

Mount Saint Mary's University

Student Handbook Core Components

2017-18 Contents

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The following policies and procedures describe Mount Saint Mary's expectations of all members of the University community. Students will be held accountable for understanding and abiding by these policies and procedures. Questions or concerns can be directed to the Deans of Student Life. (May 2017)0

ATHENIAN PROMISE - A Commitment to Civility

Mount Saint Mary's University is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept obligation to live by these common values and commit to the following principles.

As a member of the Mount Saint Mary's University community:

- I will embrace the concept of civil community which does not tolerate violence, theft, bigotry, or harassment of others in any form.
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the university community.
- I will support a culture of diversity by respecting the rights of those who differ from me.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I pledge to contribute to a civil campus environment and resolve to encourage civil behavior in others. This is my promise to Mount Saint Mary's University and its community of scholars

-Adapted with permission from the University of Pittsburgh's "Pitt Promise"

ACADEMIC INTEGRITY

The academic environment is predicated on truth and integrity. Acts of dishonesty constitute a serious offense to the Mount Community. Acts of academic dishonesty include but are not limited to the following:

1. **Cheating:** Cheating of any kind is dishonest. This includes copying other's essays or exams, stealing exams, buying or otherwise procuring new or used exams, having someone else take an exam or write an essay for which you take credit, and any other way you might receive credit for work that is not your own.

2. **Failing to hand in original work:** Using one essay for two different classes is also dishonest. If you have a topic appropriate for two classes, original and separate work must be done for each class, unless approval of both instructors has been obtained. Moreover, co-writing an essay without both obtaining the instructor's permission and acknowledging the other person's help is dishonest.
3. **Plagiarism:** Plagiarism is an act of academic dishonesty. It is a serious academic offense. Plagiarism is using anyone else's ideas and representing them as your own (i.e. not giving appropriate credit). Acts of plagiarism include the following:
 - failure to document and give credit to an original source,
 - paraphrasing another person's ideas without giving credit,
 - using direct quotes without proper recognition of the source,
 - using statistics, facts, or information from a source other than your own original research without giving credit.
4. **Falsification or misrepresentation:** Falsification of lab or clinical data, clandestine collaboration with others in class presentations or laboratory experiments, alteration of College documents, alteration of instructor's grade sheets/book, misrepresentation on admissions materials, falsification of academic records, forgery, entering computer accounts other than one's own without prior consent of the owner, entering or deleting information without permission are all academic offenses.
5. **Theft:** Theft or mutilation of library or media materials, computer or media equipment, records or other College documents (such as examinations, assignments, gradebooks or other course materials), or theft from any member of the academic community are all acts of academic dishonesty.

Consequences: Actions such as these should incur, in proportion to the gravity of the offense, appropriate action on the part of the instructor or College representative. The penalty for an act of dishonesty could range from a grade of F on an examination or assignment, a reduced or failing grade for the course in question, probation, suspension or expulsion from the College. Repeated acts of academic dishonesty will be treated more gravely.

Appeal Procedure: Any student of the College has the right to appeal any decision resulting from a perceived act of academic dishonesty. The Academic Integrity Board should be consulted in the case of an appeal or whenever a case involving academic dishonesty has not been resolved at a lower level.

ACADEMIC INTEGRITY BOARD

The College Academic Integrity Board shall hear cases within its jurisdiction which are not resolved on a lower level.

1. *Composition:* The Board shall be composed of four members:
 - a. Two full-time faculty members, at least one of whom is tenured.

- b. Two student members. The undergraduate student members must be of full-time status and of at least sophomore standing. The graduate student members must be currently enrolled and have completed at least 15 units at the College. Both students and two alternates shall be appointed by the Associated Student Body Board(s) in consultation with the Vice President for Student Affairs, in the Spring preceding their two year terms of service. The Graduate Council will appoint two graduate students and two alternates in the Spring preceding their one year of service, who will serve on the board in lieu of the undergraduate students in any cases involving graduate grievances. Should the ASB recommendations for student members and alternates fail to materialize in adequate student representation, the Chair of the Committee will appoint the student representative(s) to the Committee.
 - c. The Chair shall be nominated by the faculty, recommended by the Faculty Policy Committee, and appointed by the President for a two-year term. In alternate years, the second faculty member shall be appointed by the Faculty Policy Committee to a two-year term.
2. *Functions*
- a. Publish and interpret the Academic Dishonesty Policy and procedures.
 - b. Designate for each chair a cognate chair in case of conflict of interest.
 - c. Receive and investigate unresolved conflicts relative to the disposition of individual academic dishonesty cases. The board shall determine if the complaint has enough merit to be sent to the Academic Integrity Panel.
 - d. Certify that the complainant has used all the ordinary means available to resolve the conflict.
 - e. Issue advisory opinions regarding academic dishonesty upon request of other institutional agencies, including the Faculty Assembly.
 - f. Participate in hearings involving academic dishonesty cases as ex-officio representatives on the Academic Integrity Panel.
 - g. Issue a written report of findings to all parties in a complaint, and see that a report be filed and maintained in the Academic Vice President's Office.

ACADEMIC INTEGRITY PANEL

1. *Composition:* The panel shall consist of seven members:
- a. The two faculty and the two student members of the Academic Integrity Board;
 - b. One member selected by the complainant from among the full-time faculty, or full-time students of sophomore, junior, or senior standing;
 - c. One member selected by the defendant from among the full-time faculty, or full-time students of sophomore, junior, or senior standing;
 - d. One member appointed by the Provost.
 - e. In the event that no faculty member on the panel is from the area/field of the defendant, the board shall appoint one faculty member from that area/ field who shall be an ex-officio non-voting member.
 - f. The Chairperson of the Academic Integrity Board chairs the panel and holds a non-voting position, except in the case of a tie.

- g. If one of the four members from the Academic Integrity Board withdraws from a particular case because of personal involvement, then the Chairperson shall appoint a fourth member from either the full-time faculty or full-time students as prescribed above.
 - h. If the Chairperson withdraws from the particular case because of personal involvement, then the one remaining faculty member from the board assumes the chair and appoints a fourth member from the full-time tenured faculty after consulting with the two remaining members.
2. *Convening the Academic Integrity Panel*
 The Chairperson of the Academic Integrity Board shall convene the Academic Integrity Panel within ten (10) calendar days after a determination by the board that a complaint should go to the panel and receipt of certification by the Faculty Academic Freedom Committee that no faculty academic freedom question is involved in a substantive grievance.
3. *Hearing by the Academic Integrity Panel*
- a. The panel shall establish a date for a formal hearing. It shall allow adequate time to all parties for the preparation of the refutation of charges.
 - b. The hearing shall be closed, unless all parties agree in writing that it be open. The Chairperson's determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final.
 - c. The complainant and defendant are both entitled to be represented at the hearing by advocates of their choice. Since the hearings are administrative, and not judicial in nature, the advocates may not be lawyers. A taped transcript of the hearing shall be made and retained for five years.
 - d. Both parties (or their representatives) have the right to present evidence and witnesses on their behalf and to confront and question opposing witnesses.
 - e. Under normal circumstances, if the duly notified complainant does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal.
 - f. If a duly notified defendant does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the complainant.
4. *Functions*
- a. Conduct hearings.
 - b. Consider evidence (consulting with whomsoever it deem appropriate).
 - c. Submit an opinion, in writing, to the parties involved.
 - d. Ensure that a copy of the findings be placed in the files of the Office of the Provost.
5. *Procedure*
- a. When an instructor has decided that an act of dishonesty has occurred,
 - 1) then the following procedure should be followed: The instructor may give a lower grade or an "F" in the examination or assignment. If the matter demands more severity, the instructor may assign a lower grade or an "F" for the course.
 - 2) If the instructor views the situation as sufficiently serious to carry the matter further, in addition to the grade assignment, she/he may bring the matter to the

Department Chairperson for consultation or **take the case to the Academic Integrity Board (see 4.)**.

- 3) The instructor must inform the student, in writing, that this action has been taken and that the student has the right to appeal. This part of the process must be completed within ten (10) calendar days of the discovery of the alleged violation. The instructor will keep careful documentation of all communications with the student regarding the incident. A brief written report of the action taken must be filed in the Office of the Provost. The Provost will establish a file on the student in case of further acts of academic dishonesty. If a resolution is not reached at this time, then the matter will be taken up with the **Academic Integrity Board**.
- 4) The student (**within ten (10) calendar days of notification (see 3) from instructor**), the instructor (**within ten (10) calendar days of the discovery of the alleged violation**) or an administrator (**within ten (10) calendar days of notification**) may take the case to the Academic Integrity Board.
- 5) If no formal action is filed by the student or the instructor within ten (10) calendar days of notification by the instructor, the original decision becomes final.
 - a. Ordinarily, the decisions of the Academic Integrity Panel are final and subject to the approval of the Provost.
 - b. If a grade reversal is recommended, then this recommendation will be submitted to a Faculty Peer Review group for its consideration.
 - c. Both the decision of the Academic Integrity Board and the decision of the Faculty Peer Review group will be submitted to the Provost who will then make the final decision.
 - d. If the Provost approves a decision, then that decision will be implemented by the Provost within seven (7) days after the decision has been handed down.
 - e. In the implementation of decisions, the Provost will consult with the Vice President for Student Affairs where appropriate.
- 6) *Sanctions* (Note: In addition to sanctions, restitution may be demanded where appropriate):
 - a. Assignment of a special project that would benefit the student. (This may be added to any sanction.)
 - b. Written reprimand with the notice that any repetition could develop into a situation requiring severe disciplinary action.
 - c. Disciplinary probation resulting in possible loss of designated privileges for a stated period of time. Proven failure to live up to the terms of the probation may result in further disciplinary action, including suspension or expulsion.

Samples of probation conditions:

 1. Exclusion from campus residence.
 2. Ban from participation in social or student governance activities.
 3. A special assignment related to the nature of the offense.

Suspension from classes, campus activities, or from the College itself. The letter of suspension will specify the period of the suspension and the conditions for reinstatement.

e. If the student should fail to fulfill the conditions of suspension, then she/he could be subject to expulsion.

f. A student would be put on an interim suspension from classes or barred from other privileges or activities pending a final decision on an alleged violation. The authority to do this lies with the Provost. The basis for interim suspension by the Provost is harm to the College Community.

g. Pending a hearing by the Academic Integrity Board, a student may be suspended from a professional program by the department for not meeting the ethical standards of that profession.

- Action to suspend the student from the College may be taken only by the Academic Vice President acting in concert with the Academic Integrity Board.

h. Expulsion from the College.

6. *Group Sanctions: Where circumstances warrant it, and where there is reasonable proof that a group of students have engaged in violations of academic dishonesty, the group may be subjected to:*

- a. group probation
- b. denial of the use of College facilities
- c. suspension
- d. expulsion

ACADEMIC GRIEVANCE:

A College Academic Grievance Committee shall be established with the authority to resolve grievances within its jurisdiction.

Composition

The Committee shall be composed of five members. The chair is a tenured faculty member, recommended by the Faculty Policy Committee, and appointed by the President for a three-year term. Two full-time faculty members elected for a two-year term. Two student members who serve one-year terms on the Committee. The student members must be of full-time status and at least sophomore standing and, if a graduate student, have completed at least fifteen units at the college. The Chair of the Committee will appoint the student representatives in consultation with the Vice President of Student Affairs and/or the Graduate Council.

Accountability

The Academic Grievance Committee is accountable to the President of the College.

Jurisdiction

The Academic Grievance Committee shall receive and investigate complaints, excluding those pertaining to a learning disability (see College Disability Grievance 2015-2016 MSMU Student Handbook page 38 Procedure) that have not been resolved on a lower level (Instructor and Department Chair/Program Director) on:

- Admission into a major or program
- Disqualification from a major, a program, or from the College
- Student academic performance evaluations (grades)
- All other instructional matters (e.g., deviating from a syllabus, instructor absences)

Functions

The Academic Grievance Committee shall:

- Carry out the functions in a timely manner, taking all due steps to help the case proceed in as expeditious a way as possible.
- Distribute current policies and procedures to all faculty in the beginning of each academic year.
- Interpret the Student Bill of Rights in such cases where there has been an alleged violation of those rights and the academic grievance procedure requires such an interpretation in order to reasonably assess the student's complaint. Cases involving learning disabilities are handled by the College Disability Grievance Procedure.
- Issue advisory opinions regarding academic grievances upon request of other institutional agencies, including the Faculty Assembly.
- Attempt to resolve the complaint through the Informal Resolution process
- Initiate and investigate the complaint through the Formal Resolution process when indicated.

Informal Resolution of Grievances and Grade Appeals

When a student or group of students has been unsuccessful in resolving the complaint with the Instructor or the Department Chair/Program Director, the Academic Grievance Committee shall attempt to resolve the complaint.

The burden of proof is on the student. In a grade appeal, the student should show the instructor made a clerical error in computing the grade or an egregious error of judgment in evaluating the student's performance.

