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Welcome

Dear Loras Student,

Welcome to the academic year at Loras College! As you enter into or are returning to your college experience, the *Loras College Student Handbook* is a resource to assist you as you navigate your student experience. Some items you will find of interest are the Code of Conduct, Policies and Procedures, Community Living, and Campus Groups and Organizations information.

When joining any community, there are expectations which are expressed and implied. Loras College is no different. We are a Catholic, liberal arts institution of higher education that takes seriously the total development of our students. You will have many opportunities to be engaged both inside and outside the classroom. As our dispositions express, you will be an active learner, a reflective thinker, an ethical decision-maker, and a responsible contributor as you make your experience while attending Loras. This not only applies to your academic experience but also to your co-curricular involvements.

Knowing we all enjoy and expect certain rights in order to live, we also must keep in mind the responsibility to uphold our rights and the rights of others. The decisions you make, whether it be determining a major, joining one organization over another, developing healthy relationships, or simply attending an event - all come with rights and responsibilities. Not all of your decisions will be easy or good ones. We hope and expect that while reflecting on your decisions, the learning that takes place will provide a foundation that will serve you long after your time at Loras College.

On behalf of the Loras community, I wish you great success throughout your Loras College experience.

Many blessings,



Arthur Sunleaf
Dean of Students

Welcome



Mission

Loras, as a Catholic liberal arts college, creates a community of active learners, reflective thinkers, ethical decision-makers, and responsible contributors in diverse professional, social, and religious roles.

Vision

Loras will excel in developing principled thinkers and caring professionals in the Catholic and liberal arts traditions.

Core Values

- Truth
- Respect
- Responsibility
- Excellence
- Service

Emergency Information

POLICE 9+911

FIRE 9+911

NURSE 7142 and 7540

In the event of an emergency, the police should be contacted immediately. A 911 telephone service is in effect for the entire city of Dubuque.

Emergency medical care is provided at all hours at both Finley Hospital (563/582-1881) and Mercy Medical Center - Dubuque (563/589-8000).

In the event of a campus emergency or disaster, the Crisis Management Team is activated and all directives and information will be disseminated from the headquarters of that team. The College has developed an extensive plan to cope with such situations if they develop.

Frequently Called Numbers

Academic Dean	7107
Academic Dean, Associate.....	7107
Area Coordinators	
Beckman	7217
Binz	7290
Byrne Oaks	7065
Campus Houses.....	4068
McCarthy and Lynch Apartment Complex.....	7217
Rohlman.....	7852
Smyth	7146
Visitation.....	4068
Athletic Department.....	7112
Barnes & Noble	7130
Business Office.....	7109
Student Accounts	7232
Student Payroll	7335
CAB—College Activities Board.....	7203
Campus Dining Services	
Main Office	7295
Catering Office.....	7131
The Pub.....	2555
Campus Ministry.....	7650
Campus Safety and Security.....	7114
Center for Experiential Learning.....	7922
Chicago and Washington Centers	7155
Dubuque Center.....	7155
Study Abroad.....	7026
Service Learning	7937
Counseling Center.....	7024
Dean of Students.....	7060
Fieldhouse	7112
Fieldhouse - Equipment Room.....	7410
Financial Planning	
Associate Director	7361
Director.....	7136
Grabber Sports Center	7737
Headwaters	7639
Health Center	7142
Help Desk	4949
Human and Organizational Development.....	7110
Information Center.....	0
Institutional Marketing.....	7241
Intercultural Programs	7664
Intramurals.....	7209
KLCR.....	7116, 7172
Kucera Center for Catholic Studies	7966
LCTV	
Newsroom.....	7569
Studio C	7034
TV Studio	7398
Library	
Circulation	7189
Reference.....	7042, 7917

Phone Numbers

Lorian (Newspaper)	7954, 7960
Lost & Found - Campus Safety	7114
Math Assistance Program	7073
Modern Languages & Cultures Lab	7803
Notary Public	7109, 7132, 7232
Office of Disabilities Services	7134
Peace and Justice Center	7572
Mail Room	7730
Office of Disability Services	7134
Print Center	7239, 7007
Registrar	7106
Residence Life Office	7137
Sports Hotline	7014
Sports Information Director	7407
Student Employment	
Off Campus	7922
On Campus	7361
Student Government	7115, 7242
Student Life Office	7137
CAB	2222
Technology Center	
Help Desk	4949
Telecommunications	7043
Title IX Coordinator	7060
Training Room/Athletic	7408
Weight Room	7410
Writing Center	7349

Phone Numbers

Fall Semester 2011

August

29 Classes Begin

September

5 Labor Day - No Classes
19-25 Homecoming Week

October

13-14 Fall Free Days-No Classes

November

4-6 Family Weekend
23-25 Thanksgiving Break-No Classes
28 Classes Resume

December

9 Last Day of Classes
12-15 Final Examination

Spring Semester 2012

January

3 January Term Begins
20 January Term Ends
23-27 January Term Break
30 Classes Begin

February

17-19 Siblings Weekend

March

1-2 Spring Free Day – No Classes
27-29 Housing Sign Up

April

5-9 Easter Break – No Classes

May

11 Last Day of Classes
14-17 Final Examination
19 Commencement

2011-12 Academic Calendar

Rights and Responsibilities of Students

INTRODUCTION

Loras College students have the right to live and learn in an environment that ensures their intellectual, personal, and spiritual development. These rights are essential and will be protected against suppression. Reasoned dissent plays a vital role in the College, but freedoms cannot be protected or exercised in a college that lacks order and stability. Therefore, the purpose of the *Student Handbook*, and the Rights and Responsibilities of students incorporated within it, is to inform the student body that with rights associated with membership in the Loras Community come certain responsibilities. The recognition of both rights and responsibilities is part of the Catholic heritage of the College. As stated in the Pope John Paul XXIII's encyclical *Peace on Earth*, "Those, therefore, who claim their own rights, yet altogether forget or neglect to carry out their respective duties, are people who build with one hand and destroy with the other." It is this document of Rights and Responsibilities, along with the policies articulated in this Handbook that shape the expectations for the normal activities of the College. It is the intent of the College to ensure that students neither lose their rights nor escape their responsibilities as citizens. The *Student Handbook* codifies and clarifies specifically the rights and responsibilities for student members of this academic community.

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Loras College, the student accepts the responsibility for compliance with all local, state and federal laws and College policies. A student alleged to have engaged in any misconduct, be it academic or non-academic, shall have the right to a review of their conduct in accordance with procedures established by Loras College. The College expects students to show respect for the rights of others and for authority, to represent themselves truthfully and accurately at all times, to respect private and public property, to fulfill contractual obligations, including those which are financially made with the College, and to take responsibility for their own actions and the actions of their guests. Students will be accountable for their choices both on and off campus.

DEFINITION OF STUDENT

"Student" means any person enrolled in courses offered by Loras College, including students taking correspondence courses, or taking course work through electronic means, (i.e. distance learning techniques such as televised classes). Furthermore, individuals who are not currently attending Loras College remain subject to both academic and non-academic disciplinary action upon re-enrollment for conduct that occurred during any period of attendance.

General Student Disciplinary Policies

COLLEGE DISCIPLINARY AUTHORITY

Loras College has full authority to promulgate policies and procedures governing the conduct of its students. Further, the College holds its students to a dual responsibility to both civil authorities for violations of municipal ordinances, the laws of Iowa and the United States, and the code of conduct as stipulated in the *Student Handbook*.

As such, disciplinary action taken by Loras College may precede and be in addition to any penalty that may be imposed by civil/criminal authorities. Disciplinary action at the College will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

PHILOSOPHY OF STUDENT DISCIPLINE

The foremost intent of College discipline is one of education. The College's philosophy regarding student discipline is focused on encouraging the growth and development of students' potential through the responsible practices of good, sound principles and relationships. This infers a need for the understanding of self-discipline and respect for the rights and privileges of others who are involved in the educational process and a commitment to protect the best interest of the campus community.

The College's primary effort is directed toward corrective and preventative discipline not simply punitive discipline. Emphasis is placed upon fair process and objectivity in order to ensure a fair hearing and giving the College's standings as an institution of higher education. Analogies with civil or criminal legal systems often do not apply. At the same time, the College is concerned about the interests of persons bringing forth allegations of inappropriate conduct. At no time are arbitrary or capricious actions sanctioned in Loras College's disciplinary structure. However, the College reserves the right to take necessary and appropriate action to protect the immediate safety and well-being of the campus community.

Disciplinary policies at Loras College are set forth in writing in order to give students general notice of prohibited conduct. They are not designed to define prohibited conduct in exhaustive terms.

CATEGORIES OF MISCONDUCT

Students will be held accountable for, and face possible disciplinary action, should their behavior fall into one of the following categories:

Academic Dishonesty and Misconduct: Behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another person. Students are required to actively protect their work against misuse by others (lending tests, projects, term papers). For more information about academic honesty and misconduct, please see the Undergraduate Bulletin.

Non-Academic Misconduct: Misconduct that is not of an academic nature usually involving violations of law, College policies or accepted societal and professional norms.

ACTS OF NON-ACADEMIC MISCONDUCT

Any student, faculty member, staff member or administrator should report any alleged violation of College policy. The charges must be filed on either an incident report form or a "Community Report Form," available from any residence Area Coordinator or from the Residence Life Office. All forms should be submitted to the Director of Residence Life, fifth floor, Alumni Campus Center.

The following list constitutes violations for which students are subject to disciplinary action. The list is not designed to be all-inclusive, but reflects examples of the types of prohibited behavior.

1. Any act which violates federal and/or state law, local ordinances, College policies or Residence Life/Greek Life behavioral standards whether on or off College property.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health (mental or physical) or safety of any person.
3. Attempted or actual theft of, damage to and/or improper possession of property of the College or property of a member of the College community or other personal or public property.
4. Individual or group activities that result in defacement, damage or destruction of College or personal property.
5. Actions, activities or situations, planned or negligent, producing unnecessary and/or undue: mental and/or physical discomfort, embarrassment, harassment, ridicule, excessive fatigue, physical injury, interference with scholarship, danger to life, exposure to situations where physical or mental well-being may be endangered, or defacement, damage or destruction of property, including acts of hazing. Students are encouraged to seek advisory interpretations of actions which might constitute "hazing" if they feel that a situation may be considered a hazing incident, and report any such actions to College Officials.
6. Rape, sexual assault. (Refer to "Addressing Sexual Offenses-Policies and Procedures" in Safety and Security section of *Student Handbook*.)
7. Failure to comply with the lawful directions of any College employee acting within the scope of their official duties and/or failure to identify one's self to such a person when requested to do so.
8. Intentionally or recklessly interfering with normal College-sponsored activities, including, but not limited to studying, teaching, research, College administration or fire, security or emergency services.
9. Forgery of or unauthorized use of College documents, records, computers, telephones, identification or property. This includes providing false representations to the College in any form, written or verbal.
10. Possession or firing of firearms, fireworks, explosives, paintball equipment or other items construed as weapons on College property or in the course of any College activity.
11. False reporting of a bomb, fire or other emergency.
12. Misuse or unauthorized use of fire fighting, fire sprinkling systems and other safety equipment or warning devices.
13. Unauthorized entry into or use of any College building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of College keys, computers, access cards, lock combinations or other special access codes, including telephone codes.
14. Illegal use, possession, sale or distribution of any state or federally controlled drug or substance. Students are held accountable for applicable laws and policies relating to the use of drugs or drug paraphernalia on or off campus.
15. Consumption, possession, sale and/or the serving of alcohol of any kind or nature in prohibited areas of the campus. Students are held accountable for applicable laws and policies relating to the use of alcohol on or off campus.
16. The use of tobacco where prohibited.
17. Harassment or threatening behavior that intimidates any complainant, respondent, advisor, witness, or judiciary member prior to, during, and after a judicial hearing.
18. Failure to observe sanctions imposed through the established College judicial process.
19. Failure to report or discouraging another person from reporting a violation of College policy for which one has knowledge.
20. Falsifying, distorting or misrepresenting information for the purpose of gaining benefit for oneself or others to any office, agency, or individual acting on behalf of the College.
21. No person shall act as an agent of the College unless authorized to do so.

For more specific polices, please refer to the Community Living section.

Administration of Non-Academic Discipline

DELEGATION OF AUTHORITY FOR NON-ACADEMIC DISCIPLINE

Major governing groups and the administrative units to whom they are responsible, (i.e., Residence Hall Councils, Student Life, Residence Life, InterGreek Council and Area Coordinators) are authorized by the Dean of Students to develop rules, regulations and judicial procedures to protect the rights of their student mentors/residents. Conduct boards or courts may enforce College, house or hall regulations involving members of their groups, provided that student fair process procedures are articulated or rendered. The actions of student organization disciplinary boards does not, however, take the place of the College's formal disciplinary process, should there be an alleged violation of College policy.

REDUCING AND/OR RESCINDING SANCTIONS

Reviewing authority is retained by the Dean of Students, at his/her discretion, to convert any sanction imposed to a lesser or more severe sanction or to return a recommended sanction to the conduct officer or hearing body.

CONFIDENTIALITY OF DISCIPLINARY RECORDS

All findings, files and proceedings of the College judicial system are confidential and protected by College safeguards against improper disclosures of confidential student records. Information from disciplinary records are not made available to unauthorized persons on or off campus, without the expressed written consent of the student involved, except under legal compulsion or if the safety of the student or other persons may be in question.

DESTRUCTION OF DISCIPLINARY RECORDS

Records regarding disciplinary actions imposed against individual students are generally maintained by the Office of the Dean of Students for seven (7) years after which they are destroyed. Exceptions to the general policy are the sanctions of suspension, expulsion, and cases involving any type of sex discrimination for which the records are permanently maintained.

REPORTING DISCIPLINARY ACTION

It is the policy of Loras College to require all members of the College community, including hearing officers, student governing boards, and faculty and administrators, to report any disciplinary action taken against individual students, whether academic or non-academic in nature to the Office of the Dean of Students. This disciplinary report will become a part of the student's disciplinary record and be administered under policies governing the Dean of Students.

Discipline Procedures

All students enrolled at Loras College are responsible for rules and regulations set forth for cultivating a healthy community standard.

The responsibility of administering the discipline system is delegated from the Loras College Board of Regents to the Dean of Students by the President. In turn, the Dean of Students may further delegate disciplinary/judicial authority to Student Life, Residence Life and to the InterGreek Council. Each of these groups may be authorized to handle violations of the code of student conduct. All cases should be resolved at the lowest possible level.

STATEMENT OF LIMITATIONS

No student shall be subject to disciplinary procedures due to alleged violation(s) of College policies unless procedures are initiated within one year from the time the alleged misconduct occurred or was made known to the Residence Life Office, whichever occurs later. This limitation will apply only when the student is enrolled at Loras College.

HEARING OFFICERS

Area Coordinators may serve as the initial hearing officers authorized to deal with incidents contrary to College or residence hall policy. Area Coordinators may dispense sanctions, impose disciplinary measures and recommend suspension/expulsion from the College. All disciplinary actions, sanctions/recommendations must be in writing with a copy given to the Residence Life Office and/or the Office of the Dean of Students. The Director of Residence Life may initially hear cases pertaining to violations of policy in Residence Life. Review of Area Coordinator sanctions will be heard by a representative from Student Life or Residence Life. Normally, policy infractions and incidents contrary to College policy are handled initially within the context in which they occur. Incidents that occur off-campus may initially be heard by the Director of Residence Life or the Director of Student Life.

COLLEGE HEARING BOARD

In the event of an incident involving possible sanction of suspension or expulsion, the incident will be considered by the College Hearing Board. This board is chaired by the Director of Student Life or his/her designee and includes appointed representatives from the Loras College community: two students selected by Student Government, two faculty members selected by the Faculty Senate, and two staff members selected by the Dean of Students. These appointed individuals, approved by the Dean of Students, are the voting members of the Hearing Board. The chairperson may vote in the event of a tie. A secretary will be appointed to take minutes of the proceedings.

In some instances, at the discretion of the Dean of Students or his/her designee, a formal administrative hearing may be held (if the student so chooses) due to the nature of the complaint or infraction of College policy.

PROCEDURES

The respondent student will be advised of the specific charges being brought against him/her in advance of the hearing. If the board proceedings involve a complainant student, the complainant student also has the right to a pre-hearing notification meeting. If the student does not appear at the established hearing time, the case shall be heard without the student being present.

Both the respondent and complainant students may have an advocate (faculty, staff, or peer) present at the hearing or appear without the assistance of an advocate. Legal counsel may not attend. The identity of any witnesses either student has asked to attend the hearing must be submitted to the Director of Student Life or his/her designee prior to the hearing.

The advocate may:

- Advise the student on the preparation and presentation of the case and/or;
- Accompany the student to the hearing(s).

The advocate may not:

- Present the case or summary of the case for the student;
- Directly question any individuals involved in the hearing process.

Both the complainant and respondent students may also have witnesses available to be brought in during the hearing. The Director of Student Life or his/her designee needs to be notified 48 hours in advance of the identity of any witnesses asked to attend the hearing. Two kinds of witnesses may be used: character and incident witness.

- Character witness may speak to the kind of person the student is but was not present during the alleged incident. A student may bring up to two character witnesses.
- Incident witness may speak to the alleged incident because they were present when the questioned behavior occurred. A student may bring up to four incident witnesses.

