not responsible for forwarding mail. Mail will not be forwarded to another address by the Department of Residence Life. Residents are responsible for making the necessary forwarding or changes for a new address before leaving for **summer break, or if permanently moving out.** Should extenuating circumstances warrant a need for the Department of Residence Life to forward mail or ship belongings, the student will be responsible for all applicable charges.

Maintenance and Housekeeping
Any damage to or malfunctioning of the residence hall equipment or room facilities should be reported to Facilities Management through the FMX work order system. Residents should contact the RA on duty to report any repair or physical room or building problem by calling or texting 440-221-2814 or going to the RA Office between the hours of 7pm-9pm any day of the week except Fridays. Residents may also notify the Residence Life Team of any work order request by emailing UC_ResidentAssistant@gannon.edu. For more immediate or emergency concerns, contact Ursuline Security at 440-449-4204 or 440-221-9025.

Any additional housekeeping that is required beyond contracted services could result in a fee being passed along to the individual or floor responsible for the excessive clean up.

Missing Person Response Protocol
Please refer to College Policies section of the handbook.

We strongly suggest that students residing in the Residence Halls inform their RA /roommate/friend when they plan to be away for an evening or weekend. It is vitally important for your own safety and security that someone know where you are going and when you expect to be back. Likewise, we will request that if you notice that a student is missing from the hall, you report it to your RA immediately. You are an important part of our community and in these days and times we need to be cautious and vigilant.

Musical Instruments
The formal lounge of Grace Hall contains a piano. Residents may use this and may also use other musical instruments in this lounge provided they do not disturb other residents and in accordance with Courtesy and Quiet Hours.

Noise and Quiet Hours
With so many people living in proximity, and out of respect for students' differing time schedules and sleep/study needs, the volume of stereos, TV's, electronic equipment, voices, and other activity must be kept to a minimum in consideration of others. Sound equipment is not permitted to be played out the window. If a community member can hear noise two doors down from your room, it is too loud. When there are more than 4 students/guests together in a room and it is after 11pm, the group should relocate to a first-floor lounge in Grace Hall away from student rooms. This suggestion applies at any time, not just after 11pm, if a community member asks a group to please maintain courtesy hours and noise level.

Quiet hours are established to provide periods of uninterrupted study and sleep. They are in effect daily from 11:00 pm to 11:00 am. Courtesy hours are always in effect; if someone requests the level of noise be lowered, it is expected that the request will be honored. The request should be made and received in

a respectful manner.

After three noise warnings have been issued:

- A $10.00 fine will be issued for each subsequent violation.
- Students could lose lounge privileges on any floor where student rooms are located.
- If a student's electronic equipment is consistently disturbing the community, the student may be asked to stop using the equipment in the hall.

Finals Week: 23 Hour Quiet Hours start the Saturday before finals week at midnight and end the day the halls close. Any student violating this policy will be charged $10.00. No warnings are given. "A 'relief hour' will be established by the Residence Life staff and this time will be posted. It is expected students will still treat this 'relief hour' as a courtesy hour and respect those around them continuing to study and prepare for final exams."

Nondiscrimination Policy
The College's statement of non-discrimination is located at
https://www.ursuline.edu/files/assets/harassmentanddiscriminationpolicyrev.9.10.26.pdf

The College's Title IX policy on non-discrimination is located in its Interim Policy on Sexual Misconduct at https://www.gannon.edu/media/gannon-university/content-assets/documents/policies/GannonUniversity-SexualMisconductTitleIXPolicy.pdf?v=7-26

Pets/ Fish
Student rooms are poor environments for a pet. Because of public health regulations, pets (other than fish) are not permitted in the residence halls under any circumstances including a brief visit. A fine of $25.00 per day, per pet, is assessed to any resident who possesses a pet. Residents may also be fined if an exterminator is needed to remove fleas.
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Fish**:** The only pets permitted in the residence halls are non-carnivorous fish in a properly maintained fishbowl (2.5 gallons or less, no motor, no filter). Fishbowls are limited to one per room (with the agreement of the roommate) in Murphy and Grace Halls. In Smith Hall residents are permitted to have fishbowls up to the number of occupants in the suite. The only animals allowed in the bowl are fish (no frogs, turtles, snakes, lizards, crickets, grasshoppers, etc.). Fish must be removed from residence halls during all breaks if neither of the occupants has registered to stay for break.

Public Area Damages
Ursuline College believes the students of each hall make up different communities. Each community largely has responsibility for what transpires in that community. As such, all damage charges for common living areas not able to be assessed to those individuals responsible are divided among the residents of the area where the damage occurred. Students will be notified of these common area damages and will be billed accordingly.

Public Area Furniture
Furniture and accessories may not be moved and may not be moved from the public areas to student rooms in residence halls. A $25.00 fine or judicial action may occur if lounge furniture is moved or found in student rooms.

Public Area Television
Guidelines for television use:

- All residents are welcome to use any lounge in any residence hall.
- At the beginning of each academic year the residents of each building will determine the policy for reserving the televisions located in the lounges.
- At the beginning of each academic year the residents of each building will determine an

acceptable volume level for the televisions.
- Please do not tamper with or remove cords.
- Please do not remove any DVD players or other such devices from public lounges without asking a member of the residence life staff for permission.
- Please leave remotes in the lounges and do not remove the batteries. If remotes and/or batteries are consistently removed from the lounges they will not be replaced.

Residence Hall Housing Accommodations Due to Disability
Disability-related housing accommodations should be directed to the Director of Disability Services. Students will be asked to provide appropriate documentation supporting the request and how it limits a major life activity, similar the process for requesting academic accommodations.

Residence Hall Council
All residents are members of Residence Hall Council (RHC). RHC is the residence hall programming and policy board which serves to assist the Residence Life staff in building community among the residents. The RHC president will be elected by the residents each year.

Residence Life Staff
Associate Dean of Students (ADS)
One of the roles of Associate Dean of Students is to maintain a positive living-learning environment within the residence hall. This is accomplished through developing and fostering programs, establishing, and enforcing College policies and procedures, and overseeing aspects of residence hall life.