The Informal Resolution Process

A student who wishes to file a grievance must submit a request in writing or via the college email to initiate the Informal Resolution process. The request must be submitted to the Academic Grievance Committee Chair within a maximum of fourteen (14) calendar days (excluding College holidays) after the alleged complaint occurred, or the posting of grades by the Registrar, in the case of a grade appeal.

- The request must include a detailed description of the facts and circumstances to support the allegations.
- In order to submit a grade appeal, the student must have satisfied the attendance policy and completed the course requirements, as set out by the syllabus.

After receiving the student's request, the Chair of the Academic Grievance Committee will inform the relevant faculty member(s) and the Department chair/Program Director and provide a copy of the written request. The faculty member shall make all pertinent records, including the syllabus, available to the Academic Grievance Committee Chair.

The Academic Grievance Committee will validate that the student fulfilled all course expectations and requirements indicated in the syllabus.

The Academic Grievance Committee will then request that the Chair of the Academic Freedom Committee verify in writing that no question of faculty academic freedom is involved in the case in question.

The student will attempt to informally resolve the situation, working with the Instructor, Department Chair/Program Director, and the Chair of the Academic Grievance Committee.

In the case of a grade appeal, the responsibility for assessing student achievement and assigning grades rests with the faculty. Only the faculty member is empowered to change a grade, unless a clerical error has been made (at which point the Department Chair/Program Director can file the correct grade with the Registrar).

If a resolution is not reached, the student, in consultation with the Chair of the Academic Grievance Committee, may proceed to the Formal Resolution process.

Formal Resolution

If the Informal Resolution process described above does not yield a successful resolution, the student may file a written or emailed request for a Formal Grievance Hearing.

When and Where to File

The student must submit a written/emailed request for a Formal Resolution to the Chair of the Academic Grievance Committee within seven (7) calendar days after the end of the Informal Resolution process.

What to File

The request must include the following:

- A copy of the request submitted for the Informal Resolution
- A written statement setting out the evidence to support the allegations
- A full description of the Informal Resolution process (e.g., attempts made to resolve the dispute)
- A statement of the remedy requested by the grievant (such as the grade thought to be warranted)

Notice of Receipt

Upon receipt of the request for a Formal Hearing, the Chair of the Academic Grievance Committee will determine if the requirements of the informal process have been met. The Chair will then notify the student in writing or email of this decision.

Investigation/Hearing

When a Formal Hearing is deemed appropriate, the Chair of the Academic Grievance Committee will contact the committee members, the student, and the relevant faculty member(s) to find a mutually agreeable date for the Formal Hearing.

Representation

The members included in the formal hearing are as follows:

- The five members of the Academic Grievance Committee.
- The Chair of the Academic Grievance Committee chairs the hearing and is a non-voting member (except in the case of a tie).
- One member selected by the student from among the tenured, full-time faculty, or full-time students of appropriate standing (undergraduate or graduate). First year students are prohibited from serving as a representative on a formal grievance hearing.
- One member selected by the faculty member involved, among the tenured full-time faculty, or full-time students of sophomore, junior, or senior standing.
- One faculty member appointed by the President.

In the event that no faculty member on the Committee is from the area/field of the student, the College President shall appoint one faculty member from that field who shall be ex officio and non-voting.

If one of the members of the Academic Grievance Committee withdraws from a particular case (e.g., because of a conflict of interest), then the Academic Grievance Committee Chair, in consultation with the remaining members of the Committee, will appoint a substitute. The substitute must be either a faculty member or full-time undergraduate/graduate student of appropriate standing (i.e., not a first-year student).

If the chair is unable to serve on a particular case, the senior remaining faculty member on the committee assumes the position of chair and, in consultation with the Committee, appoints an additional member to the committee.

Procedure (Formal Hearing)

The Committee shall establish a date for a formal hearing. It shall give adequate time to the faculty member to respond to the charges and submit the refutation in writing to the Chair of Academic Grievance and to the student.

The hearings shall be closed unless both parties agree in writing that it be open. The Chair's determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final.

The student and instructor normally represent themselves, but are entitled to select an advocate to represent them at the formal hearing. Since the hearings are administrative, not judicial in nature, the advocates may not be lawyers.

A taped manuscript of the hearing shall be made and retained for five years.

Both parties (and their representatives) have the right to present evidence and witnesses in their behalf and to confront and question opposing witnesses. The two parties may opt to exchange their witness lists prior to the formal hearing by providing it to the Chair of Academic Grievance and any expectation that the sharing of the witness list is to be reciprocated.

Under normal circumstances, if the duly notified grieving student does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal.

If a duly notified faculty member does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the student.

Findings and Notification

Upon completion of the investigation and formal hearing, a decision will be reached in closed session.

The Chair of the Academic Grievance Committee will provide a final written report containing a summary of the investigation, the views of the majority regarding the strength of the arguments, and the recommended appropriate actions.

A minority of two or more members may present a written report indicating specific disagreements.

Both reports shall be communicated in writing to the student and to the faculty member. The Chair of the Academic Grievance Committee will place the report(s) in the faculty member's and the student's permanent file.

The written reports should be provided to the student and the faculty following the hearing and in a timely way, unless prohibited by unusual circumstances.

Student Appeals

If the decision is in favor of the faculty member, no further appeal is possible and the case is closed.

Faculty Appeals

In the case of a grade appeal in which the panel finds an egregious error, the faculty member is expected to reassess the grade in light of the evidence brought out at the Formal Hearing.

If the decision is in favor of the student and the faculty member believes it to be without sufficient merit, he/she may appeal to the Faculty Review Board.

ACTS HARMFUL TO SELF OR OTHERS

MSMU is concerned about the well-being of all students and the rest of the community. The University takes seriously any behavior on MSMU premises or at MSMU activities, including verbal statements, which tends to demonstrate or imply that a student may harm oneself or others. This policy is applied in a nondiscriminatory manner to all members of the MSMU community and allows the University to take interim steps to address immediate safety concerns. The determination to implement this policy is based on observed students conduct,

actions, or statements and individualized assessments by designated professionals.

ACTS OF DISHONESTY POLICY

Intentional act of dishonesty including but not limited to furnishing false information to any designated MSMU official or to the university, falsification of records or documents, personal misrepresentation, evasion of legitimate financial obligations or failure to carry and/or provide valid current student picture identification with valid current enrollment semester sticker may result in disciplinary action.

ADDRESS AND/OR NAME CHANGE

It is the responsibility of the student to keep the Registrar's Office current with name, address, and telephone number changes.

ALCOHOL POLICY

Mount Saint Mary's University is committed to providing a safe campus environment consistent with the university's mission and conducive to teaching, learning and personal development. As member of Mount Saint Mary's University, we share in the responsibility for creating and maintaining a healthy and productive environment for work, study and living. Mount Saint Mary's University encourages students to adopt responsible and healthy behaviors regarding the use of alcohol. Irresponsible use and abuse of alcohol adversely affects the health and safety of the individual and that of others in the community.

The alcohol policy outlines the standards of conduct regarding the unlawful possession, use or distribution of alcohol. Members of Mount Saint Mary's University are subject to and must comply with local, California state and federal laws regarding the possession, consumption and distribution of alcohol. The alcohol policy applies to all students, guests and student groups associated with Mount Saint Mary's University.

The following is MSMU's policy regarding the use of alcohol:

In accordance with California Law,

- Only persons 21 years of age or older may consume alcoholic beverages;
- It is unlawful to sell, furnish, give, or cause to be sold, furnished, or given away any alcoholic beverage to any person under the age of 21 years old (Penal Code, Section 272).
- Any person under the age of 21 years who has any alcoholic beverage in her/his possession on any street or highway or in any public place open to the public is guilty of a misdemeanor (Business and Professional Code, Section 25662).

Chalon and Doheny Campus Alcohol Policy

- Mount Saint Mary's University prohibits students and their guests from possessing and consuming alcoholic beverages on the Doheny campus or immediately adjacent to the Doheny campus; this includes all residence hall living spaces.

- It is a violation of the alcohol policy to display alcoholic containers (full or empty) anywhere on the Chalon or Doheny campus. Alcohol is not permitted in public areas of either campus including the hallways, lounges, outside areas, pool, stairways, patios, etc.
- Alcoholic beverages may not be sold, consumed, or served at any university event sponsored by students or student organizations on the Chalon or Doheny campus or at university sponsored off-campus activities.
- Alcohol permits: no alcohol permits will be issued to MSMU students for events that occur on campus.
- All guests found in violation of the alcohol policy will be escorted off campus immediately. Refusal to comply with university officials may result in an arrest by law enforcement.
- Falsification of age, verbally or otherwise, will lead to a more severe disciplinary conduct resolution.
- The serving of alcohol to an intoxicated person or to the point of intoxication is prohibited.
- Drinking games are not permitted on the Chalon or Doheny campus at any time.
- University officials have the right to question the age of any student/guest who is transporting, consuming, or possessing alcohol.
- University officials can confiscate alcohol due to (1) underage possession, (2) opened container, (3) excessive amounts or (4) consumption of alcohol in the presence of an underage resident/student/guest in public space.
- All violation of federal, California state, and local laws regarding alcohol usage or consumption will be referred to Campus Security for further investigation.
- Safety: the inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption is considered a violation of policy.

Violation of the Alcohol Policy

Students who violate local, California state or federal laws or University policy regarding the use of alcohol or demonstrate irresponsible and/or disruptive behavior associated with the use of alcohol are subject to University disciplinary action which may include warning, restitution, community service, recommendation for counseling, referral for alcohol evaluation, removal from on-campus residence, dismissal or suspension, or law enforcement action.

Disclosure Alcohol Violations

The Warner Amendment (section 952: Drug and Alcohol Violations Disclosures) permits disclosure to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use of possession of alcohol or a controlled substance, if the student is under the age of 21, and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

If you need help

All students may obtain confidential health care and counseling through Health Services. Members of Mount Saint Mary's University are encouraged to seek assistance and/or support for themselves and others through any of the following resources:

- Health Services (310) 954-4110 or (213) 477-2685
- Counseling and Psychological Services (310) 954-4114 or (213) 477-2668
- Alcoholics Anonymous <http://www.aa.org>
- Los Angeles Addiction Treatment Centers (877) 345-3281
- National Institute on Alcohol Abuse and Alcoholism (NIAAA)
<http://www.niaaa.nih.gov/>

Self-Reporting and Good Samaritan Alcohol Policy

The health and safety of students is of the utmost importance at Mount Saint Mary's University. In order to promote an ethic of shared responsibility and community support, MSMU encourages students to seek medical assistance, either for themselves or others, as a result of the over-consumption of alcohol. The purpose of this policy is to promote safety and to encourage students to promptly notify the appropriate staff and/or local emergency services in the event of such need.

Self-Reporting Policy:

If an individual self-reports a high level of intoxication and requests medical assistance, Student Affairs will not pursue student conduct sanctions against the student for violations of the Alcohol Policy. This policy only applies to the first incident where a student over-consumes alcohol and seeks medical attention but has not violated other MSMU policies. The student will be required to meet with a professional MSMU staff member for education, assessment, and referral for additional services.

Good Samaritan Policy:

If a student/organization representative calls on behalf of another student, that student/organization should remain with the student experiencing the emergency, if safe to do so, until medical assistance arrives. If a student calls on behalf of another student who is in need of medical assistance, the reporting student will not be subject to disciplinary action under the Alcohol Policy provided no other University policies have been violated. ***This provision does not excuse or protect those individuals or organizations that deliberately or repeatedly violate the MSMU Alcohol Policy.***

The Self-Reporting/Good Samaritan Alcohol Policy does not preclude sanctions due to any other violations of MSMU policies. In addition, this policy does not prevent action by police or other law enforcement personnel.

Application to Student Organizations

In circumstances where an organization is found to be hosting an event where medical assistance is sought for a member or guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Policy by participating in the conduct process. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol Policy.

Adapted from Loyola Marymount University, Occidental College and Northeastern University

Limited Immunity for Alcohol and Drug Violations in Regards to Title IX

The University seeks to remove barriers to reporting incidents of sexual misconduct. An individual who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to make a report or participate in an investigation because of potential consequences for his/her own conduct. No student who, in good faith, reports an incident of sexual misconduct or participates in an investigation of sexual misconduct will be subject to disciplinary action for his/her own personal consumption and possession of alcohol or other drugs related to that incident. The University may recommend educational intervention, assessment, or counseling for alcohol or other drug use when appropriate.

ASSEMBLY

The right to peaceful assembly is granted to all current students of Mount Saint Mary's University. The university retains the right to assure the safety of all individuals, the protection of property and the continuity of the educational process.

Peaceful assembly is allowed on campus provided that proper permission has been obtained from the Vice President for Student Affairs or her designee, and the following guidelines are followed:

- The Vice President for Student Affairs may establish reasonable time, place and manner restrictions for the purpose of avoiding disruption to, or substantial interference with, the University's regular and essential operations and activities.
- The participants must be current students, faculty and/or staff members.
- The participants may not deny the use of university facilities to students, faculty, staff, administrators or guests of the university.
- Activities may not interrupt, obstruct or disrupt educational programs.
- The assembly cannot endanger the safety of any person.
- University property cannot be damaged or destroyed.
- The assembly cannot deny or infringe on the rights of non-participating students, faculty, staff, administrators or guests of the university.