During the course of the hearing, the respondent student will be allowed to respond to any alleged violations presented, ask questions of the complainant and/or witnesses, and present a summary of the case. Please note that per the United States Office of Civil Rights, in hearings related to any type of sex discrimination, the complainant and the respondent are not to personally question or directly cross examine each other during the hearing, as allowing so may be traumatic or intimidating for the complainant, thereby possibly escalating or perpetuating a hostile environment.

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After the hearing has been completed, the board (or administrator) will retire to closed session to determine if the respondent student is responsible or not for the policy infraction. If the student is found responsible, the board (or administrator) will determine an appropriate sanction and the date of its implementation. The decision of the board will be presented to the respondent student as soon as possible. Under applicable Clery laws and Title IX laws, in instances involving violent crime or any type of sex discrimination offense, the complainant student will also be notified of the outcome of the hearing in the manner described as appropriate under these laws. If the student is suspended or expelled, the date of implementation is the date of the board or administrator decision, and such date is non-negotiable. The decision of the College Hearing Board (or administrator) will be effective immediately unless a timely petition to review has been filed.

Please note, in the event of a hearing for any type of sex discrimination, Title IX requires the incident related to the sex discrimination be heard independent from any other code of conduct violation allegations.

REVIEW OF COLLEGE HEARING BOARD DECISIONS

Review of a decision of the College Hearing Board may be petitioned by a respondent student who has been suspended or expelled. Under title IX law, in the instance of any type of sex discrimination, a petition for review may also be filed by a complainant student. The written petition for review must be written and prepared by the student, and filed in the Dean of Students' Office within three business days of notification of suspension or expulsion, and must also include reasons for the request and the factual information to substantiate those reasons. The request for review must be based on one of the following:

- The student believes the College Hearing Board decision was flawed procedurally.
- College policy was not applied correctly.
- Additional information not available for the College Hearing Board hearing is available, which could alter the outcome of the case.

The request for review will be considered by a Review Board, appointed by the Dean of Students, and consisting of: one faculty member, one staff member, and one student. If the Review Board determines there is valid basis for review, a review hearing will be scheduled.

Following the hearing, the Dean of Students or his/her designee shall recommend a course of action to be taken. The recommendation may include:

- Affirm the decision of the College Hearing Board.
- Remand the case to the College Hearing Board with instructions for a rehearing.
- Modify the sanction(s) imposed by the College Hearing Board.
- Reject the decision of the College Hearing Board and dismiss the complaint.

The decision of the Dean of Students or his/her designee is final.

EVIDENTIARY STANDARDS FOR NON-ACADEMIC MISCONDUCT

In all cases of alleged non-academic misconduct, the appropriate hearing officer will be responsible for compiling sufficient evidence to substantiate the charges. The evidence must support a determination that it is "more likely than not" that a violation of the student code of conduct occurred in all cases involving a potential penalty lesser than expulsion. In cases where expulsion has been determined to be a possible sanction, "clear and convincing evidence" must provide the basis for such expulsion. Please note that in cases involving any type of sex discrimination, the standard of evidence required by title IX is preponderance of evidence, or a determination that it is "more likely than not" a violation has occurred. Hearsay evidence and personal testimony may be considered.

Disciplinary Sanctions

Although not intended to be all-inclusive, the following are possible sanctions that may be imposed, either singularly or in combination, upon a student, for infractions of College policies.

REPRIMAND

When a student is reprimanded, oral and written notification shall be made to the student, warning that continuation or repetition of the specified conduct may be the cause for further disciplinary action. A reprimand becomes part of a student's disciplinary record in the Office of the Dean of Students, but is not a part of the student's academic record.

RESTRICTION

A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, but is not limited to, denial of the right to represent the College in any way, the denial of the use of the facilities or denial of the opportunity to participate in co-curricular activities.

REPRIMAND WITH RESTRICTIONS

A reprimand may include restrictive conditions, the terms of which shall be furnished, in writing, to the student.

EDUCATIONAL SANCTION

The conduct officer may confer with the student and prescribe a project or class beneficial to the individual, campus or community. This project or class may be given alone, in conjunction with other sanctions, or in substitution for other sanctions, if the project is successfully completed.

FINE

A student may receive a monetary fine as a consequence of a policy violation.

RESTITUTION

A student who has committed an offense against property or another person may be required to reimburse the College, other owner or injured party for damages, misappropriations of property or injuries received. Any such payment in restitution shall be limited to actual cost of repair or replacement and/or financial restitution

for physical injury, such as medical bills. Failure to pay will result in a disciplinary withholding of a student's records and/or a "hold" being placed upon the student's further enrollment.

ENROLLMENT HOLD, CANCELLATION OF ENROLLMENT AND GRADUATION HOLD

ENROLLMENT HOLD

Should a student not respond to a request to meet with a conduct officer or the Director of Residence Life, such officer may either place a hold on the student's opportunity to enroll in subsequent semesters or may declare a default by the student and impose disciplinary sanctions. The student must be notified in person or through the mail at least five (5) College working days prior to sanctions being imposed.

CANCELLATION OF ENROLLMENT

In instances where the Director of Residence Life has placed a hold on a student's enrollment for failure to comply with sanctions resulting from a prior informal or formal hearing, such hold may be cleared with the condition that the student's enrollment will be canceled for failure to meet the conditions of the clearance.

GRADUATION HOLD

Should a student not respond to a request to meet with a hearing officer or the Director of Residence Life or if a student does not comply with already imposed disciplinary sanctions, then the Dean of Students may place a hold on his or her participation in graduation exercises and his/her diploma.

DISCIPLINARY PROBATION

A student on probation is deemed not in good standing with the College, and his/her enrollment as a student on probation may be conditioned upon adherence to the rules and regulations. Any student placed on probation will be notified of the terms and length of the probation, and the probation will occur during times the student is scheduled to be on campus. Any conduct in violation of the probation of a similar or more serious nature may result in a College Hearing Board hearing, which can lead to the imposition of additional restrictions, suspension or expulsion.

DISCIPLINARY SUSPENSION

If a student is suspended, the suspension is effective immediately, he/she is deprived of student status, and must carry out total separation (student shall not visit, attend events, or otherwise enter college property) from the College for a specified period of time. Students who choose to violate their suspension and return to campus without express permission from the Dean of Students will be escorted from college property, and may face arrest/legal action. A student placed on suspension will be withdrawn from classes. Conditions of readmission shall be stated in the letter of suspension. Such order of suspension shall remain a part of the student's disciplinary record in the Dean of Students' Office. If a student is suspended, the date of the suspension is the board or administrator decision date. This date is non-negotiable, and all college processes will be based on this date. No additional refunds will be given to the student, and the student will receive grades of W for current courses.

INVOLUNTARY WITHDRAWAL FROM THE COLLEGE

Involuntary withdrawal from the College is governed by the College's Policy and Procedures Addressing Disruptive Students with Special Circumstances. Such involuntary withdrawal begins immediately upon notice from the Dean of Students, with final approval by the Loras College President, and may occur with or without a formal or informal hearing. Involuntary withdrawal is enacted when, in the judgment of the Dean of Students or his/her designee, the immediate physical or emotional well-being of the student, other students or other members of the College community might be endangered. A hearing will then be scheduled—within one week—to determine the disposition of the case. Involuntary withdrawal may also include physical removal from the campus, if deemed necessary. No additional refunds will be given to the student, and the student will receive grades W for current courses. Provisions for administrative withdrawal related to a psychological or physical health problem are addressed separately under the Counseling Center and Health Center sections of this handbook.

DISCIPLINARY EXPULSION

Expulsion normally entails a permanent separation from the College (student shall not visit, attend events, or otherwise enter college property at all in the future). Students who choose to violate their suspension and return to campus without express permission from the Dean of Students will be escorted from college property, and may face arrest/legal action. The imposition of this sanction shall become a part of the student's permanent disciplinary record. If a student is expelled, the date of the expulsion is the board or administrator decision date. This date is non-negotiable, and all college processes will be based on this date. No additional refunds will be given to the student, and the student will receive grades W for current courses.

Equal Employment Opportunity/Affirmative Action Compliance Plan

The Catholic tradition affirms an equality of human beings resting on “their dignity as persons and the rights that flow from it.” Thus, “every form of social or cultural discrimination in fundamental personal rights on the grounds of sex, race, color, social conditions, language or religion must be curbed and eradicated as incompatible with God’s design.” (*Catechism of the Catholic Church*)

EQUAL OPPORTUNITY POLICY

Loras College, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1974 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, religion, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and student services.

STATEMENT OF INTENT REGARDING AFFIRMATIVE ACTION

Loras College’s Affirmative Action Program is designed: 1) to ensure equal opportunity for and nondiscrimination in employment and ultimately achieve a work force representative of minorities and women in the relevant labor markets; 2) to ensure Loras College’s compliance with federal and state legislation directed toward promoting equal opportunity in all aspects of employment; 3) to specify terms and conditions under which the College’s policy of equal employment opportunity through affirmative action shall be implemented; 4) to identify those employees responsible for compliance with said program.

STATEMENT ON RELIGIOUS QUALIFICATION

While Loras College is firmly committed to its policy of nondiscrimination and affirmative action in its recruitment practices, it reserves its right to grant preference to qualified men and women who profess its Catholic heritage and destiny. This it must do to maintain its religious and institutional integrity. This is in accordance with Section 702, Title VII, which provides that a church-related institution may give preference in employment on the basis of religion where religion is a bona fide occupational qualification reasonably necessary to the normal operation of that institution.

Categories Protected Under the College’s Equal Employment Opportunity and Affirmative Action Policy

STATEMENT OF PROTECTED GROUPS

Loras College is an equal opportunity employer and as such takes affirmative action to ensure that applicants for employment are considered and employees are treated in compliance with applicable laws and regulations governing equal employment opportunity and nondiscrimination in employment on the basis of race, color, national origin, disability, age, gender (including sexual harassment) and religion (except as previously stated in the “Statement on Religious Qualification”).

LISTING OF APPLICABLE LAWS AND REGULATIONS

1. Loras College prohibits discrimination in any term or condition of employment on the basis of race, color, religion (except as stated above), gender, national origin, age and mental or qualified impairment. Equal employment opportunity is provided pursuant to executive order 11246, as amended, Title VI and VII of the 1964 Civil Rights Act, as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, as amended, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, Chapters 261 and 601A, as amended, of the Code of Iowa, of Dubuque Human Rights Ordinance, as amended and any future, similar laws or amendments to the foregoing.
2. It is the policy of Loras College to provide equal employment opportunities on the basis of merit and without discrimination because of race, color, religion (except as stated above), gender, age, national origin or qualified impairment pursuant to federal executive orders 11246 and 11375, Section 503 of the Rehabilitation Act of 1973, Chapters 261 and 601A, as amended, of the code of Iowa, City of Dubuque Human Rights Ordinance, as amended, and any future, similar laws or amendments to the foregoing.

STATEMENT REGARDING RESPONSIBILITY

It is the responsibility of each individual who has a role in the recruitment, selection or placement of an hourly employee or an administrative, professional staff or faculty member to assist in the development and implementation of affirmative action plans with meaningful goals and realistic timetables for achieving optimum representation of protected classes within the College.

Any person responsible for employment or promotion decisions should ensure that these decisions are based solely upon an individual’s qualifications for the requirements of the position for which he/she is being considered.

All supervisory personnel are accountable for observation of the policy of equal opportunity and affirmative action not only in the letter of specific affirmative action goals, but also in the spirit of its application to all relevant decisions.

ROLE OF THE AFFIRMATIVE ACTION OFFICER FUNCTION AND REPORTING RESPONSIBILITY

1. The Affirmative Action Officer, reporting to the President, shall provide leadership and guidance to administrative units in the conduct of their programs affecting employees and applicants for employment. The Affirmative Action Officer shall review and evaluate administrative unit program operations periodically, obtain such reports as deemed necessary and report to the President as appropriate on overall progress. The Affirmative Action Officer will consult from time to time with such individuals, groups—especially Loras College’s Equal Employment Opportunity Committee—or organizations as may be of assistance in improving

the College's program and realizing the objectives of the plan. Specifically, the Affirmative Action Officer will chair the College's Equal Employment Opportunity Committee and guide that Committee in fulfilling its responsibilities.

2. The Affirmative Action Officer, in conjunction with the Director of Human and Organizational Development, shall be responsible for preparing guidelines and instructions necessary and appropriate to carry out the intent of Loras College policy and the Affirmative Action Compliance Plan.

FORMAL REVIEWS AND REPORTS

1. The formal review processes are administered by the Director of Human and Organizational Development with support from the Business Office, Vice Presidents, department chairpersons and unit directors play a vital role in recruiting integrated candidate pools for positions.
2. The Affirmative Action Officer is responsible for the monitoring and coordination of all aspects of this policy within the College. All equal employment opportunity and affirmative action reports required by governmental agencies or funding organizations must be channeled through the Affirmative Action Officer.
3. Further inquiries about equal employment opportunity and affirmative action may be directed to the Affirmative Action Officer or one's own departmental supervisor.

PLACES WHERE AFFIRMATIVE ACTION COMPLIANCE PLAN MAY BE REVIEWED

1. Additional information about the College's affirmative action programs are available in the Affirmation Action Compliance Plan, copies of which are in the Loras College Library (on reserve) and in the offices of each vice president and the Department of Human and Organizational Development.
2. Notices of nondiscrimination will be posted in conspicuous places to be reviewed by all employees and students.
3. More specific information about affirmative action is contained in the College's Affirmative Action Compliance Plan, copies of which are available to employees upon request from the Affirmative Action Officer.

COMPLAINT AND GRIEVANCE PROCEDURES

1. Inquiries about or complaints alleging violation of the College's equal employment opportunity/affirmative action policy should be directed to the Affirmative Action Officer. The complainant may consult with or file a written complaint with the Affirmative Action Officer and the College's Equal Employment Opportunity Committee.
2. Procedures for the consideration of complaints shall include at least one impartial review within the administrative unit and shall provide for appeal.
3. Grievance procedures will provide for prompt, fair and impartial consideration of all complaints of discrimination on the basis of race, color, religion (except as stated in II B.), gender, age, national origin or qualified impairment.
4. Student Complaints Regarding Faculty or Non-faculty Staff – Students who believe that they have been unfairly treated by members of the faculty or non-faculty staff of the College have the right to seek redress through several different procedural channels. Complaints about faculty conduct not related to grades and academic grade appeals are required to be processed through the "Student Grievance Procedure for Academic Affairs" supervised by the Office of the Provost and Academic Dean. Complaints about conduct by non-faculty staff employees are required to be processed as set forth through procedures directed by the appropriate vice president. In appropriate circumstances, students may be assisted by the College Affirmative Action Officer regarding understanding their rights to seek internal review of complaints. The contact information for the College Affirmative Action Officer may be obtained by contacting the Office of the Dean of Students.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

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

1. The right to inspect and review the student's education records within 45 days of the day Loras College receives a request for access. Students should submit to the appropriate official (Office of the Registrar for academic records and Dean of Students for disciplinary records), written requests that identify the record(s) they wish to inspect. The appropriate official will make arrangements for access and notify the student of the time and place where the records may be inspected. Copies of educational records are not provided.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student may ask Loras College to amend a record that they believe is inaccurate or misleading. They should write the Loras College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Loras College decides not to amend the record as requested, the College will notify the student of the decision and 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 disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Loras College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605

Further, notice is hereby given that Loras College may release “directory information” without the prior consent of the student unless the student formally and timely requests that such information be kept confidential. Written requests not to release directory information must be filed with the Dean of Students during the first two weeks of fall semester and must be renewed each fall. Such requests must apply to all of the following categories; a student may not specify that only some of the categories not be released. Directory information consists of the following information and is subject to change provided the change is effective only in the subsequent year (i.e., fall term) and provided the change(s) is/are appropriately publicized.

- a. student’s name, local and permanent address
- b. telephone number
- c. date and place of birth
- d. major field of study
- e. dates of attendance
- f. degrees, honors and awards granted or received
- g. academic classification, i.e., first year, sophomore, junior, senior, etc.
- h. gender
- i. educational institutions previously attended
- j. degree(s) held, date(s) granted and institution(s) granting such degree(s)
- k. thesis title
- l. participation in officially recognized organizations, activities and sports
- m. weight and height of student participating in officially recognized sports
- n. photographs
- o. e-mail addresses.
- p. enrollment status
- q. credits enrolled
- r. damage charges and costs

Nondiscrimination Policy: Race, Disability, Gender

Loras College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Loras College does not discriminate against any individual on the basis of qualified disability or gender in its admission or access to, or treatment of, or employment in its educational programs or activities. Loras College is required by Section 504 of the Rehabilitation Act of 1973 and by Title IX, and the Americans with Disabilities Act of 1990 not to discriminate in such a manner.

Inquiries concerning the application of Section 504 of the Rehabilitation Act of 1973, Title IX, and the Americans with Disabilities Act of 1990 to Loras College may be referred to Coordinator, Loras College mail #25, or to the Director of the Office for Civil Rights of the Department of Health and Human Services.

Sex Discrimination Policy and Grievance Procedures

POLICY AGAINST SEX DISCRIMINATION

The Catholic tradition affirms the inherent dignity of each person and the need to respect it: “When we deal with each other, we should do so with the sense of awe that arises in the presence of something that is holy and sacred. For that is what human beings are: we are created in the image of God.” (US Bishops, *Economic Justice for All*). Thus, Loras College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual discrimination or sexual harassment. This principle is consistent with the mission of the College that “recognizes the human dignity of each individual and challenges men and women to grow with purpose and direction.” Sex discrimination is demeaning, degrading, and can have a negative impact on a person’s performance at work or in class. Sexual discrimination of any kind will not be tolerated. Disciplinary sanctions will be taken up to and including discharge for College employees and expulsion of students.