Director of Housing + Residence Life (DRL)
The Associate Director is a full-time professional staff member who lives in Grace Hall and whose office is located on the first floor of Grace Hall. The DRL supervises the resident assistant staff; supports students' academic/personal needs; conducts judicial meetings; serves as liaison with housekeeping/maintenance; and coordinates hall openings/closings.

Resident Assistant (RA)
The function of the Resident Assistant is to act as a peer counselor and to ensure the overall safety of the residents. Each RA is responsible for either a full or half floor within a residence hall. Her primary responsibility is to build community among her residents by planning pro- grams, building relationships, and enforcing policy. These individuals also have a specific "duty night" in which they oversee the halls. RAs are selected through an interview process each spring. If you are interested in being an RA, please speak with an RA or with the Director of Residence Life for further information.

Residency Requirements
On-campus housing is prioritized for first-time, full-time traditional-aged undergraduate students. The following is the list of requirements one must meet to be eligible to live within the residence halls:
- Undergraduate students must be 17-23 years of age at the time of entry to be eligible to live in undergraduate housing.
- Registered for the current semester as a full-time student. To be considered a full-time student one must carry at least 12 undergraduate credit hours.
- Any undergraduate, full-time student over age 23 may only live in Smith Hall.
- No disciplinary sanction which specifically prohibits living in the residence halls.
- Good financial standing with the College.
- $100 initial deposit to reserve a space, payable to Ursuline College.
- Housing and Meal Plan Agreement, Emergency Information form, and Immunization Disclosure form must be submitted prior to moving into the residence hall. Students will be held to the terms of the contract for the entire academic year and will be expected to abide by these terms.

Exceptions to the above requirements may be made by the Director of Residence Life.

Ursuline College does not provide married and/or family housing or housing for underage children. Murphy and Grace Halls are traditional residence halls with varied occupancy rooms and community bathrooms. Smith Hall is a suite-style residence hall with ensuite bathroom, kitchenette, and living room generally housing upper class level students.

Responsibility for Damage or Loss
The student agrees to be liable for damage or other loss incurred to the building, room, furniture, fixtures, and equipment. Damage within a room is the responsibility of the students assigned to that room. It is for this reason that residents should thoroughly complete the Room Condition Form when checking in. Damages that occur to public areas (e.g., restrooms, lounges, kitchen, etc.) that are not attributable to a specific individual or group shall be equally shared by the residents of the living area where these damages occur. The student agrees to pay such damages to Ursuline College.

Room Changes
During the first two weeks of classes, room changes may be made in cases involving medical reasons (with a doctor's excuse and if space is available) or to relieve overflow housing areas. An example of a medical reason would be a student requiring crutches being moved to Grace to have access to the elevator. Such requests that violate Ursuline College's nondiscrimination policy (See Nondiscrimination Policy section of this handbook) will not be honored. **Students are not permitted to change rooms without the permission of the DRL (this will result in a $100.00 fine).** A student may be required to change rooms if approved by the DRL. Reasons for such changes may include an alleged infraction of college policy or the incompatibility or unavailability of roommates. Note that since a balance of floor populations and RAs needs to be maintained, some change requests may not be honored.

Procedures for Dealing with Roommate or Floor Conflict
There may be times when you may need to confront your roommate or another resident on your floor regarding certain behaviors (for example, noise). To promote a responsible community environment, students must follow the procedures listed below when faced with a conflict or problem:

- **You must address the problem with the student(s) responsible for the behavior.** For example, a resident down the hall is playing her stereo loudly. You should politely ask her to lower her stereo before contacting your RA. If it is a roommate conflict, then you should discuss concerns with your roommate prior to calling your RA.
- **Contact your RA or the RA on duty.** Let the RA know that there is a problem. The RA will ask if you have confronted the student(s) yourself. If you have not, the RA will assist you in identifying how to address your concerns with the student. If you have addressed the student and the behavior persists, then the RA will become involved. The RA may decide to speak with the student(s), give a verbal warning, or generate an incident report on the situation. For roommate conflicts, the RA will meet with both residents to discuss the problem and offer peer mediation as an option.
- **If the conflict is still not resolved, Peer Mediation is the next step; the RA will facilitate a Mediation meeting.** The purpose of Peer Mediation is for the students involved to share their concerns with a non-biased party (peer mediators) in a safe environment. The goal of the meeting is to identify solutions to improve the living situation or determine if the problem merits the separation of roommates. The RA may facilitate a conversation, assist with establishing expectations, and help roommates develop a plan for moving forward. When a roommate agreement or resolution plan is established, both roommates are expected to make a good-faith effort to follow the agreed-upon expectations. Housing staff may conduct follow-up meetings to assess progress and make adjustments when appropriate.
- **Meet with the Director and Coordinator of Housing**
  Students involved in an ongoing roommate conflict may be required to meet with the Director

and Coordinator of Housing to discuss the situation and identify a path forward. Housing staff will work with the roommates to develop or make adjustments to the written roommate agreement outlining mutually agreed-upon expectations and responsibilities. Both roommates will be expected to sign the agreement and make a good-faith effort to follow it.
If the terms of the roommate agreement are not upheld, Housing staff will meet with the student(s) to discuss next steps and determine whether living on campus continues to be an appropriate option.
If it is decided that it would be best for the roommates to separate (depending on availability of open space), other roommate options will be presented at the meeting. The residents involved will decide who will reside in the room and who will move. The residents are then responsible for setting up a time with the floor RA to check out of their current room and check into their new living area. When possible, students may independently identify another resident who is willing to participate in a room swap, subject to Housing approval. Students may also choose to explore off-campus housing options within the terms of the housing and meal plan agreement.

- **Students should not move to another room or exchange rooms with another resident without prior approval from designated Housing personnel (i.e. the Director or Coordinator).**
- **Please note:** A room change is not guaranteed. Room changes are dependent upon available housing and are considered on a case-by-case basis.