The University prohibits disruptive or non-peaceful actions/participation on the grounds of Mount Saint Mary's University.

BILL OF STUDENT RIGHTS

I. Preamble

At an institution of higher learning, the pursuit of knowledge and the attainment of mature attitudes will be greatly facilitated by freedom of expression and decision making as enumerated in the following Bill of Rights. In exercising these rights, however, students must bear the responsibility to act in accordance with local, state, and national laws, and College rules. No right specified by this bill is meant to be construed as enabling students to infringe upon the individual rights of another member of the academic community. It is thereby expected that students will follow these documents with maturity and a level of responsibility which will enable the College to retain its academic excellence.

II. Articles

1. The student has the right to accurate and plainly-stated information which enables clear understanding of:
 - a. The general qualifications for establishing and maintaining acceptable academic standing.
 - b. The graduation requirements for a particular curriculum major.
 - c. The course objectives, requirements, and evaluation criteria and procedures set by the individual instructors for their courses.
2. The student has the freedom to express ideas that differ from any interpretation or any viewpoint presented by an instructor. In exercising this freedom, there should be no disruption of the academic process of the class.
3. The student has the right to be evaluated accurately and fairly on academic performance as outlined by the instructor at the beginning of the course.
4. The student has the right to discuss and review any academic performance with instructors. A student who believes that an evaluation was made on a basis other than academic performance has the right to an appeal procedure (See Grade Appeals section).
5. Every student has the right to substantive and procedural fair play in the administration of discipline and imposition of academic sanctions.
6. The imposition of any penalty, namely, academic probation or disqualification, shall be subject to appeal through an established appeals procedure.
7. Whenever a student, or group of students, claims that these rights have been violated and they have been adversely affected thereby, and such complaint is not resolved informally by the interested parties, it may be presented to the Academic Grievance Board or to the Academic Integrity Board, whichever is appropriate.

The foregoing Preamble and Articles shall provide the basis for student appeals to the Academic Grievance Board and Academic Integrity Board.

CAMPUS RESTRICTIONS

Campus restriction forms are available from Residence Life, Student Affairs, Campus Security and are intended for the protection of the Mount Community. Students, Faculty or Staff may place campus restrictions on anyone. A campus restriction is a limited on-campus security measure. Mount Saint Mary's University does not offer protection off campus. Campus restrictions may be removed only once. If a campus restriction is placed on the same individual(s) twice it will be non-revocable.

CAMPUS SECURITY

For the safety and security of students, faculty and staff, Universal Protection Service is contracted to provide security coverage for Mount Saint Mary's University.

- Security functions 24 hours a day, 7 days a week.
- Guards are stationed in two locations (24 hours a day, 7 days a week).

Security can be reached at the following numbers:

Chalon

Main Gate (310) 954-4123

Circle (310) 954-4321

Doheny

Main Gate (213) 477-2502

Mansion Kiosk (213) 477-2501

Reporting a Security Concern

Mount Saint Mary's University encourages students, faculty and staff to assume the responsibility for their own security, the security of other members of the university community as well as the safety and security of university buildings and grounds. Any member of the university community (faculty, staff, and/or student) may submit an Incident Report to the Campus Security Office, the Residence Life Office or the Student Affairs Office regarding security concerns. The Campus Security, Residence Life and Student Affairs staff will work with Universal Protection Service to investigate the report and take appropriate action. If necessary, Security will distribute information to the university community to increase awareness of specific crimes.

Annual Security Report

In compliance with the Campus Crime and Security Act (Clery Act), Mount Saint Mary's University publishes an annual security report. This report includes campus emergency policies, guest policies, relationships with law enforcement, university security programs, crime statistics, the alcohol and illegal drug policies, the sex offense policy statements and local security resources.

The report is created by the Director of Campus Security and is available each year after October 1.

COMMUNICABLE DISEASES

Students may be required to leave the campus, including the residence halls while in the infectious stage of a communicable disease. Feel free to discuss any problems with a health care professional in the Student Health Center. Consultation and treatment are completely confidential. However, there are certain communicable diseases that must be reported by law to the Los Angeles County Department of Health Services.

COMPLIANCE WITH UNIVERSITY OFFICIALS

Students are expected to comply with the requests of both the paraprofessional and professional staff of the University when requests are made in conjunction with these individuals' job responsibilities or when acting on behalf of the University community. Failure to comply may result in disciplinary action.

CONTROLLED SUBSTANCE POLICY

Use, possession, selling, or actions under the influence of any controlled substance or illegal drug; misuse of prescription drug(s); non-prescription medications; inhalants or other products that can alter one's state of mind; and drug-related material(s), including, but not limited to, drug pipes, bongos, roach clips, and other paraphernalia are prohibited. Also prohibited are the posting of drug related pictures, any display of alcohol bottles, and other items expressive of substance abuse.

DAMAGE/LOSS/VANDALISM TO UNIVERSITY PROPERTY

Students losing or damaging residential or University property, even accidentally, will be held financially responsible. Vandalism that occurs in common areas will be billed to the parties responsible. When it is not possible to identify those responsible for damages in a common area or a room, all students of the affected room, floor or building will share the cost for replacement or repair.

DISABILITY POLICY

Mount Saint Mary's University, in compliance with the state and federal laws and regulations including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in administration of its education-related programs and activities. The University has an institutional commitment to provide equal educational opportunities for students with disabilities who are otherwise qualified. Students with known or suspected disabilities should see the Director of Learning Assistance Programs at Chalon or the Director of the Learning Resource Center at Doheny in order to receive appropriate accommodations. Students, who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should contact the appropriate campus disability services coordinator for resolution. Mount Saint Mary's Disability Grievance Procedure is located on page (41) of this handbook and copies can be obtained upon request in the Campus Learning Centers or the Office of Student Affairs. Information on Disability Support Services and the Disability Grievance Procedures, may also be viewed on the university website at www.msmu.edu, key word, "disability."

DISABILITY GRIEVANCE PROCEDURES

Mount Saint Mary's University, in compliance with state and federal laws and regulations including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in administration of its education-related programs and activities and has an institutional commitment to provide equal educational opportunities for disabled

students who are otherwise qualified. Information about the University's Disability Support Services is located on page (17) of this handbook.

Applicability

The grievance procedure set forth below apply to undergraduate and graduate students of the University only; it does not apply to employees. It is designed to address disputes concerning:

- A. Disagreements regarding a requested service, an accommodation, or a modification of a University practice or requirement;
- B. Inaccessibility of a program or activity due to disability;
- C. Violation of privacy in the context of disability.

*This grievance procedure does not apply to claims of harassment or discrimination on the basis of a disability. Students who believe they have been harassed or discriminated against on the basis of a disability or a perceived disability should refer to the Discrimination and Harassment policy located on page (44) of this handbook and should report alleged harassment or discrimination to one of the University's grievance officers.

Informal Resolution

In the event a student believes (i) that he/she has been denied an accommodation or the modification of a University practice or requirement to which he/she is entitled under applicable disability law or (ii) a program or activity has been inaccessible to him/her due to disability or (iii) his/her privacy has been violated in the context of his/her disability, the student shall attempt to resolve the matter informally. If the student is unable to resolve the matter through the informal process, a formal complaint may be filed at the student's discretion.

Prior to initiating the formal complaint procedure, and as a prerequisite to it, the student shall first meet with the Director of Learning Assistance Programs at the Chalon Campus or the Director of the Learning Resource Center at the Doheny Campus for assistance in resolving the matter informally within ten (10) calendar days, excluding university holidays and weekends of the alleged denial of accommodations. If satisfactory resolution, for the student, cannot be achieved in five (5) calendar days, excluding university holidays and weekends from the date the student notified the Director of Learning Assistance Programs at the Chalon Campus or the Director of the Learning Resource Center at the Doheny Campus requesting assistance with resolution, the student may file a formal complaint.

Formal Complaint

If the informal procedure described above does not yield a successful resolution, the student may file a formal complaint in the following manner:

- A. **When To File A Complaint** - Complaints shall be filed within five (5) calendar days, excluding university holidays and weekends of the end of the informal resolution process described above.
- B. **What To File** - Complaints must be in writing and include the following:
- The student's name, address, e-mail address and phone number.
 - A full description of the problem, including names of individuals, departments and/or programs involved.
 - A statement of the remedy requested.
 - A statement of confirmation that an Informal Resolution has been pursued.
- C. **Where To File A Formal Complaint** - The complaint shall be filed with the Vice President for Student Affairs.
- D. **Notice Of Receipt** - Upon receipt of the complaint, the Vice President for Student Affairs will review the complaint for timeliness and appropriateness for this grievance procedure, and will provide the student with written notice acknowledging its receipt.
- E. **Membership of the Disability Grievance Committee** - The Vice President for Student Affairs or his/her designee shall convene the committee within ten (10) calendar days, excluding university holidays and weekends of receiving the complaint. Once the committee is convened, they will select a member to serve as a chair for the formal complaint proceedings. The Vice President for Student Affairs, with the concurrence of the Provost, may take appropriate action on an interim basis, when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other member of the University community, or to avoid disruption to the academic process. The Committee shall consist of:
- A faculty member appointed by the Faculty Policy Committee*
 - One administrative staff member appointed by the Vice President for Student Affairs
 - One student representative appointed by the Vice President for Student Affairs
- *The faculty member must not have had the student enrolled in any of his/her classes.*
- F. **Investigation/Hearing** - The Committee shall promptly initiate an investigation. In undertaking the investigation, the Committee may interview, consult with and/or request a written response to the issues raised in the complaint from any individual the Committee believes to have relevant information, including faculty, staff and students. The Committee may also, in its sole discretion, hold a hearing at which it will hear testimony from any individual the Committee believes to have relevant information. The student and any person towards whom the complaint might have been directed shall have the right to submit written materials to the Committee and suggest names of any faculty, staff, students or others from whom she/he believes the Committee should hear. The Committee may assign any member to conduct any part of the investigation, as the Committee deems appropriate.
- G. **Representation** – If the Committee elects to hold a hearing, the student and the person towards whom the complaint has been directed shall have the right to be

represented at the hearing by advocates of their choice. Since the hearing is administrative, not judicial in nature, the advocates may not be lawyers.

- H. **Findings and Notification** - Upon completion of the investigation, the Disability Grievance Committee, in consultation with the Vice President for Student Affairs or his/her designee, will prepare a final report containing a summary of the investigation, written findings and a proposed disposition. The chair of the Disability Grievance Committee, will then transmit the report to the student, the party against whom the grievance is directed and the Vice President for Student Affairs. The report should be transmitted within ten (10) calendar days, excluding university holidays and weekends of the date the Committee is first convened.
- I. **Disposition** - The Vice President for Student Affairs shall take whatever actions he/she deems appropriate (see Remedies section below) based on the final report of the Disability Grievance Committee. He/she shall report the final disposition of the matter in writing to the student, the Committee and all other relevant parties within ten (10) calendar days, excluding university holidays and weekends of issuance of the final report of the Disability Grievance Committee.

Remedies

Possible remedies under this grievance procedure include corrective steps, measures to provide a reasonable accommodation or proper ongoing treatment, or any other action the Vice President for Student Affairs deems appropriate. The guidelines set forth in the Faculty and Employee Handbooks will be adhered to in the event that corrective steps or actions are necessary.

Appeal

Within five (5) calendar days, excluding university holidays and weekends of the issuance of the disposition notice, the student or the party against whom the grievance is directed may file an appeal to the Provost. The written appeal must specify the particular substantive and or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

The review by the Provost or designee shall be limited to the following considerations:

- Were the proper facts and criteria used to make the decision?
- Were any extraneous facts or criteria used to make the decision?
- Were there any procedural irregularities that substantially affected the outcome?
- Given proper facts, criteria, and procedure was the decision reasonable?

A copy of the Provost's written decision shall be sent to the student and/or the party against whom the grievance is directed within twenty (20) calendar days, excluding university holidays and weekends of the filing of the appeal. The decision of the Provost on the appeal is final.

Time Deadlines

Any time deadlines set forth in this procedure may be extended by the Vice President for Student Affairs or the Provost, in his/her sole discretion, for good cause.

DISCRIMINATION AND HARASSMENT

Policy of Zero Tolerance for Harassment, Discrimination and Retaliation

Federal law and state law, including Title IX of the Civil Rights Act of 1972, prohibit the University from discriminating against students or employees on the basis of protected characteristics, including, but not limited to: sex, sexual orientation or preference, gender, gender identity, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions including genetic characteristics, mental or physical disability, and veteran status. Mount Saint Mary's University is concerned about the safety and well-being of its employees and students, and is committed to providing an environment that is free from harassment, discrimination and retaliation on the basis of these protected characteristics, and any other characteristic protected by federal, state or local law, ordinance or regulation. To this end, the University strictly prohibits all forms of unlawful harassment (including sexual harassment and sexual violence), discrimination or retaliation in any form. Anyone who violates this policy of zero tolerance is subject to appropriate disciplinary action, up to and including immediate termination or dismissal.