Academic presentations of the Catholic Church’s moral teaching regarding sexuality are very appropriate and consistent with the College’s mission, and may not be claimed as violations of this policy.

Sex Discrimination is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. As defined by the Equal Employment Opportunity Commission, and in accordance with the 1986 landmark decision of the United States Supreme Court, [*Meritor Savings Bank v. Vinson*, 477 U.S. 57 (1986)] “Sexual Harassment” includes, but is not limited to unwelcome: sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal, non-verbal, or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education; or
2. submission to or rejection of that conduct or communication by and individual is used as a factor in decisions affecting that individual’s employment or education; or
3. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or of creating an intimidating, hostile, or offensive employment or educational environment.

Examples of sex discrimination include, but are not limited to the following examples of unwelcome acts:

- **Verbal:** insults, threats, jokes, or derogatory comments based on gender; sexual innuendo or suggestive comments; sexual propositions or advances; pressure for sexual favors, corruption of a minor, importuning, public indecency,
- **Nonverbal:** posting of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, whistling, or making obscene gestures, corruption of a minor, importuning, voyeurism, public indecency
- **Physical:** touching, pinching, squeezing, patting, brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse or assault, rape, sexual battery, corruption of a minor, Importuning, public indecency, felonius penetration, prostitution
- **Sexual Abuse:** Any sexual act between persons (including: non-consensual sexual intercourse (rape); non-consensual sexual contact (sexual assault) and sexual exploration) is sexual abuse by either one when the act is performed with the other participant in any of the following circumstances:
 1. The act is done by force or against the will of the other. If the consent or acquaintance of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-induced sleep, or is otherwise in a state of unconsciousness, or the act is done against the will of the other.
 2. When the victim is incapable of giving consent because he or she suffers from a mental defect or incapacity or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
 3. The other person is a child.

Consent is informed, through mutually understandable words, which indicate a willingness to participate in mutually agreed upon sexual activity. Furthermore, at any time during consensual sexual activity, a person may refuse to continue further with any sexual activity. From the point of refusal; previous consent is rendered invalid.

STATE OF IOWA STATUTE

The State of Iowa defines incapacitation as meaning a person is disabled or deprived of ability, as follows:

- "Mentally incapacitated" means that a person is temporarily incapable of apprising or controlling the person's own conduct due to the influence of a narcotic, anesthetic or intoxicating substance.
- "Physically helpless" means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep or is otherwise physically or mentally limited.
- "Physically incapacitated" means that a person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee.

The State of Iowa and Loras College use the following sexual abuse definition. Sexual abuse is considered a felony as defined in Section 709 of the Iowa State Code.

Sexual assault is considered first-degree sexual abuse under Iowa law. Sexual assault is defined as forced penetration of the vagina, anus or mouth with a finger, penis or any other object. Although the term "rape" is used in this policy and in other educational material, the Iowa legal system uses the umbrella term of sexual abuse and sexual assault, and not the specific term "rape," when cases are taken to court.

Sexual assaults occur on a broad continuum and include—criminal behaviors endangering another/other persons. They range from verbal assaults to rape. Loras College takes a very strong stance against acts of violence by a member of our community. Students found responsible of sexual assault can expect strong disciplinary actions by the College. Any community member with knowledge of any incidents of sexual assault should report them to the Campus Safety and Security Office and Dubuque Police Department. It is recommended and encouraged that survivors seek confidential counseling.

SEX UNDER THE INFLUENCE

As outlined above, consenting sex recognizes sober, verbal communication, free of threats or other coercion. College policy recognizes that someone who is under the influence of drugs and/or alcohol is unable to give consent.

At Loras College, conduct or communication as described above will be regarded as sex discrimination irrespective of sexual orientation.

Loras College offers the following rights to the survivors of any type of sexual assault:

1. The right to meet with Loras College staff privately, to register the complaint.
2. The right to be free from any pressure from campus personnel to:
 - Report crimes if the survivor does not wish to do so
 - Report crimes as lesser offenses than the survivor perceives the crime to be
3. The right to not release your name to the public or to the press.
4. The right to not be prejudged or blamed for what occurred.
5. The right to be treated with courtesy, sensitivity, dignity, understanding and professionalism.
6. The right to speak to a female or male staff member about the incident.
7. The right to have help in arranging for any hospital treatment or other medical needs.
8. The right to have the College privately contact counseling, safety, advising and other available resources.
9. The right to have an advocate/advisor present during the hearing proceedings.
10. The right to an explanation of the complaint procedures for sexual assault violations.
11. The right to participate or not participate in campus disciplinary proceedings regarding a sexual assault incident.
12. The right to speak in a disciplinary proceeding.
13. The right to privacy with regard to past sexual/relationship history during campus disciplinary proceedings.
14. The right to be kept up-to-date on the progress of the investigation of the case.
15. The right to have College officials answer questions and explain the systems and processes involved.
16. The right that the College will consider your case seriously regardless of your gender or sexual orientation, and regardless of the gender or sexual orientation of the suspect.

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Additionally, retaliation against anyone reporting or thought to have reported sex discrimination behaviors or who is a witness or otherwise is involved in sex discrimination proceeding is prohibited. Such retaliation is a serious violation of the policy and will be investigated as an independent act of sex discrimination. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to:

- Unfair grading, evaluation, or assignments
- Unfair changes to conditions of employment
- Information being withheld or made difficult to obtain
- Ridicule (public or private)
- Oral or written threats or bribes

The fact that someone did not intend to sexually harass an individual is not necessarily a defense to a complaint of sex discrimination. Regardless of intent, it is the duration, effect and characteristics of the behavior that determine whether the behavior constitutes sex discrimination. Harassing conduct may be disciplined even if the complaining person is not the intended target of the conduct.

The use of alcohol or other drugs by either party is not an extenuating circumstance and does not mitigate the responsibility of a person found to have committed sex discrimination.

This policy covers all members of, or visitors to, Loras College and those otherwise associated with the College to include, but not limited to: administrators, faculty, staff (administrative, professional and hourly), students, vendors, contractors, volunteers, and internship supervisors.

The College may impose discipline or sanctions if sex discrimination occurs on or off College premises if there is any connection with a person's participation in a College-sponsored organization, program or activity, or if the conduct poses a risk of harm to any member of the campus community.

False accusations of sex discrimination can seriously injure innocent people. Initiating a false harassment complaint or initiating a harassment complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding that the complaint was in bad faith.

REPORTING ALLEGED VIOLATIONS

If you are a survivor of sexual assault, the following steps are recommended:

- Contact a resident advisor (RA), area coordinator (AC), security officer, faculty member or staff member, who can assist you in reporting the incident
- Do not wash, douche, shower or launder your clothes after an assault, as such could result in destroying evidence
- Report to a hospital emergency room as soon as possible for treatment and evaluation
- Cooperate with police and/or campus officials who will contact you for information to proceed with the case
- Contact the Loras College Counseling Center and to receive assistance from a trained advocate and access to counseling resources
- In compliance with Title IX law, a person accused of assault while residing in campus housing residence hall may be relocated or may be asked to leave College housing pending investigation of the complaint as all students have the right to housing free of sexual or physical intimidation
- If allegations of sexual assault are, through investigation, demonstrated, appropriate action for the complaint will be taken up to expulsion or termination of employment (Title VII, Pub. L. 88-352, 78 Stat.253 (42 U.S. C 2000e et sez.))
- The College has a number of Mandatory Reporters. These individuals, by law, must report any incident for the College to be in compliance with the Jeanne Clery Act. Mandatory Reporters include but are not limited to:
 - Residence Life staff
 - Safety staff
 - Student Life Staff
 - Advisors to Clubs and Organizations
 - Director of Athletics and team coaches

A survivor of a sexual assault may report the assault to Loras College officials, appropriate law enforcement agencies or both. Loras College officials will assist the survivor with reporting an assault if you request assistance.

Reports of sexual assault may be made to the Department of Campus Safety and Security (7114 or 0); Area Coordinator, Health Center, Counseling Center or other College reporting authorities. Sexual assault reports made to the Counseling Center or Health Center will be kept strictly confidential unless the student releases information to other authorities.

Reports of sexual assault may be made to law enforcement authorities by calling the Dubuque Police Department if the assault occurred within the City of Dubuque. If the assault occurred in another area of Dubuque County, call the Dubuque County Sheriff's Department. Both Departments can be reached by dialing 911.

Anyone who believes he or she has been the subject of, has been notified about, or has observed, sex discrimination as defined by this policy, should report the alleged conduct immediately to the Title IX Coordinator, who at Loras College is the Dean of Students, and can be contacted at the Student Development Office, 540 Alumni Campus Center, or via phone at 563.588.7060. In the role of Title IX coordinator, the Dean of Students will coordinate all matters related to sexual discrimination at the College and will coordinate the efforts of the college to comply with Title IX law. As the Title IX Coordinator, the Dean of Students is responsible for:

- Ensuring both the individual filing the complaint and the individual accused of discrimination, harassment, or retaliation are aware of the seriousness of the complaint
- Explaining Loras College's sex discrimination policy and procedures
- Exploring various means of resolving the complaint
- Making referrals to the counseling center and other referral services if appropriate
- Discuss with the complainant the option of notifying police if criminal activity was involved
- Conducting/Arranging an investigation of the prohibited conduct
- Preparing or overseeing any reports, recommendations, or remedial actions that are needed or warranted to resolve any prohibited conduct
- Assess each complaint individually

The Dean of Students may partner with a Sexual Harassment Complaint Advisor (SHCA) to address an incident. The SHCAs will be faculty and staff members recommended by the EEO Committee and approved by the President's Administrative Team. A list of the names and contact information for SHCAs is available on the Loras College website and in the following offices: Vice President for Student Development, Human and Organizational Development, Counseling Center and Campus Safety..

The Equal Employment Opportunity ("EEO") Officer shall be responsible for promoting understanding and acceptance of, and assuming compliance with local, State and Federal laws and this policy. The EEO Officer will ascertain that notice of this policy is circulated to the employees and students of Loras College. The policy will be incorporated into the *Student Handbook*, as well as the handbooks for faculty, salaried and hourly employees. Resource materials and educational programs on this policy and on the prevention of harassment shall be provided to employees and students. Information on this policy will also be distributed to volunteers, internship supervisors, vendors, and contractors.

Nothing contained within this policy shall be construed to change or modify the principles of Academic Freedom or Freedom of Expression expressed in sections VII and VIII of the Regent's Position Paper contained with the Loras College Faculty Handbook.

This policy shall become effective upon approval by the President and shall apply to all matters covered by this policy regardless of when the alleged violation occurred. This policy may be amended by the EEO Committee, subject to the approval of the President's Administrative Team and Board of Regents.

CONSENSUAL AMOROUS RELATIONSHIP POLICY

Employees should be sensitive to the fact that they have a professional responsibility for students in such matters as counseling, evaluating, supervising, advising, and providing services to students as a part of the school program.

Consensual relations are defined as amorous, romantic, or sexual relationships into which both parties have voluntarily entered. They become of concern to the College when one person in a relationship is in a position of authority over another. Examples of these situations include but are not limited to relationships between instructors and students, supervisors and employees, or administrators and students.

Consensual relationships of these types are prohibited. These relationships can violate the trust between instructors and students, administrators and students, or supervisors and employees. Most critically, they contain inherent potential for abuse of power and authority. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of authority must understand that the degree to which such a relationship is truly mutually consensual may be questioned at any time. Even when both parties have apparently consented at the outset, such consent does not invalidate a subsequent charge of sexual harassment after one party withdraws his or her consent and communicates that decision to the other party.

COMPLAINT PROCEDURE

There are four major components in this policy:

ADVISORY COMPONENT

The EEO Committee will designate and insure training of at least five SHCA. These SHCA will be faculty/staff representatives who will serve as the initial contact for potential/actual Complainants. These SHCA are not to be current members of the EEO Committee. A list of the SHCA shall be maintained by the EEO Officer and shall be readily available. Individuals may choose the SHCA to whom they wish to speak.

The SHCA shall assist the individual by seeking information, clarifying the nature of the problem, outlining the options that the individual has for resolving the situation, and providing appropriate advice. The advice might include informing the individual of available support services. These initial discussions will be recorded in a Sexual Harassment Information Report ("SHIR"). Ordinarily the SHCA will conduct any investigation or speak to the Alleged Offender during this component of the proceeding.

All SHCA should meet periodically to review and discuss in general all inquiries or reports received by the SHCA. The identity of the Alleged Offender should be disclosed so that a determination can be made whether an individual's conduct is regularly regarded as offensive and as being in potential and/or actual violation of this policy. In addition to these periodic reviews, an SHCA may consult with one or more other SHCA for assistance in handling a particular situation.

Seeking information and advice from an SHCA does not obligate the individual to proceed with the grievance process. However, the College has a responsibility to maintain a positive working and academic environment. Any SHCA may inform the EEO Officer of the situation. The EEO Officer may pursue further action without regard to whether a resolution has been attempted or reached between the individual and the Alleged Offender.

INFORMAL RESOLUTION COMPONENT

This component commences upon the receipt of a signed Sexual Harassment Information Report form (hereafter "Complaint") that requests the benefits of this component. This component may be commenced without regard to whether the Advisory Component has been pursued.

Upon receipt of a written complaint, a Mediator will be chosen by the EEO Officer. The Mediator may be an SHCA, a member of the EEO Committee, the Director of Human and Organizational Development, or someone the EEO Officer deems appropriate. During this component, there is an attempt to work out a resolution that is acceptable to both the Complainant and the Alleged Offender. If possible, the Mediator should try to work out a resolution without revealing the identity of the Complainant. However, the Mediator may disclose the identity of the Complainant if that is necessary to work out a resolution. The mediator has no power to impose a resolution but rather is empowered to strive to mediate a mutually acceptable outcome. If a Complainant selects an informal resolution, formal resolution is no longer an option.

In the event of an informal resolution, the Mediator will follow up with the Complainant within 10 academic working days to insure that the issue has in fact been resolved and that there has been no retaliation against anyone. The Mediator shall advise the EEO Officer of the results of this follow-up effort.

The EEO Officer shall be informed of the outcome of the Informal Resolution Component and further shall maintain records that identify the date of the complaint, the identity of the Complainant, the identity of the Alleged Offender, and the results of the Informal Resolution process including a description of the agreed-upon resolution or the absence of such a resolution. Since the College has a responsibility to maintain a positive working and academic environment, the EEO Officer may pursue further action without regard to whether a resolution has been reached between the Complainant and the Alleged Offender.

FORMAL RESOLUTION COMPONENT

The Formal Resolution Component commences upon the receipt of the written Sexual Harassment Information Report form (hereinafter "Complaint") requesting the benefits of this component. A Complainant may elect to proceed directly to the Formal Resolution Component without first utilizing the Advisory Component. Where the Complainant is a student, the complaint must be filed with one of the SHCA referred to above. If the Complainant is a non-student employee, the complaint may be filed with either one of the SHCA or with the Director of Human and Organizational Development. A complaint may be filed by the EEO Officer also.

Upon receipt of the complaint, the EEO Officer will designate one or more individuals to investigate the complaint. The investigator(s) may be an SHCA, a member of the EEO Committee, the Director of Human and Organizational Development or another individual deemed appropriate. Additionally, the EEO Officer will select a chair and two representatives from the EEO Committee to hear the complaint.

The investigator(s) shall inform the Alleged Offender of the allegations and of the identity of the Complainant. A copy of any written statements or complaints made by the Complainant will be given to both the Alleged Offender and the Complainant. Similarly, a copy of any written statements or defenses made by the Alleged Offender will be given to both the Alleged Offender and the Complainant. The identity of any potential witnesses shall be disclosed to both the Alleged Offender and the Complainant.

In conducting the investigation, the investigator(s) may interview the Complainant, the Alleged Offender, and any other person believed to have pertinent factual knowledge. It is not required that the Complainant and Alleged Offender be interviewed in each other's presence. The investigator(s) will take steps to maintain as much confidentiality as possible consistent with a thorough investigation of the complaint.

Throughout the investigation, the investigator(s) will be in communication with both the Complainant and the Alleged Offender until the complaint is resolved by agreement or hearing.

As soon as possible, but in no event more than 10 academic working days after receipt of the complaint, a hearing will be held. The date, time and location of the hearing will be made available to the Complainant and Alleged Offender at least 3 academic working days prior to the actual hearing date. The purpose of the hearing is to establish (1) the factual circumstances surrounding the complaint; (2) whether a violation of the policy has occurred; and (3) appropriate remedies if a violation has been found. At the hearing, the investigator(s), Complainant and/or Alleged Offender may call witnesses and address the hearing panel. The Complainant and the Alleged Offender are entitled to have a support person attend the hearing. However, a support person may not be an attorney and further may not address the hearing panel or question any witness, including the Complainant or the Alleged Offender. The hearing will be tape-recorded. A written verbatim record is not required.

As soon as practicable after the hearing has been concluded, but in no event more than 10 academic working days thereafter, a written report summarizing the factual findings and sanctions, if any, will be prepared and made available to the Alleged Offender, Complainant, and EEO Officer. The deliberations of the hearing panel will not be tape-recorded and shall remain confidential.