Room Consolidation Policy
Housing and Residence Life may assign a new resident or relocate a current resident to a vacant space in a residence hall room at any time. Housing will provide timely notice to the resident occupying the room when an assignment or relocation may be made except in situations where this may not be reasonably possible.

- The resident occupying space with a vacancy should keep half of the room unobstructed and clean. Do not use, block, or spread-out belongings over the entire room and furnishings. Furniture in the room must stay in the room.
- Housing and Res Life may relocate students living alone into a shared double room with another resident, also alone in a double room, to maximize building capacity.
- Residents that continue to occupy a double room alone by the end of fall semester will need to identify a roommate, or will be assigned a roommate, or may be billed at the higher rate for a single room.
- A formal request to buy out the room as a single is dependent on space availability and may not be an option.

If a resident is paying for a double room and there is a vacancy in their room at the end of fall semester, they will be required to identify a roommate for spring semester or may formally request to buy out their room as a single, if space allows.

1. The DRL may provide the resident with a list of students who are also living in a double alone. It is up to the students involved to find a roommate, and to determine who will move and who will remain in their current room. OR
2. The resident may have the option of buying out their room as a single (**if space allows**). OR
3. The resident may be assigned a new or transfer student or may be assigned to a current resident requesting a housing reassignment.
4. Residents that choose not to identify a roommate or obstruct the process or assigning or relocating a roommate to the vacant space can ***be billed at the single room rate.***

Room Damages
Residents will be held responsible for all damages to the room and initiated from the room (such as items dropped or thrown out windows). Charges for residence hall damages or losses will be based

on full repair or replacement cost to the College. If you have any questions concerning residence hall damages or charges, please talk to the DRL.

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

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

- No alterations may be made to electrical fixtures or wiring.
- Built-in furniture may not be removed or altered.
- Any drapes (or other hanging fabric) or carpet that is installed in a residence hall room must be certified as fire retardant.
- Carpet must not be glued or taped to the floor. Area rugs are recommended rather than wall-to-wall carpeting.
- Any materials installed on walls or ceilings must be nonflammable.
- Tacks, screws, and nails should not be used on the walls or ceilings.
- All tapes and adhesives must be fully removable from the wall/ceilings. Duct tape should not be used.
- Stickers and decals must be fully removable from walls, ceilings, and windows.
- Screens must always be kept in the windows.
- Students are responsible for all College furniture that is in their room on opening day.
- Students will be fined for any furniture removed or exchanged from their room.
- Any College furniture must stay in student's designated rooms. Students will be billed for any furniture that cannot be accounted for at the end of the year. All furniture, decorations (borders, posters, stickers, tape adhesive, etc.) and other materials that were not accounted for on the Room Condition Form must be removed. Residents will be billed for their removal.
- Students will be billed to cover the costs of repair for damages to the room, College furniture, and/or College furnishings.

All residents of a room are responsible for damages within their room.

Room Lottery
To secure a room for the following academic year, current residents must attend Room Lottery held each Spring Semester. At this time, every resident must sign-up for her/his current room, sign up for another room in either residence hall, or withdraw from the residence hall. Room signs up times will be posted by the Residence Life Staff and will usually occur near the end of the Spring Semester. There are specific procedures for room sign-ups which have been designed to make the process as fair as possible. Therefore, please note the following conditions of room sign-ups:

- All new students who wish to live within the residence halls must pay a $100 deposit (cash or check) to be placed in a room. Returning students who wish to hold a room need to attend room lottery and complete the Residence Life Survey.
- Students must follow the published room selection instructions, process and deadlines. Ursuline College is not required to provide specific or a guaranteed housing type, specific residence hall, room or roommate request.
- Students interested in living in Smith Hall should be at least a sophomore level student. A minimum of three students is needed to secure space in a suite. Space is granted based on the number of semesters one has resided in the residence halls at Ursuline College campus.

Safety and Security
Personal safety and security at Ursuline College are the responsibilities of both the community and the individual. Residence Life, with the assistance of College Security, maintains facilities and

sponsors programs that reflect this concern and educate residents about safety. To promote a secure and safe atmosphere, each residence hall is locked 24 hours a day.

Residents should consider the following suggestions to help ensure personal safety:

- Lock your room whenever you leave it, even for a few minutes.
- All outside doors must always be closed and locked.
- Students are not to admit strangers or lend keys or access cards to individuals who are not residents. Strangers in the building should be reported immediately to any member of the residence life staff or security.
- The discharging, carrying, or possession of firearms, including air guns or any other weapon, with which injury, death or destruction may be inflicted, is prohibited.
- No objects of any sort may be hung or thrown from the windows of residence halls.
- Do not make any unauthorized changes to door lock cylinders.
- Do not duplicate or lend your room key or access card. If you lose your room key, the lock cylinder will have to be replaced and a new key issued, at a cost to you. Unauthorized duplication or creation of residence hall keys will result in disciplinary action.
- Do not leave any personal property of value (i.e., Wallet, purse, watch, iPod, laptop, cellular phone) unattended and visible.
- Do not walk alone on campus at night. Whenever possible, use a well-lit path.
- Guests of residential students must always be escorted in the residence halls.
- Report suspicious behavior or individuals to Ursuline Security immediately by calling 440-449-4204 or 440-221-9025.

Ursuline College is a small and caring community where we encourage everyone to watch out for each other. Students' safety and security are a top priority and, while we recognize that many of you are legally an adult that does not mean we stop being concerned about your safety and well-being!

To that end, we strongly suggest that students residing in the residence halls inform their RA /roommate/friend when they plan to be away for an evening or weekend. It is vitally important for your own safety and security that someone know where you are going and when you expect to be back. Likewise, we request that if you notice that a student is missing from the hall, you report it to your RA immediately. You are an important part of our community and we need to be cautious and vigilant. Remember, St. Angela counsels us to "Build community wherever you go."

Smoking

Students and guests are not permitted to smoke or vape in residence hall rooms or outside residence hall buildings. The designated smoking area near the residence halls is the grassy area in the middle of the resident parking lot. Any individual found smoking or vaping in an unauthorized area will be subject to judicial action and/or a fine. This includes e-cigarettes.