Unlawful Discrimination Defined

Unlawful discrimination occurs when an individual's protected characteristic is used as a basis for adverse decisions affecting that individual. Discrimination encompasses a wide range of conduct. Examples of specifically prohibited conduct include, but are not limited to:

- Terminating an individual's employment based on a protected characteristic;
- Refusing a request for time off based on a protected characteristic;
- Denying housing or other benefits based on a protected characteristic; and
- Assigning an undeserved low grade based on a protected characteristic.

Unlawful Harassment Defined

Unlawful harassment includes all forms of unwelcome verbal, physical and visual conduct and displays that are based on any of the above mentioned protected characteristics and which are sufficiently severe or pervasive from the objective standpoint of a reasonable person to interfere with performance and/or create an offensive or hostile environment. Harassment can take many forms. Following are some examples that may constitute harassment:

- A. Verbal harassment such as jokes, epithets, slurs and unwelcome remarks about an individual's body, dress, clothing, race, physical appearance or abilities, derogatory comments, discussions of a sexual nature and/or harassing remarks;

- B. Physical harassment such as physical interference with normal activity, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic; and
- C. Visual harassment such as offensive or obscene e-mails, instant messaging, web blogs, photographs, calendars, posters, cards, cartoons, drawings and gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes or any other graphic material that denigrates or shows hostility or aversion toward an individual because of the individual's protected characteristics.

The conduct can occur in any school program or activity and can take place in classrooms, school facilities, dorms, or at off-campus locations.

Sexual Harassment Defined

Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature that is severe or pervasive from the objective standpoint of a reasonable person to interfere with performance and/or create an offensive or hostile environment, or when submission to such conduct is made a term or condition of employment or the educational relationship, or used as a basis for employment or education decisions affecting the individual. Sexual harassment also includes sexual violence, which, in addition to violating this zero tolerance policy, is a crime.

Sexual harassment, including sexual violence, encompasses a wide range of conduct. Examples of specifically prohibited conduct include, but are not limited to:

- Promising, directly or indirectly, a student a reward, if the student complies with a sexually oriented request;
- Threatening, directly or indirectly, retaliation against a student if the student refuses to comply with a sexually oriented request;
- Denying, directly or indirectly, a student an education-related opportunity, if the student refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive conversation or physical contact or touching a student;
- Displaying pornographic or sexually oriented materials;
- Telling sexual or "dirty" jokes;
- Engaging in indecent exposure;
- Making unwanted sexual or romantic advances toward a student;
- Spreading sexual rumors or rating other students as to sexual activity or performance; or
- Physical conduct such as assault, touching, or blocking normal movement.

The conduct can occur in any school program or activity and can take place in classrooms, school facilities, dorms, or at off-campus locations.

Dating Violence/Domestic Violence and Stalking

Dating/domestic violence is a pattern of abusive behaviors used to exert power and control over a partner. Dating/Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. Stalking is a pattern of behavior that makes you feel afraid, nervous, harassed or in danger. It is when someone repeatedly contacts you, follows you, sends you things, talks to you when you don't want them to or threatens you. In addition to violating this zero tolerance policy, dating violence, domestic violence and stalking are crimes.

Zero Tolerance

The University strictly prohibits all forms of unlawful harassment (including sexual harassment and sexual violence), discrimination or retaliation in any form. Anyone who violates this policy of zero tolerance is subject to appropriate disciplinary action, up to and including immediate termination or dismissal.

Complaint Procedure and Investigations

It is the responsibility of each individual to assure that prohibited harassment, discrimination or retaliation does not occur within the University community. *If anyone believes that he/she is being harassed, discriminated or retaliated against, that individual shall immediately make a complaint including the facts of the incident(s) and the name(s) of the party(s) involved to one of the following University grievance officers: Human Resources Director; Provost and Academic Vice President; Assistant Provost, Vice President, Student Affairs; Associate Vice President, Student Affairs; Dean, Baccalaureate Program; Dean, Associate in Arts Program; Dean, Graduate Division; President, Faculty Assembly; University Chaplain; Director, Campus Ministry or to the University's Title IX Coordinator. The complaining individual is strongly encouraged to put the report in writing and include relevant facts, dates and witnesses.*

The complaining individual may be asked whether they want the University to attempt an informal resolution, or whether they want to initiate a formal complaint under the policy. All formal complaints of harassment, discrimination or retaliation made against any student, employee, or third party will immediately be investigated by the grievance officer, the Title IX Coordinator, or their designee, and investigations will be conducted in a discreet manner. Investigations will include interviews of the complaining party, the accused party, and others as appropriate. Such interviews will be aimed at providing both parties an opportunity to present evidence and explain his or her version of the events. Information obtained from the investigation will be disclosed only on a need-to-know basis. At the conclusion of the investigation, the University will determine whether, based upon a preponderance of the evidence, unlawful harassment, discrimination or retaliation has occurred and will communicate its findings in writing to the accused and the

complainant. When appropriate and lawful, the University will communicate its findings to other persons who are directly concerned.

Absent unforeseen circumstances, investigations will be conducted and completed within 60 days from the date a formal complaint is made to any of the University grievance officers or the Title IX Coordinator. The University will provide notice of the outcome, as described above, within 15 days from the date of the conclusion of the investigation. The University retains the right to extend these deadlines as necessary to ensure a thorough investigation.

Any member of the University community who is determined to have violated this zero tolerance policy will be subject to appropriate discipline, up to and including immediate termination or dismissal. Steps will be taken as necessary to prevent any further harassment, discrimination or retaliation.

Students who make complaints under this policy will generally be directed to the University's Title IX Coordinator (Bernadette Gonzaque Robert, Associate Vice President for Diversity and Inclusion at (213) 477-2511 or BRobert@msmu.edu). Affected students may also direct complaints to the U.S. Department of Education Office for Civil Rights (1-415-486-5555). Affected employees also may direct complaints to the federal Equal Employment Opportunity Commission ("EEOC") (1-800-669-4000) and/or the California Department of Fair Employment and Housing ("DFEH") (1-800-884-1684).

No Retaliation

The University takes all complaints of harassment, discrimination and retaliation seriously and wants the opportunity to internally resolve any problems that may arise. No individual will be retaliated against or otherwise disciplined for reporting in good faith an incident of harassment, discrimination or retaliation or for participating in an investigation. The reporting individual and all parties participating in an investigation have the assurance of the University that no reprisals will be taken as the result of the complaint, unless the complaint was filed in bad faith or for an improper purpose. If any individual feels he/she has been retaliated against, he/she should immediately report the retaliatory conduct.

Title IX

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex – including pregnancy and parental status – in educational programs and activities. Title IX requires that women and men be provided equitable opportunities to participate in sports. Title IX does not require institutions to offer identical sports but an equal opportunity to play.

Mount Saint Mary's University in partnership with The United States Department of Education and its Office for Civil Rights (OCR), believe that providing all students with an educational environment free from discrimination is extremely important. The sexual harassment of students, including sexual violence, interferes with students'

rights to receive an education free from discrimination and, in the case of sexual violence, is a crime.

Benefits can be found in promoting equity in academic, extracurricular, athletic programs, and other programs of the University, preventing hostile environments on the basis of sex, prohibiting sexual harassment and sexual violence, protecting from retaliation and remedying the effects of other gender-based forms of discrimination. Gender equity is an inherent good, providing equal access to educational benefits and opportunities. Title IX is a critical tool for advancing the goal of equity, and meaningful compliance furthers that goal.

MSMU's Sexual Misconduct Policy has dual purposes. It serves as a measure for us to determine, after the fact, if behaviors trespass on community values. It also serves as a guide for students on the expectations we have, preventatively, for sexual communication, sexual responsibility and sexual respect.

In accordance with the U.S. Department of Education and its Office for Civil

Rights: MSMU's education program includes information aimed at encouraging students to report incidents of sexual violence to the appropriate school and law enforcement authorities. Victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of school or campus rules were involved. As a result, MSMU considers the effect of our disciplinary policies on victims' or other students' reporting sexual violence offenses. MSMU informs students that our primary concern is student safety.

Limited Immunity for Alcohol and Drug Violations in Regards to Title IX

The University seeks to remove barriers to reporting incidents of sexual misconduct. An individual who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to make a report or participate in an investigation because of potential consequences for his/her own conduct. No student who, in good faith, reports an incident of sexual misconduct or participates in an investigation of sexual misconduct will be subject to disciplinary action for his/her own personal consumption and possession of alcohol or other drugs related to that incident. The University may recommend educational intervention, assessment, or counseling for alcohol or other drug use when appropriate.

MSMU's Sexual Misconduct Policy may be viewed in its entirety through MSMU's myMSMU portal – Reference: Campus Security, Counseling and Psychological Services and Sexual Assault Resources & Support. For questions, and/or to file a formal complaint, please contact the University's Title IX Coordinator, Bernadette Robert, Associate Vice President for Diversity and Inclusion at (213) 477-2511 or any member of the University's Mount Community Assault, Response and Education Support Team (M~C.A.R.E.S.) whose information may be found on the above referenced University internal pages.

DISORDERLY CONDUCT

Engaging in disorderly conduct, public intoxication, or lewd, indecent, obscene behavior, or physical fighting is strictly prohibited.

DRUG POLICY

According to Mount Saint Mary's University Drug Policy,

The following are prohibited on campus, at University sponsored events, and in campus operated residences:

- Possession, use or distribution of illicit drugs (including marijuana and medical marijuana or inappropriate use of prescription medication).
- Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances (including marijuana and medical marijuana).
- Possession of drug paraphernalia, including but not limited to: water pipes, scales, needles, clips, rolling papers, bong, etc.; any device that may be associated with drug use, regardless of whether it is purchased or handmade.
- Smelling like marijuana may be considered evidence of possession or use.

As a private institution, Mount Saint Mary's University does not recognize California Proposition 64 or medical marijuana program (proposition 215) identification cards/certificates. Individuals found in possession of, using, or under the influence of marijuana will be subject to disciplinary action.

Students who violate Federal, State and Local laws or University policy regarding the use of illegal drugs (including marijuana and medical marijuana) and/or demonstrate irresponsible or disruptive behavior associated with the use of illicit drugs are subject to University disciplinary action which may include recommendation for counseling, referral for alcohol/ drug evaluation, removal from on-campus residence, dismissal or suspension, and police referral. University officials may confiscate and dispose of drugs (including marijuana and medical marijuana) if they are found on the University premises.

Disclosure of Drug Violations

The Warner Amendment (section 952: Drug and Alcohol Violations Disclosures) permits disclosure to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use of possession of alcohol or a controlled substance, if the student is under the age of 21, and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Limited Immunity for Alcohol and Drug Violations in Regards to Title IX

The University seeks to remove barriers to reporting incidents of sexual misconduct. An individual who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to make a report or participate in an investigation because of potential consequences for his/her own conduct. No student who, in good faith, reports an incident of sexual misconduct or participates in an investigation of sexual misconduct will be subject to disciplinary action for his/her own personal consumption and possession of

alcohol or other drugs related to that incident. The University may recommend educational intervention, assessment, or counseling for alcohol or other drug use when appropriate.

EMERGENCIES

Family members needing to contact students to notify them of personal and family emergencies may call the Student Affairs office:

Chalon (310) 954-4130

Doheny (213) 477-2570

Between the hours of 8:00 a.m. and 4:30 p.m., M-F, Staff members will attempt to locate students in class.

EMERGENCY CONTACT

All students are required to provide the university with current emergency contact information. This information will be updated each semester with on-line web registration.

EMERGENCY PROCEDURES

Campus Evacuation

- In the event that an evacuation is necessary you will be given instructions of what to do.

Earthquake Procedures

(The following instructions are for moderate, major or great earthquakes)

What to do in case of an earthquake:

1. Stay calm.
2. Before you start moving around, think of what you will do. Many earthquakes are slight in magnitude. The following instructions are for moderate, major or great earthquakes.
3. *Inside:* Inside any building get to a hallway corner, under a table, desk or bench. Stay away from windows, overhead lights, glass doors, outside walls, or anything made of brick or stone. If you can't walk because of the shaking, then crawl on your hands and knees. Watch for falling objects, such as ceilings, light fixtures, etc.
4. Do not try to leave the building during the earthquake. Stay put until the building stops shaking. When safe, proceed to the evacuation site
 - a. *Chalon:* Circle
 - b. *Doheny:* North Lawn area between the Doheny Mansion and the J. Thomas McCarthy Library (this area is open and away from buildings).
 - c. If in class or office, take your belongings (backpack, books, purses, etc.) with you. (Do not use elevators.)
5. *Outside:* If you are outside, remain there. When safe, proceed to the evacuation site. Watch for falling debris, trees, etc.

6. In the elevator, do not panic. The elevators are equipped with automatic braking systems in case of a power failure. Stay calm - help will arrive.
7. Stay in the evacuation site until you receive directions to go back inside. Once you are back in a building, remember that there are usually several aftershocks and, although the intensity of these is less than the original quake, damage may still occur. Watch for falling objects and broken glass.