Sanctions may include but are not limited to the following:

- An apology (oral or written);
- Written warning of reprimand;
- Advice and counseling;
- Required attendance at a sexual harassment training program;
- Change of job or class assignment;
- Suspension, probation, termination or expulsion; or
- Any other sanction deemed appropriate.

If sanctions are imposed, this report will become a part of the personnel file or student disciplinary file of the individual against whom sanctions are made.

The EEO Officer shall maintain records that identify the date of the complaint, the identity of the Complainant, the identity of the Alleged Offender, the results of the Formal Resolution Component, as well as the result of any appeal.

With the permission and consent of both the Alleged Offender and the Complainant, proceedings under the Formal Resolution Component may be temporarily suspended while an effort is made to resolve the situation by way of the Informal Resolution Component. However, since the College has a responsibility to maintain a positive working and academic environment, the EEO Officer may pursue further action without regard to whether a resolution has been reached between the Complainant and the Alleged Offender.

Please note:

Both the accused and the accuser have the same right to have an advocate present during disciplinary hearings. The advocate is a faculty, staff or peer who may advise the student on the preparation and presentation of the case and/or accompany the student to the hearing. The advocate may not present the case or summary of the case for the student or directly question any individuals involved in the hearing process. Both the accused and the accuser shall be notified of the final determination and any sanction of the disciplinary hearings.

A complete description of the disciplinary procedures and policies of Loras College can be found in the Code of Conduct section of the *Student Handbook*.

APPEAL COMPONENT

If either the Complainant or the Alleged Offender disputes the findings or is dissatisfied with the sanctions, they may appeal by filing a written appeal with the President within 10 working days of notification of the findings. Further, since the College has a responsibility to maintain a positive working and academic environment, the EEO Officer may appeal the findings and/or sanctions as well. The President, or his/her designee, will review the record and conduct such additional investigation as he or she deems appropriate. As soon as practicable, a final determination regarding the appeal will be made. The President, or his/her designee, may accept, alter, amend or modify the decision both with respect to whether a violation has occurred and/or the appropriate sanction, if any. The determination of the President or his/her designee on the appeal will be final and shall be made available to the Complainant, Alleged Offender and EEO Officer. If sanctions are imposed, the determination will become a part of the personnel file or student disciplinary file of the individual against whom sanctions are made.

ADVOCACY AND COUNSELING RESOURCES

Any survivor of a sexual assault has a right to counseling referral from the Loras College Counseling Center and to receive assistance from a trained advocate. The following counseling resources are available to students, faculty and staff who have been assaulted:

1. Loras College Counseling Center
Alumni Campus Center Room 473
855 Loras Blvd.
Dubuque, IA 52004
(563) 588-7650
(563) 588-7100 (Emergency)
2. Rape Victim Advocacy Program
(800) 284-7821 (State Wide Hot Line)
Referrals to:
Riverview Center, Inc. Sexual Assault
Prevention and Intervention Services
2600 Dodge St.
Dubuque, IA 52003
(563) 557-0310
3. Catholic Charities
1229 Mt. Loretta
Dubuque, IA 52003
(563) 588-0558
4. Crisis Line
(563) 588-4016
5. YMCA Domestic Violence Program
35 N. Booth
Dubuque, IA 52001
(563) 556-1100
6. Substance Abuse Service Center
270 Nesler Center
799 Main Street
Dubuque, IA 52001
(563) 582-3784

The following College department serves as a resource for anyone who has been assaulted:
Office of the Dean of Students/Title IX Coordinator
(563) 588-7060

Technology Resource Policies and Procedures

COMPUTER ETHICS POLICY

Loras College is committed to the proposition that an academic institution is a community in which the ideal of honesty is to be fostered, encouraged and achieved. Respect for the College, for one's fellow humans and for property—both real and intellectual—are therefore essential ingredients of that ideal, and the College expects all its members to exhibit such respect. The ideal of honesty is of course a moral ideal, and so the policy stated below will in some respects go beyond the mere requirements of the law.

Information technology, because of its extremely volatile nature, presents strong possibilities, and hence temptations, for misuse. It is important, therefore, for all members of the College community to be aware of that fact and to be extremely committed to use such technology appropriately and to show the respect described above. Accordingly, and for the benefit of all members of the College, the information technology usage policy stated below is intended to make clear just what constitutes that respect. All members of the College are expected to abide by these policies.

Loras College recognizes the benefits of utilizing technology as a tool in the teaching and learning environment. In providing these resources the College expects all users to agree to use the resources legally, ethically and in keeping with their intended use. Anyone who uses the technology services of the College agrees by such use to comply with the expectations outlined. The policies in this code apply to all hardware and software that make use of College resources, regardless of who owns the equipment or programs.

Access to technology resources is a privilege to which all College faculty, staff and students are entitled, much like the privilege of using the Loras Library system. Use of Loras technology resources is limited to purposes related to the College's mission of education. Certain responsibilities accompany that privilege and understanding them is important for all computer users.

SYSTEM INTEGRITY

Actions taken by users, which interfere with or alter the integrity of the College's computer systems, are improper. Such actions include unauthorized use of accounts, impersonation of other individuals in communications, attempts to capture or crack passwords, attempts to break encryption protocols, compromising privacy, destruction or alteration of data or programs belonging to other users, and attempts to steal or destroy software or hardware owned by Loras. It is improper to create "worm" or "virus" programs or conduct experiments to demonstrate computer facility vulnerabilities without prior permission from Information Technology, or to create programs which disrupt or interfere with other users' computing processes. Users are responsible for damage caused by infected software they introduce into the system.

The accidental or intentional introduction of a destructive program, such as a "virus," can have serious consequences. Users should be aware of the threat of viruses on networks and while using laptops and desktops and use adequate protection against spreading them to other machines. Personal computer systems are prohibited from being connected to the Loras network. Personal wireless routers and access points are also prohibited from being connected to our network. Any attempt to compromise the College computer security systems will not be tolerated.

Users must treat computing resources and electronic information as a valuable College resource. Protect your data and the systems you use. Back up your files regularly. Set appropriate passwords and change them regularly.

COPYRIGHT OBSERVANCES

All users of Loras College's technology resources are expected to abide by copyright laws and licensing agreements. No software should be loaded on any College computer in violation of licenses or laws. No user may copy, or attempt to copy, any proprietary or licensed software provided or installed by Loras College.

The College recognizes its role in education for ethical behavior in the technology setting as well as elsewhere. To that end, the Chief Technology Officer (CTO) will provide, when requested, information about copyright and licensing issues to members of the College community. Said CTO will not be liable for copyright or licensing infringements by any student, faculty or staff member.

The central "fair use" concept of the 1976 copyright law allows borrowing of small amounts of printed, audio or video materials for such uses as "criticism, comment, news reporting, teaching, ...scholarship, or research" (Copyright Revision Act, p. 16). The test of fair use addresses 1) the purpose and character of the abuse; 2) the nature of the work copied; 3) the proportional amount copied; and 4) market effect.

Aside from legal issues, users should recognize that the violation of copyright laws with respect to software, drives up prices, discourages vendors from offering educational pricing and makes the development of good software a risky investment of the developer's time.

Loras College supports the statement of principle developed by EDUCAUSE Software Initiative about the intellectual property and the legal and ethical use of software:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and the right to determine the form, manner and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations including the downloading of music files may be grounds for sanctions against members of the academic community.

PRIVACY RIGHTS

Loras College will help its users protect their stored information from accidental loss, tampering or unauthorized search or other access. The College regrets any inadvertent or non-malicious actions resulting in the loss of or damage to that information, but the ultimate responsibility for prevention and resolution of such problems rests with the individual user. The College respects every individual's right to privacy in the electronic forum and prohibits users of College computers, including personally-owned computers linked via the Loras network or the College telecommunications equipment to other systems, from violating such rights. Attempts to access electronic records containing information concerning another person or to use another person's password represent examples of violation of privacy rights. Computer accounts, passwords and other types of authorization are assigned to users and shall not be shared with others. In general, information stored on computers is considered confidential, unless the owner intentionally makes that information available to other groups or individuals. Requests for disclosure of confidential information will be honored only when approved by College officials or when required by state or federal law, except when inappropriate.

ACCOUNT ACCESS

No person may use, or attempt to use, any computer accounts other than his/her own assigned account. The negligence or naiveté of another user in revealing an account name and password does not confer authorization to use the account. An account owner may not lend his/her account(s) to another user.

A user should only access, or attempt to access, files in his/her own accounts, files which have been made accessible to him/her by the files' owner, or files which have been made publicly accessible by the files' owner.

Publicly accessible, user-written "macros," templates and graphics may be shared at the user's personal risk. In addition, the user of such programs and files is responsible for any consequent damage to the computing systems at the College or the files or accounts of other students or faculty. If for any reason system files are corrupt, a standardized system or configuration will be provided. Any customization or files saved to the hard drive will be lost.

Students are encouraged to use the utilities, programs, and files provided on the computers made available through the network account. Please contact the Help Desk at extension 4949 or email (helpdesk@loras.edu) if you need your account password reset or if you have any questions. Each account owner is responsible for all computing activities involving that account, and will be held liable for any misuse of that account.

The Chief Technology Officer must approve any exception to the access policies stated above.

Any user who is eligible to view or change sensitive institutional data must maintain the appropriate confidentiality and security of that information, in accordance with College policies as well as state and federal laws. Users must not use their network security permissions to obtain sensitive information beyond what is directly related to their job assignments. Intentionally disclosing protected information to any unauthorized person is a violation of federal law and can subject the violators to criminal and civil penalties.

Free expression of ideas is central to the academic process. Loras technology system administrators will not remove any information from active individual accounts unless the appropriate system administrator determines:

- The presence of the information involves illegality (e.g., copyrighted material).
- The information is unrelated to or is inconsistent with the mission of the College.
- The information in some way endangers or interferes with computing resources or the information of other users (.AVI or video files, MP3 or music files, computer games, ftp servers, a computer worm, virus or other destructive program).
- The information involves the use of obscene or abusive language.

COURTESY

Abuse of College-owned public access computers, laptops and network resources may result in the suspension of use privileges. Such abuses include (but not limited to):

- excessive use of paper
- using College technology resources for personal monetary gain (except as such use relates to professional development)
- monopolizing technology resources and other similar or related abuses
- using technology resources to support personal servers, exchange copyright materials (MP3 files) or play games.
- distribution of mass e—mails
- installing personal wireless routers/access points and attaching to the Loras network.

ETHICAL USE OF RESOURCES

In general, College-owned desktop and laptop computers, Network resources, software, peripherals, and electronic mail will be used for academic purposes only. Pornographic, threatening or nuisance messages are violations of the user's pledge to use computing facilities ethically.

Proper use follows the same standards of common sense, courtesy and restraint in the consumption of shared resources that govern use of other public facilities. It includes:

- Regular deletion of unneeded files from one's accounts on servers.
- Refraining from overuse of information storage space, printing or processing capacity.
- Refraining from overuse of interactive network resources (such as Internet).
- Refraining from sharing accounts with ineligible parties (such as friends or relatives), acquiring accounts for which you are ineligible, or maintaining accounts no longer serving their assigned purpose.

Activities like network gaming and MP3 file sharing are typically non-academic related and bandwidth intensive and as such network bandwidth may be limited by Information Technology personnel. Loras reserves the right to delay, restart or cancel any job or program in order to improve system performance.

Computing resources may not be used for illegal purposes. Examples include:

- Unauthorized copying or use of copyrighted material.
- Destruction of or damage to hardware, software or data belonging to Loras or other users.
- Disruption or unauthorized monitoring of electronic communications.
- Harassment of other users.

ELECTRONIC MAIL

College electronic mail (email) systems and services are College facilities. Any electronic mail address or account associated with the College, or any sub-unit of the College, assigned by the College to individuals, sub-units, or functions of the College, and all electronic mail associated with the account is the property of the Loras College administration and regents.

Those who use College electronic mail services are expected to do so responsibly, that is, to comply with state and federal laws, with this and other policies and procedures of the College, and with normal standards of professional and personal courtesy and conduct. Access to College electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the College without prior notice and without the consent of the email user when required by and consistent with law, when there is substantiated reason to believe that violations of policy or law have taken place, or, in exceptional cases, when required to meet time-dependent, critical operational needs. Such restriction is subject to established campus wide procedures or, in the absence of such procedures, to the approval of the appropriate campus Vice President.

Some examples of items that fall under "non-academic" related e-mail include: items for sale (including but not limited to books, refrigerators, furniture), apartments/houses for rent, roommates needed and alcohol related gatherings - including bar establishments, etc. The bulletin board feature on the campus portal <http://inside.loras.edu> would be the vehicle for such postings. Certainly, mass e-mails that are abusive or harassing are violations. The College also considers it a violation of policy to use mass e-mailing to campaign for Loras elections.

Violations of this policy will be taken very seriously and may result in fines or other punishments up to the loss of e-mail privileges. Violators will be warned by the Help Desk and then referred to the Residence Life Office for judicial action.

PERSONAL WEB PAGES

Faculty, staff and students can publish a web page. All web pages are maintained on individual network directories.

Loras College supports the free expression and exchange of ideas and opinions and hopes that users of its computer systems will actively explore the possibilities of electronic publication on the World Wide Web. The College encourages students, faculty, and staff to develop and publish WWW pages through its server www.loras.edu and myweb.loras.edu.

Exercising one's right to free speech in an academic community, however, also entails some responsibilities that authors need to be aware of.

It is improper and inappropriate to use the College's World Wide Web servers purposely to annoy, abuse, libel, threaten, or harass anyone, individually or collectively, or to violate state or federal laws.

It is improper to make Loras College directory information (regarding students) viewable by off-campus computer users.

The author of a text or the creator of a graphic is protected by copyright law unless he/she specifically releases his/her work into the public domain. Other authors should not copy such texts or graphics onto their own WWW pages without the original author's permission.

In particular, authors should secure the permission of Loras College before using the College logo or reproducing parts of any College publication, and should not use the name of the College in any way that implies endorsement of the author's personal ideas and opinions.

No one may use the World Wide Web servers for any activity that violates the College's policies on academic honesty.

The College's computing resources are finite. If one user's WWW pages are so frequently accessed or involve the transmission of such large amounts of data that other uses of the equipment are impeded, the system administrators may remove the pages.

TECHNOLOGY INITIATIVE

All full-time undergraduates are required to be a part of the technology initiative and sign and abide by the Loras College Computer and Peripheral Equipment Use Agreement when they receive their laptop. Other policies and procedures relating to the technology initiative are found on the Loras College Information Technology web pages. Students are responsible for staying informed about the computing environment and checking e-mail coming from the Information Technology department and for announcements posted on the portal (inside.loras.edu).

NETWORK APPLIANCES

These are personal pc's, desktops or laptops, wireless routers, gaming systems (Microsoft's X-Box) and other devices that are network capable and can be plugged directly into the Loras network. None of these appliances, or similar devices, are authorized to be on the Loras network. If found, the appropriate sanctions will be taken which could include disabling the network port and/or other disciplinary actions.

SANCTIONS

These computing policies are endorsed by Loras College, Information Technology, and Student Development. The College may take disciplinary and/or legal action against any individual who violates any computing policies, including temporary or permanent suspension of individual's use privileges to all or part of the College computing facilities, temporary suspension from the College or permanent separation there from, or could result in expulsion or termination from the College. Illegal acts involving Loras computing resources may also be subject to prosecution by state and federal authorities. Student violations of academic honesty standards for class work will be reported to the Office of the Provost in accordance with the regulations described in the *Student Handbook*.

LIABILITY

Loras College hereby expressly and explicitly disclaims any liability and/or responsibility for violations of the policy here above stated. Loras College does not warrant that the technology services and resources will be uninterrupted or error free. Nor does Loras College make any warranty as to the results to be obtained from use of these resources.

Loras College Community Standard Policies and Procedures

AIR CONDITIONERS

Requests for an air conditioner in Loras Housing will be reviewed by the Health Center and approved for chronic medical conditions in which the student's physician documents that an air conditioner is essential in managing the medical condition. Please refer to the Health Center Air Conditioner section of this manual for more information. Students possessing an unauthorized air conditioner (including a free standing non-window unit) may be subject to judicial action.

ALCOHOL POLICY

As a Community, Loras College will strive to:

- Advocate healthy and safe choices
- Embrace responsibility
- Cultivate respect
- Challenge each other to be people of integrity

Loras College is committed to providing a quality education and work environment where every student and employee has the right to work, learn, and live in an environment free from the negative effects of alcohol and other drug use. The College recognizes that the decision to use alcohol is a personal choice; however,

this choice must be made in accordance with federal, state, and local laws regarding the use of alcohol. The legal age for consumption of alcohol in the state of Iowa is 21. As a result, Loras College will partner with local law enforcement to uphold and enforce all laws, ordinances, and College policies regarding alcohol use. Therefore, it is the policy of Loras College to prohibit the unlawful use, sale, distribution, transfer, or possession of alcoholic beverages. Loras College prohibits the lawful consumption of alcohol when it might impair an individual's academic or work performance, or pose a hazard to the individual, public, students, or employees of the College on its property or at any of its activities. A conflict of interest may exist when alcohol is present among faculty, staff and students.