Social Networking/ Online Communities and Websites

For many, particularly students, the internet is a powerful means for developing and strengthening peer connections and expressing individual identities through online communities (Facebook, Instagram, Snapchat, TikTok and the like). While the College does not officially monitor these types of sites, there may be instances where a college official unintentionally encounters information, or information found on social media is brought to the attention of college officials, that reflects inappropriate conduct by a member of the Ursuline College community. Inappropriate conduct discovered will be addressed per protocol outlined in the Student Handbook and Residence Life Handbook, including, but not limited to, the Student Code of Conduct and the Residence Hall Judicial System.

Solicitation and Selling

Vendors are not permitted to sell their products within the residence halls without permission from the DRL. A student should notify a member of the Residence Life Team if approached by an unauthorized

vendor.

Termination of Housing Contract by the College
The College reserves the right to terminate this Contract and take possession of any room, at any time, for violation of any provision of the Contract or College Policies. Upon termination of this Contract, the Student must immediately vacate the residence hall in accordance with the terms specified by the College. Students will continue to be responsible for all Contract fees, including all applicable charges that are due under the Contract, for the remainder of the academic semester.

Prior to terminating a Contract and pursuant to Ohio Revised Code Section 5321.031 and the Residence Hall Judicial System Disciplinary Process, the College will provide the student with written notice (letter or email) of the purported violation(s). An administrative hearing will then be held by the Director of Residence Life and/or the Associate Dean of Student Affairs within forty-eight (48) hours of the written notice. At this hearing, the student will be given an opportunity to challenge or otherwise explain the conduct in question.

If the hearing determines that the Student's Contract will be terminated, the student must immediately vacate the residence hall in accordance with the terms specified by the College. An appeal may be taken of this decision to either the Associate Dean of Student Affairs or the Dean for Student Development and Engagement. The appeal must be made in writing within 14 consecutive calendar days of the written notification.

These procedures will be used in all cases except where the student's presence in the residence hall poses an immediate threat to persons or property, as determined by appropriate College personnel. In this case, the student may be temporarily removed from the residence hall, pending an expedited hearing on the matter. This action is temporary in nature and the Student's Contract will remain in full force and effect, pending the outcome of the hearing.

Reasonable written notice will be provided within forty-eight (48) hours before a hearing is held on any matter. All Contract terminations initiated by the College will be subject to approval by the Associate Dean of Student Affairs and/or the Dean for Student Development and Engagement.

This Contract is automatically canceled if the student's enrollment is officially terminated through withdraw or dismissal from Ursuline College. No refund will be made to any Student who is dismissed from the College for any reason, or who is removed from the Residence Hall for violation(s) of College Policy.

Termination of the Housing Contract by the Student
Student may be released from the Contract under the following circumstances:

A. Completion of degree requirements at mid-year.
B. Withdrawal from the College.
C. Due to extenuating circumstances as granted by the Director of Residence Life and/or the Associate Dean of Students. A request for Housing Release form must be completed and returned to the Director of Residence Life.

Vaccinations – Meningitis and Hepatitis
The Department of Residence Life at Ursuline College does not require that students receive vaccinations to live in the residence halls; however, as of July 1, 2005, the State of Ohio began requiring all students living in college residence halls to disclose the status of their meningitis and hepatitis vaccines. Residents will, therefore, be required to sign a vaccination disclosure form before being permitted to move into college residence hall facilities. This form can be found at https://www.ursuline.edu/files/assets/2021-22collegeimmunizationsmailing.pdf or may be obtained from the Director of Residence Life.

Vacuum
Residence Life has one vacuum which resident students may check out. Please contact the Resident Assistant on duty between the hours of 5pm – 10pm to sign out the vacuum. The R.A. on duty will ask that you leave your I.D. while you have the vacuum, and it is expected that you will return the vacuum within a timely fashion (within 15-20 minutes).

Vending Machines
Report any problems with the drink or snack vending machines located in the residence halls to a member of the Residence Life Team. For refunds, go to the Student Service Center located in Mullen, room 203.

Visitation and Overnight Guest Policy
The presence of the guest or visitor must not create an inconvenience for roommates, hall mates, or otherwise interfere with residence hall life. Reasonable privacy takes precedence over the privilege of entertaining a guest/visitor. All guests/visitors are expected to observe all College rules and regulations. **Students must always escort their guest or visitor, and students are responsible for the behavior and for any damage done by a guests or visitor.** This means all guests/visitors of an Ursuline College resident must be escorted by the resident from the time of entry to the time of exit; this includes being escorted to bathrooms, lounges, and all other areas of the residence hall.

- **Visitor Guidelines**
  A "visitor" is defined herein as any individual who is not an enrolled Ursuline resident student assigned to one of the three residence halls: Grace, Murphy or Smith, who is visiting a residential student during the visitation hours outlined below.

- **Visitation Hours**
  Sunday through Thursday: 10:00 a.m. - *Midnight
  **All visitors not intending to stay overnight must be escorted out of the building by midnight.*

  Friday and Saturday: 10:00 a.m. - *2:00 a.m. (the following day)
  * *All visitors not intending to stay overnight must be escorted out of the building by 2 a.m.*

- **Minor Guests**
  Students who are hosting guests under the age of 16 must take extra care of supervising their guests. **Guests under the age of 18 are not permitted overnight**. Minors must not be allowed to run in the hallways and should be always attended. If the hosting of minor guests disturbs other members of the hall or one's roommate or suitemates, the issue will be addressed with the resident, and the minor guest may be asked to leave the residence halls.

- **Bad Weather Accommodations for Ursuline College Commuters**
  The "Bad Weather Accommodations for Ursuline College Commuters" is dependent on availability of residence hall space and may be subject to suspension or amendment based on health and safety guidance, recommendations and/or mandates as issued by federal, state, local, and/or college officials. No resident student should feel obligated to host an overnight guest in their residence hall room or suite for reasons related to bad weather, and the commuter student in need should first contact the RA on duty to request such accommodations.