Fire Procedures

If you discover fire or smoke:

1. Remove anyone from immediate danger.
2. Close doors to confine fire or smoke.
3. Activate manual fire alarm pull station, if there is one in close proximity.
4. Call 911, and Security (Chalon – 310-954-4123, Doheny – 213-477-2502). Give your name and location of fire.
5. Evacuate to
Chalon: Circle area
Doheny: North Lawn area between the Doheny Mansion and the J. Thomas McCarthy Library or the nearest safe open area by using the nearest or safest exit. (Do not use elevators.)
6. Follow directions of Building and Floor Monitors.
If you hear, see or sound alarm:
 - a. Evacuate to the Circle area if at Chalon or North Lawn area between the Doheny Mansion and the J. Thomas McCarthy Library if at Doheny by using the nearest and safest exit. If in class or office, take your belongings with you. (Do not use elevators).
 - b. Follow directions of Building and Floor Monitors.

Medical Emergency Procedures

1. Call 911,
Health Services (Chalon – 310-954-4110, Doheny – 213-477-2685)
(during business hours) and
Security (Chalon – 310-954-4123, Doheny – 213-477-2502).
Give your name and the location of the victim.
2. Provide medical care (CPR/First Aid) if qualified.
3. Remain with the victim until help arrives. Provide information about incident.
4. Contact:
Student Affairs (Chalon – 310-954-4130, Doheny – 213-477- 2570)
Residence Life (Chalon – 310-954-4325, Doheny – 213-477-2661).

Bomb Threat Procedures

1. Try to keep the caller on the line and ask questions (Where is the bomb? When is it set to go off? What kind of bomb is it?)
2. Write down what is said. Note background noises.
3. Report threat immediately. Call 911.
4. Contact:
Security (Chalon – 310-954-4123, Doheny – 213-477-2502)

Student Affairs (Chalon – 310-954-4130, Doheny – 213-477-2570)

Residence Life (Chalon – 310-954-4325, Doheny – 213-477-2661).

5. If the alarm sounds, evacuate to the designated area and if in class, take all your belongings with you.
6. Cell phones are to be turned off.
7. Vehicles must not be operated during an evacuation.

Major Hazardous Material Spills and Gas Leaks Procedures

1. Evacuate and close off the area. Avoid any contact with chemicals.
2. Call 911. Request the Hazmat team for hazardous spills.
3. Contact Facilities Management (310-954-4340).
4. Direct exposed victims to remove contaminated clothing before leaving area, if possible.
5. Contact Security (Chalon – 310-954-4123, Doheny – 213-477-2502) to prevent entry into the area or fire hazards.
6. Contact:
Student Affairs (Chalon – 310-954-4130, Doheny – 213-477-2570) or
Residence Life (Chalon – 310-954-4325, Doheny – 213-477-2661).

Violent or Criminal Behavior Procedures

1. Call 911 and Security (Chalon – 310-954-4123, Doheny – 213-477-2502) if you observe any violent or potentially violent criminal act. Contact Security immediately if you observe a suspicious person on campus.
2. Contact Residence Life (Chalon 310-954-4325, Doheny – 213-477-2661) or Student Affairs (Chalon – 310-954-4130, Doheny – 213-477-2570)
3. If you hear gunfire or explosives, take cover using all available concealment.

EMERGENCY NOTIFICATION

A mass notification system is in place to inform the university community of any campus emergency or disaster which could impact the college business. This notification system is a voluntary program which allows those who sign-up for the service to be notified of emergencies via text and/or email. When a message is sent, please follow the instructions carefully. To sign up for this system visit the msmu.edu webpage.

FALSE ALARMS

Initiating a false alarm by either making a crank call to the fire department or tampering with fire safety equipment, which includes blocking emergency exit paths, disconnecting smoke detectors in student rooms, stairwells, or hallways, disconnecting automatic door closures, misusing or propping open fire doors, unauthorized use/possession of a fire extinguisher, removing exit signs or pulling out fire hoses, hanging anything or removing fire sprinklers endangers the safety of the community and tampering with blue emergency phones will result in disciplinary action.

FALSE REPORTING

Intentionally initiating or causing to be initiated any false report, warning, or threat at or about MSMU, including but not limited to prank phone calls, e-mails, or postings is prohibited.

FALSIFICATION OF DOCUMENTS

Unauthorized use, forgery or unauthorized alteration of any MSMU document, instrument of identification, parking permit, room or office keys, or student employment time card is prohibited.

FINANCIAL OBLIGATIONS

Students are responsible for satisfying their financial obligations to the University according to published deadlines. Failure to do so may result in any or all of the following: fines, loss of housing, loss of classes, and inability to register for classes and denial of participation in the room selection process.

FIREWORKS POLICY

Unauthorized use or possession of fireworks and/or other incendiary materials on MSMU premises or at MSMU sponsored activities may result in disciplinary action.

HAZING POLICY

No student(s) will conspire to engage in hazing, or commit any act that injures, degrades, or disgraces, or intends to injure, degrade, or disgrace any other student.

Definition: Hazing is defined as any method of pre-initiation into a student organization or any pastime or amusement engaged with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or person.

Examples: Such activities may include, but are not limited to the following:

Bodily Danger

- Use of alcohol
- Consumption of food, liquids, drugs or other substances

Physical Harm/Discomfort

- Paddling, whipping, beating in any form
- Creation of excessive fatigue such as sleep deprivation or repetitive activity
- Physical or psychological shocks
- Placing harmful substance on a student
- Exposure to elements
- Confinement in a small space
- Exercise

Emotional Harm/Discomfort

- Any activity that intimidates or threatens a student with ostracism
- Any activity that subjects a student to extreme mental stress, shame or humiliation such as driving around for long periods of time with eyes closed.

Personal Degradation

- The wearing of apparel which is conspicuous and not normally in good taste.
- Engaging in morally degrading or humiliating games and activities or any other activities not consistent with national, organizational or local policies, or the policies of the University.

Any group or individual found participating in hazing will face severe disciplinary action.

ID CARDS

All faculty, staff, and students are required to carry a university ID at all times. The ID card is necessary at Food Services, Health Services, library use, access to Fitness facilities, University sponsored events, check cashing in the Business Office, boarding the Shuttle, and for security purposes. New students are issued an ID card during Orientation free of charge.

Replacement cards may be obtained in the Food Services Office for \$12 with the same picture or \$15 with a new picture. ID cards are only valid when affixed with a sticker indicating the current semester and year. Current semester stickers must be affixed to the ID card and may be obtained with proof of registration. An ID may be required for any MSMU service.

INCIDENT REPORT

Anyone in the University may write and submit an Incident Report to the Residence Life Office, or the Student Affairs Office. Only signed Incident Reports with the reporters full name will be accepted (we will not accept anonymous Incident Reports). Incident Reports must be submitted within 30 days from the date the incident occurred. You may also file an incident report online:

<https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/campus-resources/campus-security>

INTERFERING WITH UNIVERSITY PROGRAMS

Intentionally or recklessly interfering with normal MSMU sponsored activities, including, but not limited to: studying, teaching, research, classroom instruction, college administration, conduct proceedings or fire, police, or emergency services may result in disciplinary action.

LACTATION ACCOMMODATION

The University encourages all members of our community to have a positive, accepting and supportive attitude toward matriculating students and working women who are breastfeeding. Toward that end, provisions have been made for the expression of breast milk by students and employees who are breastfeeding.

A student or employee desiring to express breast milk for her infant child should do so during her regularly scheduled breaks from the classroom or during work rest or meal periods; if this is not possible, a student should seek accommodation from her professor and an employee will be provided with additional unpaid break time for the sole purpose

of expressing milk. If an employee is provided with additional break time, any time reporting must reflect this time.

Information about breastfeeding support after returning to school or work shall be provided to students and employees prior to their absence from school or maternity leave from work. Breastfeeding mothers shall be provided the use of a clean, comfortable space for use as a "lactation area". If you desire a lactation accommodation, please notify Human Resources or Student Affairs and every reasonable effort will be made to provide you with the use of a room or other location, other than a toilet stall, in close proximity to your classroom or work area, for you to express milk in private.

LITTERING

Disposal of garbage in any place other than designated trash receptacles is not permitted. This includes, but is not limited to paper cups, food, etc. Each student is responsible for the proper care of his/her room, section, and common areas. Respect for fellow students and University community is shown by properly disposing of garbage and boxes and by not creating unnecessary litter in common areas, hallways, individual student rooms, lounges, kitchens, bathrooms and other communal areas.

MEETING SPACES

Students wishing to use public areas for meetings and activities must follow the reservation procedures and only use these areas if approved. Such areas are

Chalon

- Leavey Commons
- Classrooms
- Hannon Parlor
- Hannon Theater
- President's Conference Room

Doheny

- Bldg. 1 Conference Rm
- Classrooms
- Donohue Center
- Rose Hills Auditorium

MINORS ON CAMPUS

Minors are not permitted on campus unless accompanied by a faculty, staff or student at all times (unless the student themselves are a minor). Since it would be a distraction in the classroom, minors should not accompany students to class.

Students are not permitted to perform childcare on campus. Students are responsible for the behavior and safety of children in their care.

MISUSE OF TECHNOLOGY

Any behavior that disrupts or causes disruption of technological services; damages, alters, or destroys data or records; adversely affects computer software, programs, systems, or networks. The use of data, computer software or network, to devise or execute any scheme to defraud, deceive or extort, or wrongfully obtain money, property, or data. Unlawful downloading or use of patented, copyrighted, or trademarked works. Any violation of confidentiality of electronic materials including

but not limited to email, student identification numbers, phone numbers, medical information, or conduct information. The intentional introduction of any contaminant in to the network or computers. Intentional or unintentional “hacking” into any computer system or network. Students in good standing with Mount Saint Mary’s University will have access to utilization of their MSMU email account. Access to this email account may be withdrawn at any time, if deemed appropriately by the administration of Mount Saint Mary’s University.

ON-CAMPUS RECKLESS DRIVING

The intent of the reckless driving policy at Mount Saint Mary’s University is to prevent injury to students, faculty, staff, visitors and vendors as well as to prevent damage to vehicles and university property. It is the responsibility of each person to drive his/her vehicle in a safe manner in observance of all posted traffic signs, with consideration for other drivers and in recognition of the fact that many campus main roads have pedestrian as well as vehicular traffic.

Reckless driving includes, but is not limited to: exceeding the 15 mph speed limit (Chalon) and 10 mph speed limit (Doheny), failure to give the right of way to pedestrians, crossing a double yellow line, tailgating, failure to stop at posted stop signs, failure to yield to a car that has the right of way, making a left turn as you exit the Chalon campus and failure to slow down at a university entrance or exit.

Reckless drivers may be subject to traffic citations, the loss of on-campus driving and parking privileges and possibly more severe consequences.

OFF CAMPUS BEHAVIOR

MSMU students have a responsibility as members of both the Mount community and as keepers of the CSJ tradition of caring for “the dear neighbor” to demonstrate respectful and civil behavior both on and off campus. This means that MSMU obliges all students, both resident and non-resident, to demonstrate responsible citizenship in the local community.

Therefore, MSMU reserves the right to refer any student involved in disruptive, disorderly, or destructive behavior, or any behavior that is illegal or in opposition to generally accepted standards as expressed in the Athenian Promise, to the Student Conduct Board.

PARKING ON CAMPUS

Parking on campus is a privilege. For the safe control of traffic and parking on Mount Saint Mary’s University (MSMU) Chalon and Doheny campuses, the following parking regulations apply to all students, faculty, staff, and visitors, and are subject to change.

Adherence to Expectations, Rules, and Regulations

All members of the community are expected to drive in a safe, quiet, and courteous manner, in strict compliance with applicable traffic guidelines, regulations, and traffic laws, throughout the University campuses, and in neighborhoods adjacent to the campuses.

Unsafe, loud, and/or discourteous driving may result in fines and/or loss of on-campus parking privileges. As members of the University community, we must drive in a manner that is both responsible to and respectful of the neighborhoods in which we live.

The registration of a vehicle on campus and purchase of a parking permit does not guarantee a parking place, but affords the registrant the opportunity to park in designated parking areas when space is available. Parking on campus throughout the year, including break periods, is by permit only. Parking permits are non-transferable and can result in loss of your parking permit.

The University is not responsible for losses due to theft and/or damage(s) to vehicles while on, traveling to or from University property.

Everyone pays for parking. There is no free parking – everyone is required to pay to park on MSMU campuses. This rule applies and may be enforced seven days a week, 24 hours a day, nights, weekends, and even holidays. Vehicles must display a current and valid permit at all times.

Reserved spaces Unless otherwise noted or specifically marked on the space itself – parking lots and spaces marked “Reserved” or with an individual’s name are reserved at all times: 24 hours a day, seven days a week, 365 days a year. Do not park there at any time, for any duration of time, for any reason.

Parking Permits

A University issued parking permit entitles the registered permit holder(s) to park in any legal space designated for that permit type is: a) space is available, b) the permit is displayed properly, and c) the vehicle is parked in accordance with the guidelines and regulations. Information regarding purchasing of permit and permit prices are available on the Transportation and Parking Portal.