In compliance with the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Loras College prohibits the unlawful possession, distribution or dispensing of drugs and alcohol by students and employees on College property or as any part of College activities. All Loras College Community Members are responsible for abiding by the College Alcohol Policy found in the faculty, staff, and student handbooks.

The Loras College Alcohol Policy is also accessible electronically, found within the *Student Handbook*, and posted on the Student Development Webpage.

COLLEGE ALCOHOL POLICY

In order to provide a healthy living and learning environment, members of the Loras College community are expected to comply with the following policy regarding alcohol use:

1. There is NO ALCOHOL permitted (regardless of student age) in the traditional residence halls: Beckman, Binz, Rohlman, and the Visitation. Students, (regardless of age), may not possess and/or display empty alcohol containers (cans, bottles, displays, highlighter displays, cases, bong, keg caps, etc.). Containers will be considered evidence of use and/or consumption and may be confiscated and not returned. Bars or any bar-type structures are not permitted in any housing.
2. Students of legal age residing in Byrne Oaks, the McCarthy and Lynch Apartment Complex, Smyth Hall and campus houses will follow College standards (including state laws) relating to alcohol use. Underage students residing in alternative housing are expected to comply with College and federal regulations regarding alcohol use. Display of empty alcohol containers (cans, bottles, displays, highlighters, displays, cases, bong, keg caps, etc.) may be considered evidence of misuse and may be confiscated and not returned. Bars or any bar-type structures are not permitted in any housing.
3. Students may not purchase, provide or make alcohol available to underage students and/or their guests.
4. College funds/student organization funds may not be used to purchase alcohol at any on or off campus event.
5. Public Intoxication is not considered a responsible contribution to the community and therefore is inconsistent with the mission of the College. Public intoxication is considered a violation of College policy and is defined as: a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, or abusive behavior.
6. Underage students and their guests may not be present in a room where alcohol is present.
7. Loras College prohibits the possession or use of intoxicants in public areas and at student-sponsored activities except as expressly recommended by the Alcohol Coalition to the Dean of Students for his/her consideration and approval, with final approval coming from the College President. Public areas include, but are not limited to such areas as: the Fieldhouse, stadium, campus grounds, playing fields, parking lots and in all public meeting rooms; entrance, corridor, lounge or rest room of the residence hall public area; in academic areas or the Academic Resource Center; or in off-campus venues where the College is hosting an event.
8. Kegged (tapped) beer, other common containers of alcohol (eg. Punch), and other large quantities of alcohol are prohibited in all campus housing. The alcoholic beverages and their containers will be confiscated, will not be returned to the violators, and judicial action may be taken. At any time such items are present in alternative housing, the Rental Agreement will be cancelled immediately. If such items are found in traditional housing, the housing contract will be cancelled immediately.
9. Any games, activities, or equipment that promotes the excessive use of alcohol (e.g. beer pong or beer pong tables, drinko games, and other items similar in nature), are not permitted on College property. Any such items may be confiscated and not returned if found on college property.
10. Per the *Student Handbook*, the College reserves the right to adjudicate off-campus behavior. Loras students represent the college at all times whether on campus or off, and therefore may be held accountable for off campus behaviors that do not meet the behavioral expectations set forth in the Student Handbook.
11. A person is also considered to be in violation of the College's standards on alcohol use if his or her personal alcohol consumption infringes upon the rights of other persons or property, or when alcohol use causes a student or employee to represent the College in a manner that is inconsistent with the mission of the institution.

SANCTIONING INFORMATION PERTAINING TO VIOLATIONS OF THE ALCOHOL POLICY

SANCTIONS EXTERNAL TO THE COLLEGE

1. Possession of alcoholic/intoxicating beverages by someone under 21 years is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100 or both. There are also state laws concerning driving under the influence of alcohol, charging money for alcohol without a liquor license, and using a false driver's license to obtain beer or other alcoholic beverages. Depending upon the number of previous convictions or gravity of the circumstances, you may be charged with a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

State of Iowa legislation reads, in part:

"No person shall sell, give or otherwise supply alcoholic liquor or beer to any person knowing or having reasonable cause to believe said individual to be under legal age, and no person or persons under legal age shall individually or jointly have alcoholic liquor or beer in his/her or their possession or control; except to the extent that a person under legal age may handle alcoholic beverages and beer during the regular course of his/her employment by a liquor control licensee or beer permitted under this chapter." (Code of Iowa, Section 123.47)

"No person shall sell, dispense or give to any intoxicated person, or one simulating intoxication, any alcoholic liquor or beer." (Code of Iowa, Section 123.49)

"Any person who violates any of the provisions of section 123.49 shall be "Guilty of a simple misdemeanor." (Code of Iowa, Section 123.50)

2. There are also Dubuque ordinances similar to those described above. If drugs are involved, the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, an individual may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on the student's record which could prevent the individual from entering many careers or obtaining certain jobs.

Further information regarding these local, state and federal laws may be found in the Campus Safety and Security Office and the Residence Life Office where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

SANCTIONING INFORMATION INTERNAL TO THE COLLEGE

STUDENTS

Loras College recognizes that with rights come responsibilities. With this in mind, the following sanctioning information outlines how students who violate the alcohol policy will be held accountable. The examples given are not to be interpreted as all-inclusive.

Description of Violations

These apply to all students regardless of age or location of incident.

Minor Violations: Underage possession or consumption of alcohol; drinking in public/non-approved locations (any age); being present at a location where alcohol is being consumed and where it is a violation to possess alcohol (i.e. traditional halls).

Serious Violations: Student exhibits any of the following behaviors: Staggering disorderly conduct, vandalism, verbally disruptive, fighting, intoxication, vomiting but coherent and conscious, consumption of large quantities of alcohol (defined by the Loras College philosophy on low risk drinking that follows) regardless of physical appearance (including participation in drinking games, or possession of structures that promote high risk drinking, such as bars, beer bong tables, drinko boards, beer battleship games, or other similar items), or a second minor violation, or a second off campus arrest.

Severe Violations: Student exhibits any of the following behaviors: Vomiting and/or incoherent, unconscious, needed or received medical attention (including treatment by EMTs and/or a visit to the hospital), lost control of bodily functions, memory loss, a pattern of alcohol abuse, possession of kegs, bulk, common source, or other large containers, or repeated minor or serious alcohol violations, or a third off campus arrest.

Standard Minimum Responses

These are **recommended** minimum sanctions. More severe sanctions may apply to individuals who have a prior judicial file, and/or where there are additional policy violations of other behavior standards.

FIRST OFFENSE

Minor:

- \$75 fine
- Written reprimand
- Facts on Tap paper

Serious:

- \$100 fine
- Disciplinary probation (up to 8 weeks)
- Parents/legal guardian notified via letter if student is under the age of 21
- Alcohol Decisions Group course

Severe:

- \$150 fine
- Disciplinary probation (up to 16 weeks)
- Deferred cancellation of housing
- Referral for off-campus assessment and a three-night education course
- Parents/legal guardian are notified via letter if student is under the age of 21

SECOND OFFENSE**Minor:**

- \$100 fine
- Disciplinary probation (up to 8 weeks)
- Parents/legal guardian notified via letter if student is under the age of 21
- Alcohol Decisions Group course

Serious:

- \$150 fine
- Disciplinary probation (up to 16 weeks)
- Deferred cancellation of housing
- Referral for off-campus assessment and three-night education course
- Parents/legal guardian are notified via letter if student is under the age of 21

Severe:

- Recommend suspension or expulsion to the College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

THIRD OFFENSE**Minor:**

- \$150 fine
- Disciplinary probation (up to 16 weeks)
- Deferred cancellation of housing
- Referral for off-campus assessment and three-night education course
- Parents/legal guardian notified via letter if student is under the age of 21

Serious:

- Recommend suspension or expulsion to the College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

Severe:

- Recommend suspension or expulsion to the College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

LORAS COLLEGE PHILOSOPHY ON LOW-RISK DRINKING

Loras College supports healthy choices, such as the **Zero-One-Three model for low risk drinking** *. Abstinence from alcohol is a safe and acceptable lifelong decision. Alcohol free life styles can decrease or eliminate the risk of alcohol related consequences. Research shows that adverse consequences may occur at relatively low levels of alcohol consumption.

ZERO-ONE-THREE MODEL FOR LOW-RISK DRINKING*

The Zero-One-Three concept was developed by the Enjoy Michigan Safely Coalition and funded by the Michigan Office of Highway Safety Planning. Zero, One, and Three are easy numbers to remember. They represent alcohol consumption norms that should be promoted. Each number stands for a component of the concept and deserves an explanation.

The lack of clear quantifiable guidelines for low-risk alcohol use is one contributing factor to alcohol abuse on the College campus.

ZERO alcohol consumption is a viable option, and in some cases, the only viable option for numerous segments of the population. Situations where zero is an option include:

- People who are not of legal age;
- Women who are pregnant or think they may be pregnant;
- People who suffer from alcoholism or other chemical dependencies;
- People from homes where alcoholism or abusive consumption is present;
- People who must drive;
- People who do not like the physiologic effect of alcohol;
- People who are trying to cut down on empty calories;
- People who prefer the taste of non-alcoholic beverages;
- Diabetics;
- People who take certain medications.

ONE=ONE DRINK PER HOUR SETS THE PACE FOR MODERATE DRINKING

ONE drink is defined as one twelve-ounce can of beer, one glass of wine or one shot of liquor (a mixed drink). If a person is having more than one drink per hour he/she is exceeding the recommended consumption pace. Because of the rate by which alcohol is metabolized in the body, more than one drink per hour can cause an individual to be under the influence should if the individual's Blood Alcohol Content is tested for any reason. By keeping the pace to one drink per hour an individual's alcohol metabolism capacity will not be surpassed by alcohol intake. This will keep Blood Alcohol Content within safer limits. The legal Blood Alcohol Content is .08 in the State of Iowa.

THREE=NO MORE THAN THREE DRINKS PER DAY AND NEVER DAILY

THREE represents the total maximum number of drinks a person should ever have in a single day. It does not mean three at each of the six campus pubs. Also, remember these three drinks are not to be consumed at a faster pace than one per hour.

ALCOHOL USE AND ABUSE PREVENTION

Loras offers many opportunities and choices. Each decision made can greatly impact your future. Choices relating to alcohol and other drug use can affect a person's safety, academics, health, relationships, and the lives of others in the Loras community. Frequently, alcohol and other drug misuse result in sexual assaults, increases in vandalism, discipline problems, decreases in academic performance, injuries, medical problems, death including overdoses, suicides, and traffic fatalities, impaired driving abilities as well as physical and psychological dependency. Absence from work, erratic job performance, safety hazards and a decrease in job productivity are just a few problems experienced by persons who are impaired by using alcohol and other drugs. Each person must become aware of the issues related to alcohol and other drug use in our community. The following section provides information concerning health risks, College sanctions, legal consequences, and area support services regarding these concerns.

DRUG/ALCOHOL COUNSELING AND REHABILITATION PROGRAMS

The Counseling Center has drug/alcohol counseling and rehabilitation programs for students and employees and can make referral for needs not able to be met through that program. There also are other programs offered throughout the community. A number of such programs are listed below. Seeking alcohol or drug treatment, or receiving a referral for services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

NATIONAL RESOURCES

1. National Institute on Drug Abuse – Information and Referral Line
1-800-662-HELP
M-F, 8:30 a.m.-4:30 p.m.
2. National Council on Alcoholism
1-800-622-2255
24 hours a day
3. Substance Abuse Information and Treatment Referral
1-800-662-HELP
www.drughelp.org
4. Reach-Out Hotline
(alcohol, drug crisis intervention, mental health and referral)
1-800-522-9054

**LORAS COLLEGE/DUBUQUE RESOURCES
(regarding substance abuse)**

1. Counseling Center
563-588-7085/7024
582 Alumni Campus Center
Loras College
2. Loras College Health Center
563-588-7142
474 Alumni Campus Center
Loras College
3. Substance Abuse Services Center
563-582-3784
270 Nesler Centre
Dubuque, IA 52001
4. Turning Point Treatment Center
563-589-8925
Mercy Health Center
250 Mercy Drive
Dubuque, IA 52001
5. Alcoholics Anonymous—Dubuque Area Intergroup
563-557-9196
24-Hour Referral Service
1593 Main Street
Dubuque, IA 52001

**ALTERNATIVE HOUSING POLICIES
(STUDENTS LIVING AT BYRNE OAKS OR LYNCH MCCARTHY APARTMENT COMPLEX)**

For specific policies, students in rental agreement housing options should refer to the specific regulations in their own personal Rental Agreement. A Rental Agreement is a binding contract between the student and the College. Students should be advised that signing a Rental Agreement commits them to the housing options for the academic year unless they withdraw from the College. **If any person in the group withdraws from the College or that housing option before occupancy date, the additional students may be moved and those students on the waiting list will be given the option to that rental unit. Students should also understand that in signing a rental agreement, they are individually and collectively responsible for the information contained within the rental agreement, and will**

be held accountable accordingly. Please note: Each Rental Agreement has individual terms for the specific residence. Those living in theme housing, Greek housing, and/or substance-free housing have additional Rental Agreement terms that apply to their housing. For the most accurate information, please see a copy of your signed Rental Agreement at the Residence Life Office. Obtaining keys and check-in to a rental option implies you understand and agree to the terms of the Rental Agreement.

CABLE

Students are provided basic cable from a local cable provider. As a result, students are not permitted to contract cable or dish service from an external vendor in College housing.

CHANGE OF ADDRESS

Contact the Office of the Dean of Students, 540 Alumni Campus Center and the Registrar's Office, 131 Keane Hall.

All students are responsible for keeping the College informed of their current local mailing address. If a residence has not been established at the time of enrollment or if the student changes addresses during the semester, a change of address form must be completed in the Registrar's Office.

CHARGES

All fines and damage charges assessed are due within seven (7) business days after they are given, payable at the Business Office. If payment is not made by such date, the fine or damage charges will be added to the student's account. Students whose disciplinary, library, traffic and/or damage accounts are delinquent are not permitted to register for subsequent semesters/sessions; and no transcript of credit will be issued until the account is paid in full.

The student is responsible for all damages, lost property or unnecessary service cost caused by the student to College facilities. These charges will be placed on the student's account. For detailed information about this portion of your housing agreement, please see the back of your housing contract or your rental agreement, as this process is a function of your housing contract.

- This would include lock replacement costs of a recore as a result of loss of room, house or apartment key.
- The student will be billed for damaged or missing furniture or equipment from the room, house, apartment or building damages.
- Where two or more students occupy the same room and responsibility for loss or damage in the room cannot be ascertained by the College, the cost of damage or loss will be divided and assessed equally between or among the residents of the room/apartment/house.
- When responsibility for common area damage to the floor or hall cannot be ascertained, this amount will be divided equally among the residents of these areas and will be charged to the student account at the end of each semester. In the rare instance of common area damage charges exceeding a total balance of \$10,000, each student in that area will forfeit their housing deposit to assist in reparations of damages. Any unused portion will be refunded to the students during the following semester.

CHECKOUT/VACATING

As indicated in the terms of the Residence Hall Room Contract/Rental Agreement, students must vacate the premises within 24 hours after termination of this agreement or discontinuance as a student. Students are to vacate their rooms by 10:00 p.m. on the last day of their last final exam at the end of both semesters unless prior approval for late departure has been obtained from the area supervisor. An extra charge may be given for any approved occupancy extension. Graduates may remain in their room until 4:00 p.m. on Commencement Day. To check out of college housing, the student should contact his or her Resident Advisor to review checkout guidelines and schedule a time to complete the checkout process.

CLASS ABSENCE DUE TO A DEATH IN THE FAMILY

When a student is absent from class due to a death in the family, it is the responsibility of the student to notify his/her professors to make arrangements for making up any missed coursework. Written notification is sent to professors regarding student absenteeism due to a death in the family once a student has notified Dean of Spiritual Life.

COLLEGE PROPERTY

College property (residence room furniture, lobby furniture, all other facility furniture) must remain in its assigned location at all times. Storage is not provided.

COMPLIANCE WITH STAFF

Students are to follow reasonable and lawful directions by College officials (including Area Coordinators, Resident Advisors, Safety Personnel, etc.) or may be subject to judicial action including a non-compliance charge.

CONSOLIDATION

Students living in single rooms will be billed at the single room rate. Whenever a vacancy occurs in a double room, the remaining student may be billed at the single room rate from the date the vacancy occurs, unless within seven (7) days of that date the student notifies the Area Coordinator requesting a roommate. Should the student refuse to accept the roommate assigned or fail to move to another room in order to eliminate the vacancy, he/she will be billed for a single room.

DRESS

At all times, students are to dress in accordance with good taste as defined by College officials, including shoes and shirt. For more information, please refer to Loras College Trademark Policy in Campus Groups and Organizations section.

DRUGS

Illegal use, possession, sale, or distribution of any state or federally controlled substance, including prescription drugs, is punishable by strict College standards. Suspected violations of this policy will be reported to Campus Safety and Security, and/or the Dubuque Police Department.

Members of the College community and their guests are not permitted to possess anything deemed to be drug paraphernalia such as bong, pipes, rolling papers, etc.

Loras College 2011-2012 Student Handbook

The odor of drug use (for example, the odor of marijuana) is considered sufficient evidence to take administrative action. Students and/or their guests may not be present in rooms where such drugs are present. Drug possession, use, of distribution in College facilities and on campus will result in judicial action for those involved.