  Subject to space availability, commuter students who wish to stay on campus because of bad weather or car trouble should email the Residence Life Team at UC_ResidentAssistant@gannon.edu, or call/text the Resident Assistant on duty after 5pm at 440-221-2814 for information.

- **Admissions and Athletic Overnight Guests**
  Subject to space availability, the Admissions and/or Athletic departments may host an overnight program for prospective students. The athletic team coach or admissions staff person should contact the Department of Housing and Residence Life to discuss availability and make tentative arrangements to use an unoccupied residence hall room for such programs. Requests must be made as early as possible but not less than 48 hours prior to the anticipated event. Resident Assistants are not permitted to host overnight guests. Admissions and Athletic Overnight Guests are not permitted to have any visitors during their stay on campus and should have a parent or guardian sign a use and participation waiver prior to the individual staying overnight in the residence halls.

- **Visitation and Oversight Guest Policy**
  Ursuline College residents must treat their roommate(s) and/or floor mates with respect and adhere to the following Visitation and Overnight Guest Policy ("Policy"). Anyone violating this Policy is subject to disciplinary action, including temporary or permanent removal from the residence halls. Please note that this Policy also applies to all family members of a residential student visiting or staying overnight in the residence halls.

- **General Guidelines**
  Per the Ursuline core value of "Respect for the Individual," residents shall take full responsibility for the actions/inactions of their visitors and overnight guests and must ensure that their visitors/overnight guests do not impose any undue burden or disruption to other visitors/overnight guests or individuals residing or working in the residence halls. All residents must reach a mutual understanding or common agreement with their roommates/suitemates prior to hosting a visitor or overnight guest.

  Reasonable privacy takes precedence over the privilege of entertaining a visitor or overnight guest. If a roommate/suitemate is experiencing discomfort with a visitor or overnight guest in her/his room/suite, the concerned resident should first communicate this to her/his roommate/suitemate. If the situation persists, a Resident Assistant (RA) should be contacted for assistance. If a reasonable outcome cannot be reached between the parties involved, the RA will explore next steps that include but are not limited to scheduling a formal mediation and referring the matter to senior members of the Residence Life Team such as the Hall Director or Coordinator.

  All visitors and overnight guests of an Ursuline College resident must be escorted by the resident throughout the residence hall from the time of entry to the time of exit; this includes being escorted to bathrooms, lounges, and all other areas of the residence hall.

  Residents are **not** to leave their visitor or overnight guest unattended in the residence hall room or suite, including in common areas, bathrooms, or at programming events.

  Overnight guests are required to always have a valid photo ID with them.
  Residents are **not** to give or loan their room/suite key or Ursuline student ID to anyone, including guests.

  Any guest that is not feeling well, has symptoms of COVID or other communicable disease such as a fever, cough, or congestion, or that has recently tested positive for COVID should not enter the residence halls.

- **Overnight Guest Guidelines**
  An "overnight guest" is defined herein as any individual who is not an enrolled Ursuline

resident student assigned to one of the three residence halls: Grace, Murphy or Smith, who is visiting a residential student in the residence halls past visitation hours; 12am Sunday – Thursday, and 2am Friday and Saturday, as outlined above.

Overnight guests of the **same sex** are permitted any day of the week. Overnight guests of the **opposite-sex** are permitted on Friday and Saturday nights **ONLY** and are **not** permitted Sunday through Thursday. Overnight guests of either sex are **not** permitted during pre-season, final exam weeks, break periods, or any other days/dates or timeframes that the College may otherwise designate, in its sole discretion.

Residents may have an overnight guest for no more than two (2) consecutive nights, and if it does not constitute a regular pattern (i.e., a person staying every Thursday or every weekend). No more than one overnight guest is permitted at any time per resident. All overnight guests must be between 18-23 years of age (including family members). Cohabitation is not permitted. Cohabitation is defined as a guest residing with a resident for more than seven (7) nights in a calendar month. Guests may not give the impression of living in a space by having food, drawer space, closet/wardrobe space, belongings in the bathroom or by having a resident's room key and/or student ID for access.

- **Visitor and Overnight Guest Sign-In**
  Ursuline College requires residents to sign-in **all** visitors and overnight guests prior to them entering the residence halls. The purpose of visitor and overnight guest sign-in is to provide accountability and an added layer of safety and security to our residential community. Visitor and overnight guest sign-in is also critical in case of an emergency.

  Residents must sign-in their visitor or overnight guest using the Resident Guest Sign-In form. Residents can scan the available Resident Guest Sign-In QR code or click the link shared to the UC Resident Students Teams channel.

- ✓ Only the resident hosting and responsible for the visitor or overnight guest may sign-in the individual entering the residence hall.
- ✓ Signing-in a visitor or overnight guest for another resident is prohibited and a violation of this Policy.
- ✓ Overnight guests must be signed in prior to entering the residence halls and before midnight Sunday through Thursday and before 2 a.m. on Friday and Saturday nights. Failure to sign-in an overnight guest in a timely fashion may result in the overnight guest being refused access to the residence halls or being asked to leave.

No resident will be allowed to sign-in a visitor or overnight guest who is under the influence of alcohol or drugs. Additionally, visitors and overnight guests are not permitted to bring alcohol into the residence halls, regardless of their age.

*Failure to sign an overnight guest in or out of the building will be considered a violation of this Policy, and all violators will be subjected to disciplinary action.

- **Bathroom Guidelines**
  It is the resident host's responsibility to escort their visitors and overnight guests to the appropriate designated bathrooms. Male guests of female residents are expected to use the first-floor designated male restroom in Grace, or the unisex toilet on the first floor in Murphy Hall.

  Grace and Murphy

The following will be the expectation for bathroom use by visitors and guests in Grace and Murphy halls:

- **Visitors and overnight guests of the same sex** may use the community bathrooms on the resident host's floor. Visitors and overnight guests must be escorted always, including to the bathroom.
- **Visitors and guests of the opposite sex** may only use the male or female designated bathrooms on the first floor in Grace Hall, or the unisex toilet in Murphy Hall on the 1st floor. The unisex toilet in Murphy is separate from the community bathroom with toilets and showers.
- Before sending a guest or visitor into the community bathroom, the resident should knock on the bathroom door to ensure it is not in use by someone of the opposite-sex.
- Residents must escort their visitors or overnight guest(s) and wait for them at the bathroom.