All vehicles operated and parked on University property by students, faculty, and staff must be registered with Business Office and/or Transportation Department (University-owned vehicles are exempt). Vehicles are registered by obtaining a parking permit and are valid for the period specified thereon.

Abuse of privilege Persons who provide false vehicle information or uses a lost, stolen, forged, altered, photocopied, or counterfeit parking permit is subject to parking citation(s), immobilization, loss of the right to hold a permit in the future, and/or referral to Student Affairs for conduct review – daily parking permits included. Refunds will not be issued.

Parking Permits and Allocation of Parking Lots

Parking on Chalon and Doheny campuses are required to have a valid parking permit displayed 24 hours a day, 7 days a week (holidays and weekends included).

Handicap parking spots. Parking in designated spaces reserved for disabled vehicles must have a state-issued disabled license plate/placard, or temporary permit distributed by Campus Events. Those who do not have the appropriate identification will incur a parking fine.

Where to park All permits allow the permit holder to park at both campuses

	Chalon Campus	Doheny Campus
General	Parking structure A Lot J	AAA Lot Ken Skinner Parking Pavilion (must obtain access) Figueroa Lot
Resident Student	Lot I	
Faculty/staff	Lot B Lot D Lot E Lot F	Chester Place St. James Ken Skinner Parking Pavilion (must obtain access)
Reserved	Lot C (reservation and handicapped parking only) Lot G1	Behind B7 Behind Building 745 (designated parking)
Faculty, staff, and commuter	Lot G3 Lot H	
Motorcycle parking	Lot G3	Behind Building 745 (designated motorcycle parking)
Bicycle parking	Circle next to security booth	Behind Building 1 Behind Building 18

Lot use after hours/weekends Students may park in lots designated for faculty/staff outside of the posted parking hours; however, Reserved lots are excluded. Students must adhere to posted parking signs at all times.

Day passes. Visitors must obtain a daily parking permit, which will allow them to park in all student lots, general use areas, and unrestricted parking. Upon request, visitors might be asked to show identification or information at the entrance of campus.

Oversized vehicles. Any and all oversized vehicles are required to park in spaces that allow the vehicle to fit between the parking lines. No exceptions can or will be made. Failure to comply will result in citation(s) and/or immobilization.

Citations, Violations, and Immobilizations

Unregistered/unauthorized vehicles. It is a violation to park an unregistered vehicle or fail to display a current and valid parking permit properly. Visitors are to have daily permits displayed at all times. Unauthorized vehicles parked on campus, parked in fire lanes, illegally parked in disabled, reserved, visitor's spaces, and/or obstructing traffic/normal functions of the University are subject to booting and/or towing at the owner/operator expense.

Citation fines Students, faculty, and staff with registered vehicles are responsible for any and all citations incurred to their vehicle(s) and/or account(s).

Students' failure to pay Students who fail to remit fines within thirty (30) days of receiving notification of their violations will have the fines added to their student accounts. Failure to remit fines or the repeated violation of parking and traffic guidelines and regulations may result in the loss of parking privileges.

Multiple citations Students, faculty, and staff with four (4) or more unpaid parking citations will receive written notice that their vehicle has been immobilized with a boot. The boot will only be removed when the registrant furnishes Security a receipt from the Business Office for payment of all outstanding citations. The student will required to meet with Student Affairs regarding repeated violations.

**The complete parking guidelines can be found online at the
Transportation and Parking Page on myMSMU**

PERSONAL PROPERTY

The University and its officers, employees, and agents assume no responsibility at any time for the loss, damage, or destruction of personal property.

PETS

While Mount Saint Mary's University appreciates the special nature of the owner/pet relationship, the University is both a workplace and residence for many individuals, and, as such, the welfare of the entire community has to be considered paramount. The University, therefore, has established strict policies regarding the presence of pets on campus. With the exception of seeing-eye or hearing dogs or other service companion animals (as prescribed by the ADA), no pets will be allowed on campus. For information regarding dogs accompanying visitors to campus, please refer to the visitor policy of this handbook or contact Campus Security

POLITICAL ACTIVITY POLICY

As part of our commitment to the development of a dynamic and diverse community of leaders, Mount Saint Mary's University values and encourages the expression and exchange of ideas. Students, faculty, and staff may exercise their rights and privileges as individuals by participating fully in the political process.

Students, as individuals, are free to express their political opinions and engage in political activities. For example, students are free to endorse a candidate, take a position on legislation, and participate actively in campaign events.

Students and recognized clubs and organizations are expected to make it clear that they are not acting on behalf of or speaking for the University in endorsing a candidate or advocating for or against specific legislation.

Recognized student organizations may receive permission to provide speaking opportunities to public officials and/or candidates for public office. The appearance of a public official or candidate should be for an educational or informational talk to the University community and must be sponsored by a department or a recognized student organization. All such appearances must be approved through the club and organization event approval process. Individual students who wish to host events must be sponsored by a department or recognized club or organization on campus.

For more information related to clubs and organization political activity policies, please review the clubs and organizations manual. Individual students wishing to invite a speaker to campus are encouraged to consult with Women's Leadership and Student Involvement.

Adapted from: Syracuse University, American University, Mount Holyoke College, and University of Wisconsin – Madison.

PRANK CALLS AND HARASSMENT

As per the Principles of Community, prank calls and other forms of harassment are not tolerated in the residence halls or any other part of the University. Under California Penal Code 653m, anyone who makes a telephone call with intent to annoy or threaten someone can be found guilty of a misdemeanor.

PREGNANT AND PARENTING STUDENTS

There are a variety of resources available near or at Mount Saint Mary's University to support our parenting and pregnant student population. The University provides caring and professional assistance, varying from counseling support to special accommodations. Visit the myMSMU portal to learn more about on- and off-campus resources.

<https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/student-life/womens-leadership/Pages/StudentsWithDependents.aspx>

Lactation Room

Mount Saint Mary's University is committed to supporting student parents who are breastfeeding. The University provides a clean, private, and comfortable lactation space for mothers to use to express milk. The Lactation Room is furnished with a chair and small table. It is also equipped with paper towels and hand sanitizer. For safety reasons, equipment and/or expressed milk may not be stored in the lactation room. Students may

request to reserve the lactation room through the Student Affairs Office. Please see below for room location and contact information.

Chalon Campus:

Location: Facilities building on the 1st floor.

Contact: Jocelyn Mejia, Student Affairs Coordinator, jmejia215@msmu.edu, (310) 954-4130

Doheny Campus:

Location: Building 2 Room 206

Contact: Karen Gonzalez-Tapia, Student Life Coordinator, KGonzalez1@msmu.edu, (213) 477-2570.

Once the request has been processed and the room has been resered, instructions of how to gain access to the room will be provided.

PRINCIPLES OF COMMUNITY

Mount Saint Mary's University is a multi-cultural community of people from diverse racial, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities, and sexual orientations. Our activities, programs, classes, workshops, lectures and everyday interactions are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

We want to make explicit our expectations regarding the behavior of each member of our community. As adults, we are responsible for our behavior and are fully accountable for our actions. We each must take responsibility for our awareness of racism, sexism, xenophobia, homophobia and all other forms of oppression.

Bigotry will not go unchallenged within this community. No one has the right to denigrate another human being on the basis of race, sex, sexual orientation, national origin, etc. We will not tolerate verbal or written abuse, threats, harassment, intimidation or violence against persons or property. In this context, we do not accept alcohol or substance abuse as an excuse, reason or rationale for such abuse, harassment, intimidation or violence. Ignorance or "it was just a joke" is also not an excuse for such behavior. Such behavior will be subject to the University's disciplinary processes.

All who work, live, study and teach in the Mount Saint Mary's community are here by choice, and as part of that choice should be committed to these principles which are an integral part of Mount Saint Mary's University's focus, goals and mission. *(Permission to print granted by the University of California at Irvine, University of California at Santa Cruz, and the University of Southern California).*

PRIVACY RIGHTS OF STUDENTS

In accordance with the Family Educational Rights and Privacy Act (FERPA), official records are made available to students and are not made available to off-campus persons

or agencies without the express (written) consent of the student, in accordance with the provisions listed below. Some official records (e.g., transcripts) are maintained in perpetuity. Others (e.g., disciplinary records, registration forms) are destroyed on a regular schedule as determined by the university official in each office. Records may be encumbered for reason of indebtedness.

The University is authorized by FERPA to release directory information concerning students (the student's name, address, phone number, class, degree program, major, campus, dates of attendance, degrees and award received) unless the student has requested that this information remain confidential. Notification to withhold such information can be made at the beginning of each academic year through the Registrar. Requests to withhold information are granted for one semester. Questions regarding student prerogatives under the Act should be directed to the Vice President for Student Affairs.

Notification of Rights under FERPA

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

- 1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Mount Saint Mary's University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Mount Saint Mary's University official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Mount Saint Mary's University to amend a record that they believe is inaccurate or misleading. They should write to the Mount Saint Mary's University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

More information concerning Personally Identifiable Information (Directory Information)

The primary focus of FERPA is to ensure that a student has reasonable access to his /her educational records (as mentioned above in #1) and, along with this openness, must come the assurance of the privacy of the record. All information belongs to the student and cannot be released without written permission. The only exception to this written permission clause pertains to what the institution defines as directory information. Directory information is information the institution may publish and distribute without written consent. Mount Saint Mary's University considers the following items directory information – (1) Name; (2) Address; (3) Phone Number; (4) Class; (5) Major; (6) Campus of attendance; (7) Degree program; (8) Degree(s) and awards received; (9) Enrollment status/ Dates of attendance.

Students have the right to withhold directory information and can do this by filing an *Information Hold Request* with the Registrar's Office. The form must be filed each semester in order for the information to be withheld.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount Saint Mary's University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

PUBLICITY POLICY

To allow for the tasteful, efficient and equitable use of the posting areas throughout the Chalon and Doheny campus, Residence Life and Women's Leadership have developed this publicity policy for student and departmental use.

Who May Post Publicity On Campus:

Clubs and organizations at Mount Saint Mary's University who are officially recognized and are in good standing, academic and student services departments, individual MSMU students with "for sale" flyers for books may post on campus.

Publicity Approval Process:

All materials to be posted in the residence halls must be approved by the Residence Life Office. All other materials to be posted on campus must be approved by the Women's Leadership Office. Departmental postings do not require a stamp from the Women's Leadership Office. For the Residence Life Posting Policy see the *Residence Halls: Guidelines, Policies and Procedures* section in this Handbook.

Publicity may only be posted or distributed after they have been stamped as approved by the appropriate offices. Materials advertising club/organization sponsored events cannot be stamped unless the event has already been approved by Women's Leadership. Information may be posted no earlier than two (2) weeks before the event. Publicity must be removed from all public areas within two (2) days after the event.

For a comprehensive list of publicity procedures, including approved locations for posting, please see the Women's Leadership Office on the ground floor of Leavey Commons on the Chalon campus and the second floor of Building 11 on the Doheny campus.

Violations of the Publicity Policy:

Posting is not permitted in any area not previously approved by the Women's Leadership Office. This includes prohibition on walls, windows, doors, trees etc. The student group or department sponsoring or co-sponsoring the event is responsible for removing all publicity within two (2) days after the event. Any publicity found posted in a restricted area, following an event, and/or any other violation of the Publicity Policy may result in the matter being referred to Conduct Review Board.

RECREATIONAL EQUIPMENT

For safety reasons and facility maintenance, bicycles and skates are not permitted on University property. Students are permitted to store their bicycles next to the Circle Security booth at Chalon or in front of Donohue Center at Doheny. Bicycles may only be stored in bike racks by current students or their guests. Bicycles can only be ridden when entering and exiting campus.

RETALIATION

Intentionally or recklessly retaliating against any MSMU community member, or their property, in any way, including but not limited to physical, verbal, or written means may result in disciplinary action.

RETURNING to CAMPUS FOLLOWING an EMERGENCY or RELATED LEAVE/WITHDRAWAL

Mount Saint Mary's university is committed to the well-being and safety of its community members as well as the integrity of the learning environment. A student who is returning

to any area of campus following an emergency (e.g. hospitalization, suicidality, disruptive behavior, etc.) or related leave/withdrawal may be required to obtain professional evaluation and develop a plan of care before returning to campus. Decisions will be made by the Dean of Student Life or designee in consultation with the appropriate Mount Saint Mary's University mental and physical health professionals and other staff as is deemed necessary. Failure to comply with this requirement may result in further action up to and including suspension or removal from the University. Students may appeal a decision by e-mailing msmustudentcommunication@msmu.edu. Students seeking medical withdrawal from the University should refer to policies in the Academic Catalog.

ROOFTOPS, ATTICS AND BASEMENTS

No one is permitted on any building's roof, in attic or basement for any reason with the exception of Building 7 laundry facilities.