STANDARD COLLEGE'S RESPONSE TO DRUG VIOLATIONS

Description of Violations

Minor Violations: Possession of any drug paraphernalia or objects that could be used as drug paraphernalia (e.g. bongos, pipes, or cans/bottles used for smoking marijuana.) Hookahs may also be investigated as drug paraphernalia.

Serious Violations: Possession and/or use of marijuana, illicit drugs, or other controlled substances regardless of quantity (including residue); or a second "1st level" violation.

Severe Violations: Distribution and/or possession of large quantities of marijuana and/or any illicit drug. Repeated violations of other lower level offenses.

Standard Minimum Responses

These are recommended minimum sanctions. More severe sanctions may apply to individuals who have a prior judicial file or multiple violations

FIRST OFFENSE

Minor:

- \$75 fine
- Off-campus drug counseling session
- Disciplinary probation (up to 16 weeks)
- Deferred cancellation of housing
- Parents/legal guardians notified via letter if student is under the age of 21

Serious:

- \$100 fine
- Disciplinary probation (up to 32 weeks)
- Parents/legal guardian notified via letter if student is under the age of 21
- Cancellation of housing
- Referral to off-campus assessment agency/complete any recommended treatment programs

Severe:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

SECOND OFFENSE

Minor:

- \$100 fine
- Disciplinary probation (up to 32 weeks)
- Parents/legal guardian notified via letter if student is under the age of 21
- Cancellation of housing
- Referral to off-campus assessment agency/complete any recommended treatment programs

Serious:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

Severe:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

THIRD OFFENSE

Minor:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

Serious:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

Severe:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

ALCOHOL AND OTHER DRUG USE AND ABUSE PREVENTION

Loras offers many opportunities and choices. Each decision made can greatly impact your future. Choices relating to alcohol and other drug use can affect a person's safety, academics, health, relationships, and the lives of others in the Loras community. Frequently, alcohol and other drug misuse result in sexual assaults, increases in vandalism, discipline problems, decreases in academic performance, injuries, medical problems, death including overdoses, suicides, and traffic fatalities, impaired driving abilities as well as physical and psychological dependency. Absence from work, erratic job performance, safety hazards and a decrease in job productivity are just a few problems experienced by persons who are impaired by using alcohol and other drugs. Each person must become aware of the issues related to alcohol and other drug use in our community. The following section provides information concerning health risks, College sanctions, legal consequences, and area support services regarding these concerns.

HEALTH RISKS ASSOCIATED WITH OTHER DRUGS

Narcotics (Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine, Methadone)

- Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.
- Effects of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death.
- Withdrawal Syndrome: Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.
- Risk of Physical Dependence: High
- Risk of Psychological Dependence: High

Depressants (Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Glutethimide)

- Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol.
- Effects of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.
- Withdrawal Syndrome: Anxiety, insomnia, tremors, delirium, convulsions, possible death.
- Risk of Physical Dependence: Moderate to High
- Risk of Psychological Dependence: Moderate to High

Stimulants (Cocaine, Amphetamines, Phenmetrazine, Methylphenidate)

- Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite.
- Effects of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death.
- Withdrawal Syndrome: Apathy, long periods of sleep, irritability, depression, disorientation.
- Risk of Physical Dependence: Possible
- Risk of Psychological Dependence: High

Hallucinogens (LSD, Mescaline and Peyote, Amphetamine Variants, Phencyclidine)

- Possible Effects: Analogues, illusions and hallucinations, poor perception of time and distance.
- Effects of Overdose: Longer, more intense "trip" episodes, psychosis, possible death.
- Withdrawal Syndrome: Withdrawal syndrome not reported.
- Risk of Physical Dependence: Unknown
- Risk of Psychological Dependence: Unknown, High for Phencyclidine and analogs (i.e., PCP)

Cannibus (Marijuana, Tetrahydrocannabinol, hashish, hashish oil)

- Possible Effects: Euphoria, relaxed inhibitions, increased appetite, disoriented behavior.
- Effects of Overdose: Fatigue, paranoia, possible psychosis.
- Withdrawal Syndrome: Insomnia, hyperactivity, decreased appetite occasionally reported.
- Risk of Physical Dependence: Unknown
- Risk of Psychological Dependence: Moderate

DRUG/ALCOHOL COUNSELING AND REHABILITATION PROGRAMS

The Counseling Center has drug/alcohol counseling and rehabilitation programs for students and employees and can make referral for needs not able to be met through that program. There also are other programs offered throughout the community. A number of such programs are listed below. Seeking alcohol or drug treatment, or receiving a referral for services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

NATIONAL RESOURCES

1. National Institute on Drug Abuse – Information and Referral Line
1-800-662-HELP
M-F, 8:30 a.m.-4:30 p.m.
2. National Council on Alcoholism
1-800-622-2255
24 hours a day
3. Substance Abuse Information and Treatment Referral
1-800-662-HELP
www.drughelp.org
4. Reach-Out Hotline
(alcohol, drug crisis intervention, mental health and referral)
1-800-522-9054

**LORAS COLLEGE/DUBUQUE RESOURCES
(regarding substance abuse)**

1. Counseling Center
563-588-7085/7024
582 Alumni Campus Center
Loras College
2. Loras College Health Center
563-588-7142
474 Alumni Campus Center
Loras College
3. Substance Abuse Services Center
563-582-3784
270 Nesler Centre
Dubuque, IA 52001
4. Turning Point Treatment Center
563-589-8925
Mercy Health Center
250 Mercy Drive
Dubuque, IA 52001
5. Alcoholics Anonymous—Dubuque Area Intergroup
563-557-9196
24-Hour Referral Service
1593 Main Street
Dubuque, IA 52001

EARLY ARRIVAL PROCEDURES

Continuing students who desire to return to their housing assignment earlier than the specified date in the fall term must request permission from their Area Coordinator, in writing by August 1. Requests submitted after this date may not be considered. Permission will be granted only in exceptional cases. Continuing students who return to on-campus residency early will be charged \$80.00 per night, as College facilities are closed at this time. Continuing students who return early without the permission of Residence Life will be fined \$25.00 for Failure to Comply in addition to the \$80.00 per night charge. Please know that even if one or more of a student's roommates is returning early for an approved reason, that does not approve all students in that option to return early – each student must obtain individual permission to return early.

FACILITY MAINTENANCE

No student shall alter, paint, repair or contract the repair of any electrical, mechanical, plumbing, furnishing, structural fixture or equipment in a campus facility. If a student needs repair assistance, he or she should contact a Resident Advisor or Area Coordinator in housing, or the Event Coordinator if in another facility.

FALSE IDENTIFICATION

Possession, creation and distribution of false identification is illegal. Students involved in such offenses either on or off campus may face judicial action. False IDs may be confiscated and destroyed.

FIRE AND SAFETY PRECAUTIONS

All students are to follow fire and safety precautions. Whenever a fire alarm is sounded, all students, except those with emergency responsibilities, are required to leave the building. Failure to leave the building when an alarm sounds may result in judicial action, including fines for violation of local fire regulations and codes. Students will not be permitted re-admittance until the building is considered to be safe and the alarm is suppressed.

- Halogen lamps, candles, incense and other open flames are not permitted in any housing option.
- Misuse or unauthorized uses of fire fighting, fire sprinkling systems and other safety equipment or warning devices will result in a referral to the College judicial system.
- Fire pits and/or outdoor fireplaces are permitted for campus houses and other areas designated by the Residence Life Office. Fire pits must be enclosed and may burn only materials permitted by city ordinances and codes. If a fire is deemed to be cause of concern, students agree to extinguisher the fire immediately. Bonfires are not permitted in any circumstance.

GAMBLING

- **Private Social Gambling:** Except in instances where the location or circumstance of a game is regulated under Iowa Code chapter 99B, individuals may participate in gambling if a bona fide social relationship exists among the participants.
- **Monetary Consideration:** A participant in an unlicensed social gambling game shall not win or lose more than \$50 in a 24 hour period.
- **Unlawful Wagers:** A wager is unlawful if the wager involves the outcome of an athletic contest or event and the wager is made by a coach, official, player or contestant of a school, educational institution or interscholastic athletic organization participating in the contest or event.
- **School Property:** Social gambling is illegal on school property in Iowa.
- **Legal and Illegal Games:** The social gambling games which are listed as either legal or illegal games under Licensed Social Gambling, Division VII, are also legal or illegal for Unlicensed Social Gambling. With the exception of poker, games customarily in a gambling casino for which the house provides a banker, dealer or croupier or for which specially designed tables are required are illegal social games. The illegal games include punchboard, pushcard, pull-tab, slots, craps, chuck-a-luck, roulette, Klondike, blackjack, chemin de fer, baccarat, faro, equality and three card monte. The games allowed under social gambling include poker, pinochle, pitch, gin rummy, bridge, euchre, hearts, cribbage, dominoes, checkers, chess, backgammon, pool and darts.

GUESTS AND VISITATION POLICY

Guests must abide by all rules and regulations of the College and are responsible for their actions. The guest and the resident host are responsible for the actions of their guests and any expenses incurred by them.

- Visitors of the opposite sex after 2:00 a.m. and overnight guests of the opposite sex are not allowed in traditional housing.
- Sibling guests of the opposite sex 13 years old or younger are permitted as overnight guests.
- Guests may not stay for more than three consecutive nights. A maximum of two overnight guests will be allowed in any one room at any one time. A student who fails to register his/her guest with the hall staff according to the procedures specified by the Area Coordinator may be subject to judicial actions.
- Visitors must contact the person they wish to visit in order to have the resident host escort the visitor into the residence hall. Visitors will not be permitted in the hall without a student escort.
- Cohabitation is not permitted at anytime.
- At no time may a student take up residence in a room, house, or apartment, which he or she is not assigned to.
- The maximum number of non-overnight student guests that are able to be in a residence room is as follows: a single room, 5 occupants; a double room, 10 occupants; triple or quad rooms, 15 occupants; a six-person room or campus house, 18 occupants.

HOUSING ASSIGNMENTS

The College, at all times, reserves the right to assign or reassign students to rooms, and to close rooms when vacancies exist or when areas are rendered unfit for occupancy, or for conduct related reasons.

HOUSING CONTRACTS AND RENTAL AGREEMENTS

Acceptance of a student as a resident and assignment of a student to College housing requires the student to complete and sign the Residence Hall Room Contract or Rental Agreement together with the appropriate deposit. Signature of the student on the Residence Hall Room Contract or Rental Agreement means that the student has read, understands, and agrees to all the terms and conditions of the contract. Any student withdrawing from the housing option after taking up residency at any time during the academic year, including withdrawal at the end of first semester, must follow the proper checkout procedures with his or her Area Coordinator. Students who wish to break their housing contract mid-semester may be responsible for buying out their contract at 50% of the remaining rate.

For students considering a Rental Agreement for a campus house or apartment: Students should be advised that signing a Rental Agreement commits them to that housing option unless they withdraw from the College; and the deposit is always forfeited once the agreement has been signed. Rental Agreements may not be changed; and only complete groups (full occupancy) may sign a Rental Agreement. If any person in the group withdraws from the College or that housing option before the occupancy date, the additional students may be moved and those students on the waiting lists will be given the option to that rental unit. Any student who fails to honor the terms of their Rental Agreement will forfeit his or her \$100 housing deposit. Any student who takes occupancy of a College-owned house or apartment (occupancy is defined as picking up keys for the housing option) will be required to buy-out their Rental Agreement at 50% of the remaining rate if they fail to honor the terms of the Rental Agreement by leaving before the designated check out date.

LOCKOUTS

Any resident who has locked themselves out of their room (or the building) must report to the hall office or Resident Advisor to be let in to their room (or building). Should Residence Life staff be unavailable, please contact the Campus Safety and Security office. Continual lockouts may result in a nominal service charge.

LOFTS

Students who wish to loft are required to rent an approved safe loft from our affiliate, www.bedloft.com. No other lofts will be approved. For more information about products and services provided by Bedloft, please visit their website at www.bedloft.com. *Loras College is not responsible for any injuries related to lofts or loft construction.*

NOISE AND STUDY ATMOSPHERE

Residents are expected to ensure that neither they nor any situation, for which they are responsible, is noisy enough to disturb fellow residents or persons. The College reserves the right to impound or exclude from the premises any equipment or person who violates the noise policy.

- Out of consideration for other students, resident faculty, staff and neighbors of the College, stereos and other equipment are never (including playing outside of study hours) to be played so loud that they can be heard outside of the room they are played in. Speakers cannot be placed in windows.
- The City of Dubuque has an anti-noise ordinance covering unnecessary noise from a group, building or automobile. Games and other outdoor activities are not permitted on the grounds after sundown except in areas with lighting or at the request of the supervisor for a later time.
- In traditional housing, quiet hours begin at 10:00 p.m. Sunday through Thursday; and 12:00 midnight Friday and Saturday. Quiet hours end at 9:00 a.m. During quiet hours the following regulations should be adhered to:
 - Sound equipment (may include stereos, radios, TVs, etc.) can be played only while the door is fully closed, and volume may not be heard in any other room.
 - Group activities of any type are permitted only in student rooms upon the condition they cannot be heard outside the room.
 - Noisy gatherings, sports and shouting in corridors are prohibited.
- Academic hours during finals week start the Friday before finals week and last through finals week. Social hours will be from 4:00-6:00 p.m. daily.

PERSONAL USE AGREEMENT

All residents of college housing agree that the room or apartment assigned shall be used by him or her and may not be transferred or assigned to another person. Residents may not be assigned and may not occupy more than one space at the same time. The space may not be sublet. Further, the resident agrees that the space will be used for personal living, sleeping, studying and that no commercial operation, solicitation, canvassing, sales or advertising will be carried on therein.

PETS

In college housing, students may have non-dangerous aquarium fish as pets. All other pets are prohibited in all circumstances including temporary circumstances.

Students who reside off campus with pets that wish to bring non-dangerous pets on/near campus should know that pets other than non-dangerous aquarium fish are not permitted in college facilities, and that all animals on campus sidewalks or roadways must be licensed, vaccinated, on a leash, and must have an owner present to clean up after the pet. Students not complying with these guidelines will be asked to leave campus.

PROTESTS

Protests of any description must be registered with the Dean of Students. Time, place, and manner restrictions are the prerogative of the College. Limitations include: disruption of regular classes, avoiding the scheduling of two events at the same time in the same facility, and the protection of the public order and to assure compliance with local, state, and federal laws. Any limitations must be both reasonable and content-neutral, the latter term meaning that they shall be applied without regard to the content of the expression or the purpose of the assembly. Limitations may include requiring a) scheduling and planning with the appropriate authorized designee, b) restricting or prohibiting the use of certain areas, c) limiting certain forms of expression in specific areas, and d) reimbursing the College any cost associated with the use of the facility, area, or medium. Note: Given the wide diversity of expression that occurs at higher education institutions, the use of any College facility, area or medium for any expression shall not constitute or suggest endorsement of the content of the expression, or any proponent of the expression, or any proponent thereof, by the Board of Regents, the College, its admissions staff, faculty, student body, or any individual member of these constituencies. Presenters of expression shall assume full responsibility for any violation of law they commit while in/on College property.

RESIDENCY REQUIREMENT

Studies have shown that residence hall living has positive effects on the attainment of a bachelor's degree, satisfaction with faculty, and the willingness to re-enroll at the same college because of positive experiences. Students who live on campus also often join social organizations and participate in student government opportunities. In addition, students who live on campus are more likely to have higher GPAs than those who do not. Because most research supports that living on campus truly enhances the student learning experience, Loras College identifies itself as a residential campus – a campus that takes great care in providing intentional out of classroom learning experiences for our students.

Based on our residential identity, students with less than 80 credits or who are under the age of 21 by the first day of classes of the fall semester, who do not reside with parents, legal guardians, a spouse or children in the City of Dubuque or nearby, are required to live in College-owned housing. Students are not permitted to move off campus after they have taken up residence, unless authorized in writing by the Director of Residence Life. **Permission will be granted only in extraordinary cases.**

Full-time first year, sophomores and juniors who fail to take up residence on campus or who move off campus during the semester without prior written approval from the Director of Residence Life may be called to appear before the Housing Board and may be charged for a room. The College Housing Board will have the authority to cancel the registration of a student who has failed to fulfill his/her residence requirement. Should the College Housing Board decide that the registration of the student should be cancelled, the Dean of Students will so notify the student and the Registrar in writing.

Full-time first year, sophomore and junior students requesting exemption from the residence requirement are to submit their reasons in writing to the Director of Residence Life. Exception for full-time, first year, sophomores and juniors to the residence requirements must be authorized in writing by the Director of Residence Life Application to reside off-campus must be made by March 1. Students may apply to live off campus for the following reasons:

- Extreme Financial Circumstances. Exemptions for financial reasons must go above and beyond the basic reason that college is expensive. Students must demonstrate extremely high levels of financial need. Supporting documentation, including income and costs analysis, should be attached. All information will be verified through Financial Planning.
- Extreme Medical Circumstances. Exemptions for extreme medical circumstances must go above and beyond basic illness or ailments.