Smith
Residents in Smith suites are expected to communicate with the members of their specific suite to determine suite standards for bathroom use by visitors and overnight guests. Smith Hall also has a community toilet located on the first floor that can be used by guests and overnight visitors.

****Ursuline College reserves the right to amend, revoke, or otherwise adapt the visitation policy** at any time should there be a need to do so for the health and safety of the community, and/or per federal, state, local or college guidance. This includes, but is not limited to, reasons related to COVID-19.

Waste Disposal
Residents are responsible for the disposal of room waste into appropriate waste containers located in trash rooms on each floor in the residence halls. Residents are encouraged to use gloves when removing garbage bags and handling and disposing of trash. Wash hands according to CDC guidelines immediately after disposing of trash. Waste containers are not to be stored in the hallways and corridors. Please empty all trash containers before long weekends or breaks.

Waterbeds
Because of the added stress the bed's weight creates, and the potential for water damage, the use of waterbeds in the residence halls is prohibited.

Weapons and Firearms
For everyone's safety, the possession, sale, and/or use of any type of gun, firearm, fireworks and other explosives and weapons is not permitted in the residence halls. This includes hunting equipment, martial arts weapons, switchblades, etc.

Window Decorating
Student organizations may request permission to paint the lounge windows to advertise events. The student organization is responsible for cleaning the windows after their event in a timely manner. Failure to clean the windows will result in a fine for the members of the organization. Contact the Director of Residence Life for more information.

Residence Hall Judicial System

Ursuline College expects its students to act in a mature, responsible, and respectful manner. The College reserves the right to take appropriate steps to preserve the health, safety, and well-being of the College community by establishing and enforcing standards of conduct through administrative action.

Resident students accused of violation of college policy are subject to the Ursuline College Residence Hall Judicial System. Students accused of violating Federal or State or Local Laws may also be referred for criminal prosecution and could lose their on-campus housing privileges.

Disciplinary Process
Any member of the Residence Hall community may notify the Office of Residence Life of violations of the Student Code of Conduct outlined in the Ursuline College Student Handbook or the Residence Hall Handbook portion of the Student Handbook. The matter will normally be evaluated by the DRL, who will act as the Judicial Hearing Officer, to determine if judicial action at the residence hall level is appropriate. The confidentiality rights of students will be respected. On a case-by-case basis, information may be shared with appropriate College officials.

Administrative Hearing
If a student violates college and/or residence hall policy the following will occur:

1. The student will be notified by the DRL via letter and/or email that they have been cited for violating College standards of conduct and will be asked to schedule an appointment within 48 hours or as requested. A student's failure to schedule an appointment will result in a $25.00 fine and the student being held responsible for that policy violation (unless circumstances warrant an administrative hearing with the Hearing Officer or involve charges of sexual harassment or sexual assault).
2. The DRL will conduct a preliminary interview with the student during which charges will be discussed.
3. The student will be asked if she/he takes responsibility for the violation(s) of college policy with which he/she is charged. If the student admits responsibility, an appropriate sanction will be issued by the DRL. *Students who do not complete the sanction by the agreed upon date will be issued a $25.00 fine.*
4. If there is not enough time to complete a sanction (e.g., final exam week) the student can be fined for the violation.
5. A student having subsequent violations will be required to complete a more time intensive sanction and could encounter possible suspension or expulsion from the halls based on the severity of the policy infraction.
6. The student(s) will be informed of the right to appeal this decision. Such an appeal must be made in writing within five days of receipt of the written decision and must specify the grounds for the appeal. All appeals should be directed to the Associate Dean of Students.
7. If the student does not admit responsibility, the case will be forwarded and heard by a Peer Judicial Board, **except in circumstances that warrant an administrative hearing or in cases involving sexual harassment or sexual assault.** (Please refer to policy in the Ursuline College Student Handbook).
8. When there is not enough time to convene the Peer Judicial Board (e.g., final exam week), a request for a hearing will be handled as an administrative hearing by the Director of Residence Life or Associate Dean of Students.

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

Other Functions of the Hearing Officer

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

4. Training of Peer Review Board before hearings.

Peer Judicial Board
The Board is comprised of a maximum of nine residence hall students and is charged with conducting student hearings, as necessary. A minimum of five student Board members will constitute a panel for any given hearing. The Board elects its own Chair. Failure to comply with the direction or sanctions of the Peer Judicial Board or other College officials may result in more severe disciplinary action including but not limited to suspension. The Peer Judicial Board utilizes the College and Housing Policies outlined in the Ursuline College Student Handbook and the Residence Life Handbook.

In cases heard by the Peer Judicial Board, the following procedures apply:
1. The accused student will be notified in writing of the date, time, and location of the hearing. The hearing will be scheduled within a seven-day period after notification (unless there is a scheduled college break that would not allow the board to meet within the seven-day period).
2. For each judicial hearing, a judicial panel will be established to include the following members:
   a. Nine students (5 of which will constitute a panel for any given hearing) to be selected via a lottery system for each judicial case. Service on the Peer Judicial Board is expected when selected for duty. Resident Assistants and any students involved in the judicial case will be removed from the lottery process on a case-by-case basis.
   b. The DRL is an ex-officio nonvoting member of panel.