SAFE DRIVING

For the safety and security of the Mount community, as well as our neighbors, everyone is requested to adhere to the following guidelines:

- Maintain a safe and comfortable distance between vehicles (tailgating is illegal and unsafe).
- Avoid going around a car or speed bump using the opposing traffic lane as it is illegal and dangerous.
- Keep noise/music levels to a minimum, especially at night. Courtesy hours are in effect 24 hours 7 days a week and must be observed on campus and in the surrounding community.
- Do not litter on campus or in the neighborhood.
- Observe school bus signs and lights. (It is illegal and unsafe to pass a school bus with flashing red lights.)
- Observe traffic signs including "Yield", "Stop", and "Slow Children".

Chalon

- Vehicles traveling to the Chalon campus (including guests) are to go north on Norman Place from Bundy Drive. Going straight on Bundy and turning right on to Chalon Road is illegal.
- Vehicles leaving campus must turn right on Chalon Road and take Bundy Drive south. Turning left is illegal.
- Observe posted speed limits. (Norman Place is 25 mph, Bundy Drive is 25mph between Chalon Road and Norman, the road going up to campus past the main guard booth is 15 mph and on parking lots and the Circle it is 5 mph).

Doheny

- Observe speed limits, residential roads is 15 mph. On campus is 10 mph and in the parking lot is 10 mph.

SAFETY EQUIPMENT

Intentionally or recklessly misusing, disabling, tampering or damaging fire or other safety equipment, door and signs may result in disciplinary actions.

SEARCH AND SEIZURE

The University reserves the right to conduct any search based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of University policy or local, state, or federal law.

Any area or property located on University premises and under the control or custody of a full-time or part-time student is subject to search. Included in this definition are (1) University-owned buildings and residences, (2) privately-owned, operated, or controlled motor vehicles located on University premises; (3) University-owned lockers; and (4) any personal property located or contained in these structures or vehicles. The Residence Living License Agreement reserves to the University the right to enter and inspect residential space at any time for maintenance needs or for reasons of health and safety. This Agreement also permit the University to enter and search any residence hall space in an emergency or if there is reasonable cause to believe a violation of University policy, local, state or federal law is occurring.

By registering a vehicle at MSMU, the owner/operator consents to a search of the vehicle if there is reasonable suspicion that there is substantial likelihood that contraband or evidence of activity that violates a university policy or local, state or federal law is inside the vehicle. If the owner/operator refuses to honor consent for this search, parking privileges will immediately be revoked for the remainder of the academic year. The owner/operator of the vehicle will be directed to remove it from campus immediately and will be informed not to bring it back onto campus or it will be towed at his/her expense. Refusal to honor consent will be weighed as evidence in a pending disciplinary hearing.

Any search conducted by University personnel shall be reasonable, and shall be limited to items of evidence related to one or more of the grounds for which a search is justified. A search shall be no more broad or intrusive than reasonably necessary to locate the evidence sought.

SERVICE ANIMALS

Mount Saint Mary's University follows the ADA and the most recent guidance from the Department of Justice regarding service animals. In accordance with ADA and DOJ, MSMU adopts the following guidelines for approved service animals on campus.

Definition of Service Animal

Service animals are defined by ADA and DOJ as "dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting

and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA." For a copy of the SERVICE ANIMAL GUIDELINES, including Handler's responsibilities, see the Director of Learning Assistance Programs at Chalon or the Director of the Learning Resource Center at Doheny.

SMOKING POLICY

Mount Saint Mary's University is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco are significant health hazards, it is the intent of this policy to establish a smoke free environment. Consequently, use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, in University buildings or on University premises, at events on University premises, or in University vehicles, is prohibited.

For those individuals who must smoke, there is a single designated area on each campus (Chalon-the table on the east side of the Circle, Doheny- behind the Doheny Mansion). While cigarettes are permitted at these single locations, no other smoking material or device is permitted anywhere on campus.

Examples of prohibited items include cigars, pipes, hookahs, clove cigarettes, e-cigarettes, and any other smoking product; and smokeless or spit tobacco.

All University employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. The Student Life Policy Board shall with the approval of the President's Cabinet, set and approve penalties for violations of these rules and shall provide adequate means for the enforcement of the policy and of penalties for violation of the policy.

Procedures will be developed to offer or promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. Procedures will also be developed to offer or promote programs and services that include practical evidence-based approaches to end tobacco use for students and employees who want to quit.

Draft adapted from Oregon Universities Tobacco-Free Environment Policy

SOLICITATION/VENDOR POLICY

No student may engage in solicitation or invite or permit another person or organization to engage in solicitation on campus for sales or promotional activities without the written approval of the Women's Leadership Program office.

Solicitation shall include, but is not limited to, promoting, advertising, selling or distributing any product or program.

Official clubs or organizations may request permission for the sale of goods and services, or solicitation of funds from the Women's Leadership Program office. Permission may be granted provided that advertising and activities are planned for, and approved of, in advance, and the purpose of the solicitation is accurately and openly identified.

STALKING AND HARASSMENT

Mount Saint Mary's University is determined to provide a campus atmosphere free of violence for all members of the University community. For this reason, Mount Saint Mary's University does not tolerate stalking and other forms of harassment. Mount Saint Mary's University is also committed to supporting victims of stalking and other forms of harassment through the appropriate provision of safety and support services. Examples of stalking or harassment include, but are not limited to: prank calling, unsolicited or unwanted letters, e-mails, or text messages; leaving unwanted items, presents, or flowers for a person; posting information or spreading rumors about a person; and following or spying on a person.

If you are the victim of stalking, contact Campus Security.

STUDENT CONDUCT AND COMMUNITY STANDARDS POLICY

In support of the Principles of Community, the following Student Conduct Policy has been established:

Conduct Procedures

1. The Chief Conduct Officer or designee shall review reports to determine whether or not there is sufficient evidence to charge a student with a violation of the policy and to hold a Conduct Review.
2. Students will receive a written or electronic notice of alleged misconduct charges, the location of copies of the Student Conduct Code, warnings about retaliation and a scheduled meeting with a Conduct Officer or applicable Conduct Board no less than 3 business days (business days refer to Monday to Friday when the University is in session) prior to the hearing. Students who fail to appear after proper notice will be deemed to have accepted responsibility for the charges against them.
3. As deemed appropriate, a Review will take place during which the Conduct Officer/Conduct Board shall specify the nature of the alleged misconduct and the basis for the charge, including the time, date, and place where it is alleged to have occurred. Students shall have the opportunity to respond to the evidence against them.
 - Students may have an advisor present at the review. Only current full-time students can act as an advisor to a student during a review. Off-campus

- individuals, parents, faculty, staff or any other individual may not act as an advisor or attend a review.
- Students who wish to have the assistance of an advisor must inform conduct@msmu.edu in writing at least two business days prior to the scheduled date of the review.
 - The advisor's role is to assist and support students in the Conduct process and during the review. Advisors may not address the Conduct Officer/Conduct Board during Conduct Reviews.
 - Reviews will be private except for advisors. Recording units (audio and/or video) are not permitted.
4. The Conduct Officer/Conduct Board and the student have the right to request witnesses.
- Students who wish to have witnesses must inform conduct@msmu.edu in writing at least two business days prior to the scheduled date of the review.
 - These witnesses must have information pertaining to the case. Witnesses must submit a written Incident Report to conduct@msmu.edu two business days prior to the review.
5. A sanction shall be levied if it is determined that the student is responsible for the violation. If not, the report will be dismissed.
6. Within 5 business days from the date of the hearing, the written decision of the Conduct Officer/Conduct Board will be issued to the student so as to be sufficiently detailed to permit review as provided in this policy.
7. Decisions of the Conduct Officer, Conduct Board, or Appeals Committee recommending a suspension or dismissal from MSMU shall be reviewed and approved by the Vice President for Student Affairs or designee.

Sanctions

One or more of the following sanctions may be imposed for violations of disciplinary regulations and university policies. Factors to be considered shall be severity of the violation, the present demeanor and past disciplinary record of the offender, the nature of the offense, and the severity of any damage, injury or harm resulting from it.

A. Disciplinary Warning

The student is given verbal or written warning that future misconduct may result in more severe disciplinary action.

B. Disciplinary Probation

The student may be restricted from participating in future student and university activities. This includes but is not limited to SGA positions, Resident Advisor positions, Study Abroad programs, Orientation

leadership positions, and other student leadership positions. Additionally, the student is given written and verbal notice that any further infractions of MSMU policies may result in possible eviction from student housing, suspension from MSMU, or dismissal from MSMU. Notification will be sent to the appropriate MSMU offices.

C. Restriction

The student is restricted from entering a specific area on one or both campuses or restricted from entering campus.

D. Restitution

The student is required to make payment to MSMU or to other persons, groups or organizations for damages incurred as a result of a violation of this Code.

E. Fines

A monetary fine may be assessed to a student for policy violations. The disciplinary fine amount is dependent upon the nature of the violation. A financial hold may be placed on a student's account until the fine has been paid.

F. Community Service/Educational Project

Community work, work on campus, research projects or other appropriate learning experiences may be assigned.

G. Alcohol/Drug Testing

A student may be required to submit to an alcohol and/or drug test

G. Educational Programs

The student is assigned to attend educational programming to increase his/her awareness of the effects and issues of alcohol and drugs or other matters related to code and policy violations.

H. Eviction From or Relocation within Student Housing

MSMU housing accommodations are a privilege. Students who demonstrate that they are unable to live in community as demonstrated by severe or repeated policy violations may be relocated to another housing facility, or have their housing license agreement terminated, and, if evicted, may be banned from housing facilities and ineligible for future housing.

J. Ineligibility for Graduation or Academic Honor Programs

A graduating student involved with alleged Code violations prior to graduation may not graduate, participate in graduation ceremonies or honors recognition programs, or receive a diploma until the case has been resolved and sanctions completed.

- K. Suspension from MSMU
Separation of the student from MSMU for a specified period of time. Permanent notification may appear on the student's academic transcript. The student shall not participate in any MSMU sponsored activity and may be barred from MSMU premises. Suspension requires the review and approval of the Vice President for Student Affairs or designee who may alter, defer or suspend this sanction. The Vice President for Student Affairs or a designee may suspend a student for an interim period pending disciplinary proceedings or medical/psychiatric evaluation; such interim suspension becomes immediately effective without prior notice whenever there is reasonable suspicion that the continued presence of the student on the MSMU campus poses a substantial threat to the student, to others, or to the stability and continuance of normal MSMU functions.
- L. Dismissal from MSMU
Permanent separation of the student from MSMU. Notification may appear on the student's academic transcript. The student will also be barred from MSMU premises. Dismissal requires the review and approval by the Vice President for Student Affairs or designee who may alter, defer, or suspend this sanction.
- M. Other Sanctions
Conduct Officers and Conduct Boards retain the right to impose additional sanctions as warranted by circumstances including, but not limited to, seriousness of violations, prior offenses, and disposition during the conduct review.

Appeal Procedures

- A. Any Conduct Officer or Conduct Board disciplinary sanction may be appealed to the Appeals Committee on the following grounds:
1. The sanction is grossly disproportionate to the offense as determined by the Appeals Officer(s).
 2. The procedures provided for in this policy were not followed, resulting in significant prejudice to the student.
 3. New relevant evidence is available which in the exercise of reasonable diligence could not have been produced at the time of the Conduct Review.
 4. The decision is not supported by reasonable evidence as determined by the Appeals Officer(s).
- B. All requests for appeals are sent to:
The Appeals Committee – conduct@msmu.edu
- C. Appeals must be submitted in writing within three business days from the date of the imposition of the original decision. Failure to appeal within the

allotted time will render the original decision final and binding. An appeal decision will be given within 5 business days from the date the appeal was received.

- D. All decisions by the Appeals Committee are final and binding.

Roles and Responsibilities

- A. Chief Conduct Officer (Dean for Student Life):
 - Review incident reports and other notices of alleged violations of MSMU student conduct policies.
 - Assign cases to Conduct Officers or Conduct Boards.
 - Resolve a student's challenge of bias for any Conduct Officer or Conduct Board member.
 - Review appeals.
- B. The responsibility of the Conduct Officers and Conduct Boards is to carry out reviews or other proceedings as prescribed in this Policy.
- C. The Vice President for Student Affairs, or designee, shall appoint Conduct Officers and Conduct Boards.

Student Records

1. All official Conduct correspondence will be kept on file for a minimum of three years. These files will be maintained in the Vice President for Student Affairs office.
2. The student's disciplinary history is cumulative; therefore increased sanctions may be imposed to take into consideration the student's overall record of violations of all types, not just those of a similar type.

Student conduct actions are not part of a student's academic records except for the case in which a student is expelled or suspended from the University. Records are maintained in the Vice President for Student Affairs office for six years after the event, except for suspension and expulsion, in which case the record is permanently retained. Student workers, administrative staff and faculty are expected to respect confidential information about students which they acquire in the course of their work.