Students applying to live off campus must submit the following to the Health Center:

1. An Application to Live Off Campus form that has been completed, signed and stamped by their physician.
 2. A letter written by the student describing their medical issues, why they are requesting to live off campus, and how living off campus would benefit their medical issues. The student should indicate that they are mature and responsible, will continue to have positive involvement on campus, maintain their academic scholarship and display conduct befitting the college's expectations.
 3. A letter written by the student's parents/guardians supporting this request.
 4. The Health Center reserves the right to ask for further supporting medical documentation.
- Major Life Change. Exemptions for major life change include serious life changes, such as the addition of a spouse or child. Supporting documentation should be attached.
 - Request to Return to Commuter Status. A request to return to commuter status may be honored for students who are choosing to live **WITH** parents, a guardian, spouse, or child within the city of Dubuque or within a reasonable distance. If approval is granted, student will be eligible for commuter status at the beginning of the following semester, and is only eligible if living with approved guarding. Students approved to live off campus with parents and are found to be living elsewhere may be billed for on-campus housing costs.

A student whose exemption is not granted has the option of appealing to the Housing Board, which serves as the ultimate arbiter of such cases. The Housing Board shall consist of one faculty member, two student members appointed, one administrator, and the Dean of Students who will serve as chairperson. The decision of the Housing Board will be final.

The College reserves the right to cancel the Residence Hall Room Contract in the case of a student who, in the judgment of the residence hall staff and/or the Dean of Students, demonstrates a serious inability to adjust to the expected lifestyle of the residence hall and/or demonstrates a serious inability to comply with the rules and regulations required for appropriate residence hall living. In addition, the College may terminate the housing agreement when a student fails to comply with the rules and regulations of the College or the residence hall regulations, repeatedly violates rules and regulations, or if the student's actions are found to be detrimental to the student's own welfare or to the welfare of the community. The Director of Residence Life and/or the Dean of Students shall be authorized to revoke the Residence Hall Room Contract. The Area Coordinators shall be authorized to alter room placement if the student demonstrates an inability to relate to the rules and regulations in cases in which placement would be beneficial for the resident.

ROOM CARE AND DECORATION IN COLLEGE HOUSING

All room furnishings and decorations must meet the requirements of the state, local and College fire and safety standards and regulations.

- Students will be responsible for any damage that is determined by the Area Coordinator to be over and above normal use and wear.

- Cooking is not permitted in student rooms, due to fire and health ordinances. Kitchens are located in each residence hall/living option. Electrical appliances such as coffee makers, corn poppers and small microwave ovens are permitted in individual rooms. The College reserves the right to remove unauthorized or dangerous appliances.
- Heating and cooking appliances such as toasters, frying pans, sandwich grills, hot plates, indoor cooking grills, waffle irons, pizza ovens and space heaters are prohibited because of the electrical load limitation and fire safety.
- With few exemptions, any appliance, which is greater than 1,000 watts, is not permitted. Only refrigerators up to 5.0 cubic feet are permitted.
- Students are encouraged to use discretion when decorating their rooms. Pictures and decorations are to be in accordance with the standards of good taste with the College mission. Items should be affixed with a non-damaging tape. Duct tape should NOT be used to affix items to walls or doors. Damage caused by affixing items to walls may be charged to students.
- No cloth or other flammable materials are permitted to hang in the doorways in such a manner as to block the ingress to or egress from the room. Room decorations and wall hangings, such as hammocks, sheets, flags, fish netting, parachutes and macramé items, etc., are not to be draped or hung from the ceiling at anytime.
- Due to the potential for room damage, metal tipped darts/dartboards are not permitted.
- Live Christmas trees, greens/garland, and wreaths will not be allowed in College housing; only artificial trees and U.L. approved miniature lights may be used. Spray snow may not be used to decorate windows or doors.
- Waterbeds are not permitted.
- As indicated by the College Alcohol Policy, bars or any bar-type structures (including nooks) are not permitted in any College housing option. Alcohol containers should not be used for decorative purposes. Beer pong tables, drinko boards, and other items that promote risky behaviors are also not permitted. These items may be confiscated and not returned.
- If a student chooses to use public road signs, street signs and construction equipment for decorative purposes, he or she may be asked to provide proof of purchase for these items. If proof of purchase is not available, the items may be confiscated and returned to law enforcement officials.
- On porches and lawns, only appropriate outdoor furniture is permitted.
 - Writing on walls is not permitted.

ROOM CHANGES IN COLLEGE HOUSING

In the residence halls, room changes may be permitted at the discretion of the Area Coordinator, but not before the second full week of classes in the first semester, and during the last week of the semester. All room changes may require roommate mediation before the room change is permitted. However, if the College finds compelling circumstances, written authorization for a change may be granted.

- Students wishing to change their rooms are to contact their Area Coordinator and complete the Room Change Request form. It is the responsibility of the student to return the Room Change Request form to the Area Coordinator. Failure to follow the process may result in judicial action.

SCREEN POLICY

Students should be aware of the following policies regarding the windows/screens in college facilities:

- Posters, signs (including neon signs), decorations, etc., are not to be placed in the windows. Bottles, food and other objects are not to be displayed in the windows or placed between the windows and screen.
- Students removing screens from Loras College housing or dropping articles from the windows in any facility will be subject to judicial action.
- Anyone who removes or breaks a screen that has been permanently affixed to the window frame, or allows people to enter or exit through these windows after removing the screen, may face judicial action, and/or be denied campus housing immediately.

SEARCHES/PRIVACY FOR RESIDENTIAL STUDENTS

The right of privacy for students in College housing is a value to be protected. For that reason, except under extreme or emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained for reasonable and sufficient causes and the reasons for the search and the materials sought are specified. Therefore, the College adopts the following policy on the privacy of a student's room/apartment/house:

1. In those instances where reasonable and sufficient causes indicate that a student is in possession of contraband material (including, but not limited to: firearms, stolen property, firecrackers, drugs or drug paraphernalia) the Area Coordinator, Director of Residence Life, or Director of Campus Safety will be authorized by the Dean of Students or his/her designee to search the student's room and/or personal belongings.
2. For the search of a student's room or personal belongings, a Room Search Authorization form is to be completed by the aforementioned College official requesting the search. The form is submitted to the Dean of Students or designee for final authorization. Reasons for the search and the objects sought must be specified in the application for the search permit.
3. Students will be advised of the search at the time of search and permitted to be present if possible. The search will be conducted by a member of the residence life staff together with a person designated by the Dean of Students.
4. The College reserves the right to enter student rooms/apartments/houses for purposes of maintenance and housekeeping, safety and security at any time.

College personnel reserve the right to act on the "Plain View Theory" (e.g., discovery of contraband, weapons and consequent disciplinary action for illegal items in plain view).

SMOKING/TOBACCO

Loras College has a responsibility to its students and employees to provide a safe and healthful environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance, costs, costs associated with employee absenteeism, health care, and medical insurance.

The health hazards associated with tobacco use are well established. The policy is established to:

1. Reflect and emphasize the hazards of tobacco use;
2. Provide a healthy environment for our students, faculty, staff, and visitors; and
3. Model respect for human dignity, personal wellness, and stewardship for the environment.

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Loras College is a tobacco free campus. The use of tobacco products in college owned buildings, on college property, or within college owned vehicles is prohibited. This policy applies to students, employees, and visitors to our campus.

For the purpose of this policy, smoking is defined as burning any type of tobacco or drug product, including but not limited to cigarettes (commercial or home-made), cigars, cigarillos, pipes, and hookahs. Smokeless tobacco products are also prohibited.

Organizers and attendees at events such as conferences, meetings, lectures, social and sporting events, using Loras College facilities will be required to abide by the College's tobacco policy. Organizers of such events are responsible for communicating and enforcing this policy.

The sale of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is also prohibited.

Campus organizations are prohibited from accepting money or profits from tobacco companies.

Tobacco advertisements are prohibited in college-run publications.

ENFORCEMENT

Effective implementation of this Tobacco policy depends on the courtesy, respect, and cooperation of all members of the Loras Community. Complaints or disputes should be brought to the attention of the college personnel who has immediate responsibility for workplace (supervisor), event, or residence. If satisfactory resolution is not reached, the Dean of Students should be consulted.

Compliance with the tobacco policy is appreciated and expected. Students found in use of tobacco products while on campus will be referred to and deliberated through the college's non-academic conduct process.

Employees found in use of tobacco products on campus will be referred to their immediate supervisor.

Guests found in use of tobacco products will be asked to refrain from use while on our campus.

SOLICITATION/SALES POLICY

Contact the Event Coordinator, 540 Alumni Campus Center, regarding requests from students, staff or organizations. Solicitation, advertising and distribution of materials by groups without permission is forbidden on the campus at all times. If unapproved solicitation occurs, the situation should be reported to Campus Safety. On campus groups may solicit in residence halls with the prior permission of the Area Coordinator. Off campus groups and businesses may be permitted to solicit in residence hall and housing facility lobbies or common areas.

SPORTS (INDOOR) IN COLLEGE HOUSING

Hall sports and activities such as football, hockey, water fights, Frisbee, hacky sack, cricket, soccer, bags/cornhole, ladderball, slip and slide or other water sports, and other similar activities are not permitted in College housing unless approved by Residence Life staff as part of an event. Sports conducted in the public areas present potential for accidents or damages and can be disruptive to others.

VACATION INFORMATION AND BREAK POLICIES

Any student in any College housing option needing to remain on campus during major school year breaks (Thanksgiving, Christmas, Spring and Easter) must complete a Stay Late Form and be approved by the Residence Life Office and his or her Area Coordinator. Residence Life will maintain the prerogative of evicting students if contracts and/or policies are breached. The cost to stay over break is \$80 a week (or any part of).

The following policies apply to students residing in traditional housing when the hall is considered closed to students. This includes prior to the beginning of the academic year, over any College break and after the halls close in May.

- **Guests and Visitors:** There are to be no visitors in the Residence Halls during the vacation period. Only students who have been approved to be on campus during break may visit residents in other halls. There are to be no overnight guests during break.
- **Noise and Disturbances:** As all students who are on campus during vacation times are involved in some form of activity or work, the College asks that all residents observe the rules of common courtesy regarding noise. If noise is a problem, please attempt to address the situation, as there is no regular staff on duty. If necessary, contact the Professional Staff on-call or Security through the information desk. There will be 24-hour courtesy hours as well as Quiet Hours from 10:00 p.m. to 9:00 a.m. daily.

Any student involved in violation of these or other policies that are outlined in the *Student Handbook* may be subject to disciplinary action and may be asked to leave the Hall immediately. Those students will be asked to leave will not be allowed to return to their assigned Hall before the official hall opening date at noon. Staying in the halls during vacation times is a privilege. Do not abuse this by violating College policy and disturbing other residents.

WEAPONS POLICY

Possession of or firing of firearms, fireworks, explosives, ammunition, sling shots, balloon launchers, paintball equipment, knives, bows and arrows, air soft guns, items construed as weapons, or any other weapons capable of inflicting personal injury or damage either in a student's room or on a student's person may result in severe judicial action, including but not limited to appearance before the College Hearing Board. All weapons will be confiscated, and may not be returned.

The College respects each individual's right to bear arms but does not believe firearms are appropriate in the workplace or on College property. Any employee bringing a firearm to the workplace, property, or carrying a firearm in a college vehicle may be disciplined in accordance with College policy up to and including termination. Any student bringing a firearm to campus property may be referred to the college hearing board for possible suspension or expulsion. This prohibition extends to firearms kept in vehicles on College property and at College job sites, including parking lots, regardless of whether the vehicle is owned or leased by the college or to the employee.

The Residence Life Office, Student Life Office, and Dean of Students Office reserve the right to amend and update policies and procedures as needed.

Housing Options

Currently, Loras College offers the following traditional housing options for students:

- **Beckman Hall** is a coed hall located on lower campus. This hall consists of double rooms with common area bathrooms, several quad and suite-style living options, a kitchen, a recreation room, study areas, and laundry.
- **Binz Hall** is a coed hall located on lower campus. This hall consists of two double rooms that share a private bath between that is shared by four students, several quads/suites, a kitchen, a recreation room, study areas, and laundry.
- **Rohlman Hall** is a coed hall located on upper campus. This hall consists of single and double rooms as well as quads and suites with common area bathrooms, a kitchen, a recreation room, study areas, and laundry.
- **Visitation Complex** is a coed hall that houses male and female students on upper campus. This hall is traditional housing open to all students and consists of single, double, triple and quad rooms with common area bathrooms, a kitchen, and laundry located on each floor.

Loras also offers the following alternative housing options for upper-class students:

- **The McCarthy and Lynch Apartment Complex** is a 21-unit facility, with each unit consisting of a shared kitchen, living room, and bath, with four single bedrooms. Couches, chairs, and a kitchen set are provided. The facility is coed; however, each unit is single-sex.
- **Byrne Oaks** is a 17 unit facility, with each unit consisting of a shared kitchen and living room, two double bedrooms, two single bedrooms, and two baths. Couches, chairs, and a kitchen set are provided. The facility is coed; however, each unit is single-sex.
- **College-owned Houses** surround our beautiful campus. Loras currently owns several houses on the perimeter of campus that house three to four students each. Houses are unfurnished with the exception of standard issue bedroom furniture.
- **Smyth Hall** is a coed hall located in the center of campus. The hall is traditional housing open to all students and consists of single and double rooms, common area bathrooms and a kitchen/common area.

Students must have at least 50 credits and a 2.0 cumulative GPA to be eligible to live in the McCarthy and Lynch Apartment Complex or a College Owned House. Students with at least 30 credits and a 2.0 cumulative GPA are eligible to live in Byrne Oaks.

Each living option (traditional and alternative) is provided with a dresser, bed, and desk for each student. All furniture must remain in rooms as storage is not available. Please bring a phone and answering machine. Card operated laundry is available in all facilities.

Loras College does not currently offer housing for married students.

Principle of Community

Loras College strives to provide all Duhawks with an academically challenging, faith-centered, socially stimulating experience – both inside and outside the classroom. Committed to the education and development of our community members, Loras provides student housing environments that support and challenge students both intellectually and interpersonally. Students learn valuable life lessons and skills, as well as gain values and principles, from their community living experiences. As a Duhawk, you can expect that Residence Life will provide programs and opportunities for you to grow with purpose at each step of your educational journey. Each year will provide a variety of learning experiences designed to best serve you while complementing your Loras experience.

The goal of using a growth centered community model is to help our students learn what it means to build successful, safe communities and relationships with others. In the Catholic tradition, the human person is regarded as both sacred and social (US Bishops, *Faithful Citizenship*). Society is not an extraneous addition, but a requirement for our human nature. It is through dialogue, exchange with others and mutual service that individuals develop their potential (*Catechism of the Catholic Church, 2nd ed.*) The College strives to instill the values of accountability to a community and responsibility for self. Our true focus is to help students learn to be successful citizens, so our approach is learning-centered rather than customer-service oriented.

Living With Others

Living with another person can be a great opportunity for personal growth, learning more about other cultures and can build lasting relationships with peers. However, living with others can also be a challenge. The following information may help assist students in establishing strong roommate connections.

ROOMMATES AND THE “BEST FRIEND” MYTH

Some students come to college anticipating that their roommates will become their best friends. Visions of serving as one another’s wedding attendants after graduation, getting together for barbecues and more may be what students expect. Yet, the reality is that roommates don’t always end up as best friends.

Therefore, students should be realistic with expectations. Friendship isn’t the main factor in developing an excellent roommate relationship. Instead, respect and a willingness to communicate clearly are the keys to compatibility among roommates. It’s important to realize that different people can become compatible roommates.

Tact, respect, care and an open mind will increase a student’s chances of developing a solid roommate relationship.

TIPS FOR LIVING WITH A ROOMMATE

- Spend time with a roommate. Share mutual interests and discuss differences.
- Work out an agreement on chores. Divide up all the cleaning responsibilities and if someone is not carrying his or her share of the load, discuss it rationally and calmly, before it becomes a major irritation.

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- Set up guidelines for sharing. How does the roommate feel about loaning his or her possessions? Some roommates do not mind, others do. Find out and make sure the roommate knows how you feel, as well.
- Arrange a study schedule. If studying in room, let roommate know. Do you study best with a radio or television on, or is silence most conducive? Agree on some general hours and change only after discussion of the need/desire to reschedule specified study time.
- Check out the visitor situation. Does roommate stay up late with friends? Do you socialize during the week or only on the weekends? Sit down with roommate and discuss the issue of visitation.
- Meet other people. Make other friends and get involved in activities which draw you out of your room or residence hall.

Resident Advisors can provide students with a self-facilitated worksheet which will help with understanding one another's lifestyle needs and help establish mutual expectations of each other.

HOW TO TALK WITH A ROOMMATE OR FLOOR COMMUNITY MEMBER

Healthy lines of communication are essential to establish and maintain a good relationship with each other. Students can stand up for themselves without putting others down. Here are some easy tips:

- **Make eye contact.** Looking directly at roommate while explaining a perception of a situation does a great deal to strengthen the message. Eye contact = Connectedness, assertiveness and confidence in your message. Lack of eye contact = Uneasiness, anger, doubt and indecisiveness.
- **Use "I" statements.** The word "I" in a statement lets a person take ownership of his/her feelings. It removes the blaming tone and will probably decrease a roommate's defensiveness. As a result, he/she is bound to listen better. Using "I" = "I felt upset when I didn't get the message that my coach called because I missed a special practice as a result." Not using "I" = "You made me miss my practice because you didn't give me the coach's message."
- **Go in with a positive attitude and expect to compromise.** Entering into a difficult discussion with an optimistic attitude can help ensure an optimal outcome. Expect to work toward finding a workable compromise that is suited to the needs of all involved.