Peer Judicial Board Hearing
The procedure for the hearing of a case will be as follows:
1. The accused student will be notified in writing of the date, time, and location of the hearing.
2. Hearings are closed and confidential.
3. A confidential tape recording is made of the hearing.
4. An accused student may review any information that may be introduced 48 hours prior to the hearing. Any information that is submitted in less than 48 hours will be reviewed by a judicial officer to determine validity. If information is approved, the accused student will be given the evidence to review prior to the start of the hearing.
5. Each student appearing at the hearing may have a member of the Ursuline College community of choice present. The role of this person is to advise the student. The adviser may neither address the board nor participate in proceedings.
6. The accused student may bring witnesses who have personally observed and can provide relevant information pertaining to the case. The witnesses will be called one at a time to share their information but cannot ask questions of Peer Review Board panel members.
7. The accused student or a person involved with the documentation of the Judicial Referral may request that an individual member of the Panel be excused because of a personal relationship or for other valid reasons. The Director of Residence Life will make this determination.
8. Names and charges are read aloud by the hearing officer.
9. The accused enters a plea of responsible or not responsible.
10. The hearing officer presents the case against the accused student and presents any witnesses for the case.
11. The accused student may hear and question all witnesses. Questions must be directed to the Panel.
12. The student who has been accused offers a statement in defense and presents any witnesses for their case.
13. Panel members may put out questions to the accused, to the person who wrote the Judicial Referral, and to any witnesses for information and clarification.
14. Final statements are taken from the accused and people involved with the documentation of the Judicial Referral.
15. The Panel withdraws for a closed discussion and vote; they may return to the hearing to raise

further questions as needed. The accused will be given opportunity for rebuttal. If necessary, the Panel may adjourn the hearing for continuation at a later date.

16. The hearing officer announces the Panel's ruling. The accused will also receive a written notification of the Panel's ruling. Disciplinary sanctions will be disclosed to any person or persons who have been victimized by a student or students found responsible for an offense and to the appropriate College personnel, in accordance with applicable Federal, State or Local laws.
17. The hearing officer will inform the student of the right to appeal a decision.
18. An appeal must be made in writing within 5 days of receipt of the written decision and must specify the grounds for appeal. An appeal must be directed to the Associate Dean of Students for confirmation, amendment, or further action.

If the penalties are not completed appropriately, the Hearing Officer may contact the student for an explanation and/or further action may be taken.

Judicial Sanctions

Ursuline College believes that discipline provides an opportunity for the student to learn. Sanctions are generally set in the interest of protecting the community and with an educational emphasis so the student can learn more about how their behavior impacted themselves and/or the community. Whenever feasible, sanctions will be given for a particular offense as established by previous decisions in similar cases. A student with prior judicial sanctions may incur a more severe sanction. Sanctions may include fines, restitution, educational assignments, counseling, service projects or other instruction deemed to be in the best developmental interest of the student. Some of the more formal sanctions imposed as a result of the hearing may include, but are not limited to, the following:

1. **Warning (oral or written).** The student will be cautioned that any subsequent misconduct during a specified period of time will result in further disciplinary action. Written warnings are kept on file in the Office of Residence Life.
2. **Probation.** The student will be notified in writing that any subsequent misconduct during a specified period will result in suspension or expulsion.
3. **Restitution.** The student will be required to compensate the College or other persons for damages incurred as a result of misconduct. Compensation may be required in the form of payment or services.
4. **Project.** The student may be required to complete a work, educational, or service project as a result of administrative action.
5. **Restricted Access.** Restrictions from entering certain designated areas for a specified period of time.
6. **Room Transfer.** Transfer of a resident student(s) to another room, floor, or building.
7. **Loss of Privilege.** The removal of a privilege, use of a service or participation in a program, event, or activity for a specific period of time. The loss of privilege may prohibit a student from participating in residence hall activities. This means that information or results from a disciplinary hearing may be shared with a coach, the Athletic Director, or an advisor to determine if loss of privilege is an appropriate sanction. This sanction may be imposed separately or in addition to any other sanction(s). This may also include loss of guest privileges in the residence halls.
8. **No Contact Orders.** These are designed so that students involved in a campus conduct process do not have any communication with each other to help minimize further altercations between those involved. Students who have no contact orders are not to contact each other using ANY means. This includes, but is not limited to comments, words, or gestures in person, through postal mail, email, social networking sites, or by having others (friends, acquaintances, family members etc.) act on his/her behalf. *Information borrowed from Wright State Judicial Handbook with permission.*
9. **Suspension.** The student will be dismissed temporarily from Ursuline College for a specified period of time. Suspension may be limited to temporary dismissal from residence halls when indicated.

10. **Expulsion.** The student will be dismissed permanently from Ursuline College. Expulsion may be limited to dismissal from the residence halls when warranted.
11. **Immediate Suspension.** The Associate Dean of Students, the DRL, or a designee may invoke an immediate suspension whenever there is information provided that the student's presence on campus, at an off-campus educational site or at a college-sponsored activity presents harm to herself/himself or others, or a disruption of college activities.

The Peer Judicial Board may also recommend suspension or expulsion as a sanction to the Director of Residence Life, who has authority to impose these sanctions. A student who receives one of these sanctions from the Director of Residence Life may appeal the decision to the Associate Dean of Students, in accordance with procedures outlined in the Ursuline College Student Handbook.

Residence Hall Fees and Fines

Residence Hall fees and/or fines can be paid in cash or by check, payable to Ursuline College and submitted to the Director of Residence Life or Associate Dean of Students. The student also has the option of having the fee/fine placed on the student's bill.

Access

Room Keys: If a resident loses a room key or fails to return her/his key at checkout, a fine of $100.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.
Mailbox Keys: If a resident loses a room key or fails to return her/his key at check out, a fine of $25.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.
Access Card: If a resident loses this card a fine of $20.00 will be assessed.
Lock-Out Service: Students will be charged $1.00 ($5.00 will be charged for any lock-out between midnight-9:00 a.m.). An unpaid lock-out fee will result in a $5.00 fine at the end of each semester.

Break

Break Housing: The cost for break housing is $10/night. Contact the Director of Residence Life for additional information.
Failing to leave on time during break closings: This will result in a fine of $50.00
Break closing procedures: Failure to complete any of the procedures required for break closing will result in a fine of $10.00 for a second violation and any subsequent violations.
End of year closing: Students who fail to formally check-out with a resident assistant to turn in their keys, mailbox key, access card and have their room inspected will be fined
$50.00

Carts

There will be a $10.00 fine for any Carts left in a student room.
There will be a $10.00 fine for carts left in the parking lot and not returned to the inside of the residence hall.