Portions of this policy were adapted, with permission, from Loyola Marymount University
If you have any questions about this policy, please contact one of the following offices:

Student Affairs Office
Chalon: (310) 954-4130
Doheny: (213) 477-2570

Residence Life Office
Chalon: (310) 954-4325
Doheny: (213) 477-2661

STUDENT LIFE POLICY BOARD

The purpose of the Student Life Policy Board is to help create a safe, healthy community in which members can acknowledge and accept their individual responsibilities. This task is accomplished by monitoring the policies which directly affect students. The Board reviews existing policies on a regular basis in addition to proposing and approving new policies.

Membership: The Board is comprised of fifteen members, including: the Vice President for Student Affairs, Associate and Assistant Vice Presidents for Student Affairs, Dean of Student Life (Chalon and Doheny), Director of Residence Life, the advisors to both Chalon and Doheny Associated Student Body, Director of Student Programming and Commuter Services (Chalon), Director of Commuter Services and Community Liaison (Doheny), three full-time faculty members, the Associated Student Body Presidents (Chalon and Doheny), and students at-large (one from both Chalon and Doheny). The Vice President for Student Affairs serves as the chairperson for the Board. The three full-time faculty members shall be elected in an open faculty election. In order to provide continuity, two faculty members are elected for two-year terms, and one is elected annually for a one-year term. The student-at-large from Chalon and Doheny must hold an elected leadership position and be recommended by the Director of Women's Leadership.

Policy Development: Any University community member may identify the need for new policies or the need for review and modification of existing policies to the Chairperson of the Student Life Policy Board. The decision to review and/or change a policy or to adopt a new policy is reached after deliberation and consultation with persons responsible, as well as students and other constituents directly affected, before final policy proposals are drafted. Policies are regarded as norms for behavior; policies should be directive, stated in positive terms, set community standards and be enforceable. The committee may make recommendations to other areas of the University who hold sole discretion on policies.

Policy Approval: The Student Life Policy Board votes on policy proposals. Approved policies are then presented to the University President for final approval. The policies are shared with the Trustee Student Life Committee.

Policy Implementation: It is the responsibility of the Student Life Policy Board to communicate decisions to the affected constituents. Furthermore, it is the responsibility of the director of the affected area to ensure the timely implementation of the policy.

TECHNOLOGY POLICY

The technology policy at Mount Saint Mary's University encompasses, but is not limited to, the use of the Computer Network and Non-Networked Campus Computers, Email, Voicemail, Phone Systems, Internet, Intranet, and World Wide Web.

In keeping with the Catholic tradition of the University, all technology users are expected to uphold high ethical standards and adhere to the policy guidelines below. Those violating this policy may face penalties that may include restrictions on their use of technology or referral to the Student Conduct Board, if circumstances warrant and could conclude with the revocation of all access privileges.

Electronic Mail (E-mail) is the official communication method that the University will use to contact students to keep them informed of university activities, policies, and administrative functions such as registration and billing. Students, therefore, must check e-mail regularly in order to stay abreast of important messages and notifications. Failure to read official university communications sent to students' official e-mail addresses does not absolve students from knowing and complying with the content of official communications. MSMU labs will be available on both campuses to use over the summer months if needed. Many public libraries also have free Internet access.

Faculty may use students' official e-mail addresses as the official out-of-class means of communicating with students registered in their classes. Students must comply with course requirements communicated to them by e-mail.

In keeping these resources functioning, students who use the University e-mail system (to send or receive e-mail) must adhere to the following policy and will be held accountable for any violations encompassing the use of the Computer Network and Non-Networked Campus Computers, E-mail, Voice-mail, Telephone Systems, Internet, Intranet, and the World Wide Web.

Mount Saint Mary's University User's Agreement

All users of Mount Saint Mary's University computer technology must sign a User Agreement, which states that they understand and agree to abide by the policy.

Policy Guidelines:

a. *Ownership of Resources:*

All individuals using University technology or facilities must do so with the knowledge that they are using University resources in support of their work. The University owns everything stored in its facilities unless it has agreed otherwise. The University has the right to access electronic communications at any time for any purpose. The university will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

b. *Authorized Use/Security:*

Users have passwords to access University resources, which they have the authority to use. These passwords cannot be shared with others. Similarly, users should only utilize a password, access a file, or retrieve data with proper authorization. All passwords being used on any technological equipment must be registered with appropriate University authorities. Personal and financial records will be accessible only to those with proper authorization. Users should only access files pertaining to others at the university (students, faculty or staff) when

appropriately warranted and authorized. Any faculty, staff or student who accesses files, email, or voicemail without authorization will face disciplinary measures including, but not limited to, restriction on use of University technology or referral to The Student Conduct Board. Users utilizing computer files, email and voicemail should be aware that privacy is a priority, but is not guaranteed. As an example, email and voicemail can be compared to an addressed, unsealed envelope. Most people would respect the envelope if it were not addressed to them, but it is not impenetrable to someone with the desire and ability to open it. Those seeking confidential methods of communication should consider other options.

c. *Software purchases/installations:*

University employees are encouraged to purchase software through the Office of Information Technologies in order to utilize educational/volume discounts, ensure compatibility with their system/the network, ensure proper licensing (the lack of a license could lead to significant fines for the university) and ensure support if a software/hardware problem occurs. If software is purchased independently and installed on a Mount Saint Mary's University computer by someone other than an Office of Information Technologies staff, it is done so at the installer's own risk. The University is not responsible for software it cannot support or hardware problems caused by unauthorized installations.

d. *Harassment:*

No student, faculty, or staff member should use computers, e-mail, voice mail, or other technology to harass or threaten others, disrupt classes or offices or transmit data that does not qualify as academically protected freedom of speech. Student violations will be referred to The Student Conduct Board, staff violations will be referred to Human Resources, and faculty violations will be referred to the Academic Freedom Committee to first ascertain if this is protected free speech. If not, violations will be referred to either the Provost or to Sexual Harassment Grievance Officers, depending upon the nature of the harassment.

e. *Copyright:*

To avoid copyright infringement, users must obtain permission from authors, artists, or other sources before utilizing materials created on or obtained via computer technology (e.g. making and distributing multiple copies). Information about copyright is found at the U.S. Copyright Office in the Library of Congress at <http://lcweb.loc.gov/copyright/>.

f. *Commercial Use:*

Use of University technology or equipment is intended for academic purposes and University-related business only. Ordinarily faculty, staff, and students should not use University resources to initiate or maintain personal businesses (e.g. creating web pages and storing them on the University's server) due to the University's limited resources.

g. *Academic Freedom:*

Faculty members using University technology do so with protection of their freedom of speech and right to access educationally worthwhile materials. Individuals are, thus, expected to exhibit good sense and integrity in making decisions about the use of computers and other technology at the University.

h. *Personal Web Pages:*

Faculty, students and staff may create personal web pages during non-work hours. The views expressed on these pages are those of the individual. Those creating a personal web page should be sensitive to the fact that their web page reflects upon the University. Unacceptable content on these pages includes maintenance of a personal business, obscenity, harassment of another individual, creation of a hostile environment, speech that targets a particular individual or group in a way that is not academically protected as free speech, or endorsement of activities prohibited by University policies. Contact the Office of Information Technologies for help or information.

i. *Departmental & Club Web Pages:*

University departments and recognized student organizations are encouraged to create department and organization web pages. These pages must use the University's web page template for the first page in order to maintain a consistent look and feel to the main University pages. Subsequent pages must contain the University's web page footer, and may continue to use the template, but are not required to. All templates are available from the Office of Information Technologies. If you want to create a Departmental or organization web page, contact Information Technologies. All documents published by student clubs and organizations must be approved by the Women's Leadership Program office.

j. *Procedures Regarding Violations:*

In general, violations by students will be evaluated by The Student Conduct Board; violations by staff will be evaluated by department heads or Human Resources. Users who violate the policy may face restriction of technology access or more severe sanctions, if circumstances warrant.

For the complete policy, please see
[Office of Information Technology myMSMU page](#)

THEFT

Theft of property or of services on MSMU premises or at MSMU sponsored activities or knowingly possessing stolen property may result in disciplinary action.

TRAFFIC VIOLATIONS

Repeated or reckless violations of the university traffic regulations and parking signs and regulations may result in disciplinary action.

UNAUTHORIZED ACCESS

Unauthorized presence in or use of MSMU premises, facilities, or property, including, but not limited to, roofs, balconies, ledges, and trellises may result in disciplinary action.

UNRECOGNIZED CLUBS/ORGANIZATIONS POLICY

It is the policy of Mount Saint Mary's University that all student clubs and organizations be approved and certified the Women's Leadership and Student Involvement office. Only officially recognized clubs and organizations are granted privileges on campus including access to University facilities and services.

Participating as a member of a club or organization that has been denied official recognition by the University, suspended by the University, or that has never sought recognition from the University is a violation of University policy. Mount Saint Mary's University does not provide any form of support, oversight, and advisement to members of unrecognized clubs and organizations. Affiliation with such groups is a violation of University policy and will subject students to University Conduct Board proceedings.

Adapted from: Hofstra University and University of New Hampshire

VICTIMS OF SEX OFFENSES INFORMATION

Mount Saint Mary's University encourages victims of sex crimes to report offenses, and offers assistance from university staff in notifying internal and external authorities. Mount Saint Mary's stresses the importance of a victim of a sex crime to preserve any evidence as it may be necessary as proof of a criminal offense.

Residence Life programs, Freshmen Orientation class workshops, and literature distribution promote awareness of forcible or non-forcible sex offenses and the university support available to victims. If a sex offense occurs, students may contact the following administrators for support and guidance Monday-Friday, 9:00am to 4:30pm:

- **Dr. Mari Wadsworth**, Associate Vice President of Student Affairs, 310.954.4099
- **Bernadette Robert**, Associate Vice President for Diversity and Inclusion/Title IX Coordinator, 213-477-2571
- **Laura Crow**, Dean of Student Life, 310.954.4130
- **Jessica Cuevas**, Dean of Student Life, 213.477.2570
- **Michael McFatridge**, Director of Campus Security, 310.954.4084 or 213.477.2995
- **Gail Gresser**, Director of Campus Ministry, 310.954.4126
- **Dr. Susan Salem**, Director of Counseling and Psychological Services, 310.954.4112
- **Beryl Salvatore**, Director of Health Services, 310-954-4110

Also, they may contact Security, Student Affairs or Residence Life, including the resident assistant on duty for immediate support. Other departments available to assist them include Health Services, Counseling and Psychological Services, Academic Affairs and Campus Ministry.

If an on campus conduct procedure takes place as a result of an alleged sex offense,

the accuser and the accused are entitled to have an advocate (another full-time student) present during the campus conduct proceedings. Both the accuser and accused are entitled to know the outcome of the conduct process.

Resolutions resulting from a conduct procedure regarding rape, acquaintance rape or other sexual offenses (forcible or non-forcible) include disciplinary warning, disciplinary probation, restitution, interim suspension, termination of on-campus housing, suspension and/or expulsion.

In addition, victims of sexual offenses will be advised of academic and student life options for their support, if requested and available. For questions about policies and procedures for dealing with incidences of sexual harassment, see the Student Handbook.

VIOLATIONS OF CRIMINAL LAW

Criminal violations are defined by law and tried by the courts. In any case in which a student acts in a manner which may be reasonably viewed as within the definition of criminal violations, the University may take action with regard to that student independent of any civil or criminal proceedings.

Violations of Federal/State and Local Laws

Violation or attempted violation of federal, state and local laws will be reviewed by the MSMU Student Conduct Code. In any case in which a student acts in a manner which may be reasonably viewed as being within the definition of violations of federal, state or local laws, the University may take action with regard to that student independent of any civil or criminal proceedings.

VISITORS AND GUESTS

Visitors and guests of Mount Saint Mary's University students are welcome on campus. However, the University reserves the right to refuse admittance to individuals not associated with the University. Possible reasons for refusal may include but are not limited to: (a) by request of a current Mount Saint Mary's University community member, if (b) the individual is or appears to be under the influence of alcohol or drugs, or if (c) an individual violates University policies. Any individuals involved in incidents on campus may be asked to leave and/or escorted off premises.

All visitors to the University must observe all parking regulations and purchase a parking permit if they wish to park on campus. Guests of resident students coming to campus after 5p.m. Monday-Friday and all day on Saturday and Sunday will be provided a complimentary guest pass at the main entrance. All visitors and guests entering campus are required to list their names with security upon entering the campus and give the guard their intended destination. For security purposes, all guests must be ready to show a valid picture ID to be allowed entrance into the University. Visitors will be expected to abide by University Policies. Students will be held accountable for the actions of their guests.

WEAPONS

Firearms, knives, weapons, and any such facsimiles of such (including swords, laser guns, paintball guns, water guns, or any other plastic guns, etc.) are prohibited on campus (this includes the residence halls) and at all University-sponsored events. On-campus includes all MSMU owned and controlled property including parking lots, parking structures, classroom buildings, libraries, etc.

Any student in possession of either an exposed or concealed firearm, or any form of weapon as stated in the above paragraph, or that uses any device as a weapon on University property or at a University-sponsored event may be expelled. MSMU does not recognize lawfully issued permits to carry concealed weapons (CCW) and will treat anyone in possession of a firearm under these circumstances in violation of the MSMU weapons policy.