Illegal Items

Any illegal items *(example: candle, microwave, space heater)* found in a room will result in a fine of $25.00. Fine is subject to change based on the number of illegal items found in the room.

Illegal Parking

Students who park illegally, in fire lanes, in designated handicap parking spaces without a handicap placard issued in their name and without proper approval from the Office of Disability Services, are subject to the college judicial process, fees/fines, and legal action from city officials. **Under Ohio law (R.C. 4511.69), parking in an accessible space without proper authorization is a misdemeanor offense punishable by a minimum $250 fine.** Vehicles may only use handicap

designated parking spaces if they are operated by or transporting a person with a disability and properly display a valid placard or accessible license plate.

Improper Room Move
Any resident who changes rooms without the permission of the Director of Residence Life will be charged a fine of $100.00.

Judicial

1. *Finals Week:* 23 Hour Quiet Hours start the Saturday before finals week at midnight and end the day the halls close. Any student violating this policy will be charged a $10.00 fine. No warnings are given. A "relief hour" will be established each day during this period of time.
2. *Failure to attend judicial meeting*: Students who fail to respond to the request of the Director of Residence Life or to the Vice President for Student Affairs to schedule a meeting to discuss a judicial infraction will be charged $25.00
3. *Failure to complete a judicial sanction:* The student will be fined $25.00.
4. *Failure to leave residence hall during a fire alarm:* Student will be fined $75.00.
5. *Tampering with fire safety equipment:* Student will be fined $75.00.
6. *Multiple noise warnings:* After a student has received three noise warnings a $10.00 fine will be issued for every subsequent noise violation.

Ursuline College Charges for Residence Damage

To avoid being charged for damages made to a room prior to arrival, complete the Room Condition Form thoroughly. Any damages not reported on the Room Condition Form will be billed to the resident(s) of the room. Any damages done to public areas that are unable to be assessed to the responsible individual(s) will be charged to all residents of the area. Students are also responsible for the damages caused by their guests.

This is only a list of charges for **common damages** and repairs. Charges listed are subject to change without notice. Students are responsible for all damages regardless of whether it is listed in this section or not (e.g., damaged lounge furniture).

1. Abandoned refrigerator	100.00
2. Broken desk light fixture	50.00
3. Broken entry door glass (side windows)	50.00 & up
4. Broken hall telephone	55.00
5. Broken or missing ceiling light fixture	35.00
6. Broken or missing emergency lights	125.00
7. Broken or missing exit lights	100.00
8. Broken room window	100.00 & up
9. Carpet tape remaining on floor	25.00
10.Carving in any wood	5.00 & up
11.Computer Mouse	20.00 & up
12.Damage to floor tile	25.00/tile
13.Damaged lounge window screen	75.00 & up
14.Decals/hooks left in room	10.00 & up/ea
15. Failure to remove paint from window	50.00 each
16. Hall telephone wiring repair	90.00
17. Handrail repair (stairwells)	25.00

18. Hole in carpet	5.00 & up
19. Holes in ceiling tiles	10.00/hole
20. Lost room key	100.00
21. Lost mailbox key	25.00
22. Lounge furniture moved into room	25.00/each
23. Missing bed or parts	100.00 & up
24. Missing bulletin board (room)	25.00
25. Missing or damaged mattress	100.00
26. Missing room screen	40.00 & up
27. Nail holes in wall or wood	5.00 & up
28. Network cable	20.00 & up
29. New door (hollow core)	100.00
30. New door (solid core)	160.00
31. Missing telephone cord	10.00
32. Missing or broken telephone receiver	20.00
33. Reattach electrical fixtures	25.00
34. Reattach paper holder	15.00
35. Removal of any large items left behind	50.00 & up/ea
36. Repaint one wall	35.00
37. Repaint room	130.00
38. Repair blinds (lounge windows)	80.00 & up
39. Repair blinds (room)	40.00 & up
40. Repair broken room chair	30.00 & up
41. Repair door lock	30.00
42. Repair window parts (frame, etc.)	25.00
43. Replace blinds (room)	80.00 & up
44. Replace broken or missing ceiling light fixture	35.00
45. Replace corridor bulletin board	100.00
46. Replace door lock	150.00
47. Replace missing fire extinguisher	75.00
48. Replace room chair (old style)	95.00 & up
49. Replace room thermostat	80.00 & up
50. Required skilled labor	15.00/hour
51. Ruined finish on room or corridor door	35.00/side
52. Smoke detector: missing or tampered with	225.00
53. Tack or pin holes in wall or wood	1.00 & up
54. Tampering with fire extinguisher	75.00
55. Tape or adhesive damage	5.00 & up
56. Torn room screen	25.00 & up
57. Writing on walls, door, desk, etc.	10.00/mark

Department Phone Numbers

Academic Affairs	440-646-8107
Academic Support Service	440-449-2049
Admission Office	440-646-8362
Alumni Relations	440-646-8370
Associate Dean, Student Affairs	440-646-8336
Athletic Department	440-646-8308
Breen School of Nursing (Director)	440-684-6302
Business Office	440-646-8312
Campus Ministry	440-646-8327
College Reception Switchboard	440-449-4200
Community Engagement and Belonging	440-684-6085
Counseling Services	440-646-8379
Dean for Student Development and Engagement	814-871-5680
Development Office	440-684-6022
Director of Disability Services (TTY line)	440-449-2034
Enrollment Management Office	440-646-8115
Graduate Office - Admissions	440-646-8146
Library (Ralph M. Besse)	440-449-4202
Media Center	440-646-8182
Registrar's Office	440-646-8131
Residence Life Office	440-646-8334
Safety / Security	440-449-4204
Student Affairs	440-646-8320
Student Services	440-646-8309
Title IX	814-871-7224
UCAP	440-684-6130
Writing Lab / Math Tutor	440-646-8110
Women’s Center	440-646-8336