Housing Application/Reservation

Lottery number assignments and housing sign-up for upper-class students takes place during the Spring semester. Mid-Spring semester, Residence Life publishes a brochure and calendar with the exact procedures and dates. Deadlines and policies will be upheld.

Personal Possessions

Students' personal possessions are not covered by the College insurance and the College cannot assume responsibility for damage or loss to student property resulting from fire, theft or any other cause. All students are encouraged to check their family's homeowner policy for coverage of personal possessions while at college. It is never advisable to keep large amounts of cash on hand. Students should lock their doors at all times. Students are urged to report all thefts to the Campus Safety and Security Office and the local police authorities.

Personal possessions cannot be stored in College housing during the summer period. The College will not be responsible for items left in the residence halls and these items will be discarded.

Room/Facility Condition Reports

Upon moving into their housing assignment, students will complete and submit an inventory form online at: <http://inside.loras.edu/StudentDevelopment/ResidenceLife/Pages/home.aspx>. From this page, students will click the appropriate room condition report link on the upper left-hand portion of this page, and complete the questionnaire, which will serve as an accurate and complete record of the contents and condition of the assigned space. This inventory will serve as a basis for checkout charges if assessed. Students agree to follow proper checkout procedures when vacating the premises. This includes removing waste and debris, proper fastening of dressers if unfastened during the year and leaving the housing assignment in an acceptable, clean condition.

Recognized Groups and Organizations Representing the College

As individual students are asked to uphold certain expectations, organizations and athletic teams and their officers and coaches are under obligation to the College and larger community to maintain high standards of ethical conduct. This includes proper maintenance of financial records, and good sponsorship of College events and activities. Any activities, including promotion of events and activities that encourage inappropriate conduct of student members which would bring embarrassment to the College's reputation as an institution of higher learning, or which violate the policies contained within the *Student Handbook* may cause the recognition of the organization to come under judicial review by the Student Life Office.

For specific information and policies relating to campus groups and organizations, please follow this link to the **Student Organization Resource Manual** or go to <http://inside.loras.edu/StudentDevelopment/StudentLife>.

Campus Groups and Organizations

To comply with all of the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the requirements regarding Annual Fire Safety reporting, Loras College publishes an annual report containing the following information:

- How to report criminal actions or other emergencies occurring on or near campus.
- Policies regarding security of, access to, and maintenance of campus facilities, including campus residences
- A description of the geographical reporting area for Loras College
- Details about the Department of Campus Safety's authority and how that department works with state and local police agencies. Policies that encourage accurate and prompt reporting of all crimes to the Safety Department and the appropriate police agencies also are included.
- A policy to assist monitoring and recording through local police agencies of criminal activity by students at off-campus locations of events sponsored by recognized student organizations
- A description of the type and frequency of programs to:
 1. Inform students and employees about campus security procedures
 2. Encourage students and employees to be responsible for their own security and the safety of others
 3. Inform students and employees about the prevention of crimes
- A statement of policy regarding the College's campus sexual assault prevention programs and procedures to follow should a sex offense occur
- Statistics concerning the occurrence on campus of particular criminal offenses including those that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act
- A description of available drug and alcohol abuse education programs, including appropriate policy statements
- Statistics concerning the number of arrest or disciplinary referrals for liquor-law violations, drug abuse violations, and weapons possession, including these same crimes that manifest evidence of prejudice as prescribed by the Hate Crimes Statistics Act
- A description of available emergency response and evacuation procedures, including timely warning information, missing persons procedures, and emergency communication guidelines
- A description of fire safety policies and procedures, exit plans, and a summary of campus fires.

The Annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Annual Fire Safety report are available:

- At the Loras College Campus Safety Office, 530 Alumni Campus Center
- On the inside.loras.edu portal at <http://inside.loras.edu/StudentDevelopment/Safety/Pages/home.aspx>. Please click on **DISCLOSURE OF CAMPUS SECURITY AND CAMPUS CRIME STATISTICS and ANNUAL FIRE SAFETY REPORT** to view the report
- On the www.loras.edu website at <http://depts.loras.edu/StudentDevelopment/safety/Clery.pdf>

The Campus Crime log is available for viewing at the Loras College Campus Safety Office, 530 Alumni Campus Center

Department of Campus Safety

It is the mission of the Department of Campus Safety to assist in every way possible in providing a safe and secure atmosphere that is conducive to the educational process. However, the participation of the entire campus community is necessary in order to achieve the safest campus possible. Each segment of the campus community must cooperate not only with each other but also with area law enforcement agencies.

The Department of Campus Safety is located in suite 530, on the fifth floor in the Alumni Campus Center, and at the 24 Hour Information Desk on the 4th floor of the Alumni Campus Center. On campus, the Department can be reached by phone at extension 7114 or 0. Off campus, the Department can be reached by calling 563.588.7114 or 563.588.7100. The Department consists of 11 full-time and 6 part-time employees. **The Department is staffed 24 hours a day, 365 days each year.**

The Loras College campus falls into the jurisdiction of the Dubuque Police Department, the Dubuque County Sheriff's Department and the Iowa Division of Public Safety. The

Department of Campus Safety maintains a very positive and open relationship with each of these agencies. The appropriate authorities assist the Department in campus crime investigation. Campus Safety monitors and records, through local police crime data, off campus events sponsored by recognized student organizations. Extensive security officer training on both an annual and on-going basis occurs with regard to emergency medical situations (CPR and first aid), fire prevention, evacuation plans, disaster recovery plans, asset protection, risk management, student issues, and other student and employee safety matters.

The Department of Campus Safety and other departments provide several security programs including on-campus escort service; the lost and found department; and student education on fire safety, personal safety, and alcohol and drug education programs.

Since Loras College is private, no member of the Department of Campus Safety possesses arrest authority. Loras College does, from time to time, hire police officers with full arrest authority (Dubuque County Sheriff deputies and Dubuque Police Department officers) to assist in activities and functions at the College.

Reporting Crimes

1. **Importance of reporting:** Crime prevention cannot take place without the assistance of the Loras College Community. The prompt reporting of crimes and suspicious behavior as well as cooperating with the authorities during the investigation of crimes or offenses is encouraged. Your cooperation can aid us in preventing others from being victimized. The Department of Campus Safety will assist anyone in filing a report with law enforcement agencies.

2. **Reporting Policies:** In the event that you receive criminal or emergency information, you are encouraged to promptly contact local authorities as well as the Department of Campus Safety by dialing extension 7114 or 0 or, if you are off-campus, by dialing 563.588.7100. By reporting such information to the Department of Campus Safety, patterns are sometimes evident, aiding us and preventing others from becoming victimized. Additionally, individuals can file a report, including an anonymous report through the My Safe Campus program. Individuals who wish to file a report may visit www.mysafecampus.com or call My Safe Campus at 1.800.716.9007 and follow the instructions to submit a report. Individuals may choose to add their name as a reporter to the report or submit the report anonymously.
3. **Confidential Reports:** Should you be the victim of a crime which you do not chose to report, confidential assistance is available. The Loras College Counseling Center and the Health Center are not required by the Clery Act to inform Loras College authorities when a crime is reported to them. However, these departments are encouraged to report limited information to the Department of Campus Safety on a confidential basis so that the College may better evaluate the need for a campus safety alert and disclose the most accurate information available in its annual report. Only information relating to the nature of the crime and its location is provided to the Department of Campus Safety. **The identity of victims and witnesses will remain confidential.**
4. **Emergencies:** In the event of an emergency, the police should be contacted immediately. 911 telephone service is in effect for the entire city of Dubuque. Emergency medical care is provided at all hours at both Finley Hospital at 563.582.1881, and Mercy Medical Center–Dubuque at 563.589.8000. In the event of a campus emergency or disaster, the Crisis Management Team is activated and all directives and information is disseminated from headquarters of that team. The College has developed an extensive plan to cope with such situations if they develop.
5. **Non-Emergencies:** Reports should be directed to the respective police agency which has authority to file criminal charges in the geographical area in which a crime was committed. In addition, crimes occurring on or around campus should also be reported to the Department of Campus Safety.
6. **Additional Services Provided:** Loras College provides or otherwise supports post-emergency and post-crime counseling services for students, staff, and faculty members.

Among the departments which provide such services are the following:

- (a) Loras College Wellness and Counseling Center
Alumni Campus Center Room 582
855 Loras Blvd.
Dubuque, IA 52004
563.588.7650
563.588.7100 (Emergency)
- (b) Rape Victim Advocacy Program
800.284.7821 (State Wide Hot Line)
Referrals to:
Riverview Center, Inc. Sexual Assault
Prevention and Intervention Services
2600 Dodge St.
Dubuque, IA 52001
563.557.0310
- (c) Catholic Charities
1229 Mt. Loretta
Dubuque, IA 52003
563.588.0558
- (d) Crisis Line
563.588.4016
- (e) YMCA Domestic Violence Program
35 N. Booth
Dubuque, IA 52001
563.556.1100
- (f) Substance Abuse Service Center
270 Nesler Center
799 Main Street
Dubuque, IA 52001
563.582.3784

In addition, the Dubuque County Attorney's Office maintains a full-time victim/witness coordinator who assists students, staff, faculty and other citizens who are crime victims during and after the criminal prosecution.

Security of Campus Facilities

1. **General Access to College Buildings:** Loras College is a private institution of higher learning. At certain hours of the night, only authorized personnel are permitted in many areas of the college. Most buildings open to the public are closed and locked after regular business hours.
2. **Access to Residence Hall Buildings:** Loras College uses a computerized fob access system in each of the residence halls. In an attempt to eliminate outside doors from being propped open, Loras College has installed electromagnetic locks on the exterior doors of all residence halls as well as most other campus facilities. Once activated, these locks will not allow access to the building without the proper access fob. Entry must be made at an entrance with a fob reader. Each door is individually alarmed so that security staff will be able to immediately respond to the precise area involved. The electromagnetic locking system is operated in conjunction with the fire alarm system so that when an alarm is sounded, all of the locks in that particular building release allowing the doors to be used as emergency exits. Report all lost access fobs immediately to Campus Safety so they can be deactivated.

Within a residence hall, each room door may be locked. Each resident is advised to keep the room door locked at all hours of the day. Residents are held responsible for the conduct of their guests. At least one trained staff member is on duty 24 hours a day. Depending upon the rules of each particular floor, visitation by members of the opposite sex may be limited to certain hours of the day. Unauthorized individuals found within residence halls are subject to college discipline and arrest by local authorities.

PROPPED DOORS/UNAUTHORIZED ENTRY

Propped doors pose a serious threat to the safety and security of our residents, their privacy and their belongings. Letting non-guests into the building or using unauthorized entryways is strictly prohibited.

- When all doors in the residence hall are locked, students are to use the “designated main entrance” to their building. All other exits are to be used only as fire or emergency exits. Unauthorized exit from a building will result in judicial action.
 - Each student is issued an access card which allows him or her to access his or her place of residence. These cards should not be given to others. If lost or stolen, please report immediately to Campus Safety or Residence Life staff.
3. **Access to Academic Buildings:** The Department of Campus Safety routinely checks academic buildings which are closed during non-business hours to ensure they remain locked. Each building has a scheduled time to be secured and only authorized staff members are issued keys to secured buildings.
 4. **Physical Environment:** At Loras College, all aspects of the physical environment are regularly assessed for safety. Such activity includes monthly inspections of all fire alarm systems, fire extinguishers, door alarming systems and daily inspections of lighting of the campus. Loras College has developed specific policies and procedures for disaster recovery and displacement of residents along with an extensively developed evacuation plan.

Residence halls are equipped with fire alarming systems. These alarms both signal into the Information Center (staffed 24 hours) and provide an audible alarm in the affected residence hall. All residence halls are equipped with automatic sprinkler systems. Academic buildings are also equipped with fire alarming systems. These alarms both signal into the Information Center (staffed 24 hours) and provide an audible alarm in the affected building.

Loras College also has an “enhanced 911 system” operating on campus. A call to 911 automatically alerts the Department of Campus Safety that a call has been made, allowing for a quick response by not only the police and fire department, but also the Department of Campus Safety.

5. **Monitoring College Property:** Members of the Department of Campus Safety monitor the campus 24 hours a day, 7 days a week. The frequency and intensity of monitoring increases during the night time hours. Many campus pathways remain lighted throughout the night. Campus lighting is inspected daily. Maintenance crew members routinely replace lights, trim shrubbery and remove snow, ice and other debris from pathways and parking lots.

Campus Law Enforcement

1. **Arrest Authority:** Because Loras College is a private institution, no member of the Department of Campus Safety possesses arrest authority. Loras College does, from time to time, hire police officers with full arrest authority (Dubuque County Sheriff deputies and Dubuque Police Department officers) to assist in activities and functions at the College.
2. **Officer Training:** Each member of the Department of Campus Safety receives training on an annual and on-going basis relative to emergency medical situations (CPR, AED, and first aid certifications); fire prevention; evacuation plans; disaster recovery plans; asset protection; risk management; student issues and student and employee safety.
3. **Interagency Relationships:** The campus is located within the city of Dubuque and Dubuque County. Accordingly, Loras College falls into the jurisdiction of the Dubuque Police Department, the Dubuque County Sheriff’s Department and the Iowa Division of Public Safety. The Campus Safety Department maintains a very positive and open relationship with each of these agencies. The appropriate authorities assist in campus crime investigation and prosecution.
4. **Weapons Policy:** It is a violation of College rules and regulations to possess firearms, fireworks, explosives, ammunition, knives, bows and arrows, or other weapons capable of inflicting personal injury anywhere on campus or on one’s person while attending any event sponsored by Loras College.
5. **Drug Policy:** It is a violation of College policy to possess, use, sell, or distribute any illegal drugs on or near campus. Loras College works very closely with the Iowa Drug Task Force, the Dubuque Police Department and other state and federal agents. Loras College will not tolerate drug activity. In compliance with the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Loras College prohibits the unlawful possession, distribution or dispensing of drugs and alcohol by students and employees on college property or as any part of College activities.

The College provides ongoing drug and alcohol education about the dangers of drug and alcohol use and abuse. A list of local drug and alcohol counseling services is maintained in the Loras College Counseling Center which is staffed by qualified professionals who make confidential assessments and referrals for drug and alcohol abuse problems.

College Alcohol Policy

In order to provide a healthy living and learning environment, members of the Loras College community are expected to comply with the following policy regarding alcohol use:

1. There is NO ALCOHOL permitted (regardless of student age) in the traditional residence halls: Beckman, Binz, Rohlman, and the Visitation. Students, (regardless of age), may not possess and/or display empty alcohol containers (cans, bottles, displays, highlighter displays, cases, bong, keg caps, etc.). Containers will be considered evidence of use and/or consumption and may be confiscated and not returned. Bars or any bar-type structures are not permitted in any housing.
2. Students of legal age residing in Byrne Oaks, the McCarthy and Lynch Apartment Complex, Smyth Hall and campus houses will follow College standards (including state laws) relating to alcohol use. Underage students residing in alternative housing are expected to comply with College and federal regulations regarding alcohol use. Display of empty alcohol containers (cans, bottles, displays, highlighters, displays, cases, bong, keg caps, etc.) may be considered evidence of misuse and may be confiscated and not returned. Bars or any bar-type structures are not permitted in any housing.
3. Students may not purchase, provide or make alcohol available to underage students and/or their guests.
4. College funds/student organization funds may not be used to purchase alcohol at any on or off campus event.
5. Public Intoxication is not considered a responsible contribution to the community and therefore is inconsistent with the mission of the College. Public intoxication is considered a violation of College policy and is defined as: a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, or abusive behavior.
6. Underage students and their guests may not be present in a room where alcohol is present.
7. Loras College prohibits the possession or use of intoxicants in public areas and at student-sponsored activities except as expressly recommended by the Alcohol Coalition to the Dean of Students for his/her consideration and approval, with final approval coming from the College President. Public areas include, but are not limited to such areas as: the Fieldhouse, stadium, campus grounds, playing fields, parking lots and in all public meeting rooms; entrance, corridor, lounge or rest room of the residence hall public area; in academic areas or the Academic Resource Center; or in off-campus venues where the College is hosting an event.
8. Kegged (tapped) beer, other common containers of alcohol (eg. Punch), and other large quantities of alcohol are prohibited in all campus housing. The alcoholic beverages and their containers will be confiscated, will not be returned to the violators, and judicial action may be taken. At any time such items are present in alternative housing, the Rental Agreement will be cancelled immediately. If such items are found in traditional housing, the housing contract will be cancelled immediately.
9. Any games, activities, or equipment that promotes the excessive use of alcohol (e.g. beer pong or beer pong tables, drinko games, and other items similar in nature), are not permitted on College property. Any such items may be confiscated and not returned if found on college property.
10. Per the *Student Handbook*, the College reserves the right to adjudicate off-campus behavior. Loras students represent the college at all times whether on campus or off, and therefore may be held accountable for off campus behaviors that do not meet the behavioral expectations set forth in the *Student Handbook*.
11. A person is also considered to be in violation of the College's standards on alcohol use if his or her personal alcohol consumption infringes upon the rights of other persons or property, or when alcohol use causes a student or employee to represent the College in a manner that is inconsistent with the mission of the institution.

SANCTIONING INFORMATION PERTAINING TO VIOLATIONS OF THE ALCOHOL POLICY

SANCTIONS EXTERNAL TO THE COLLEGE

1. Possession of alcoholic/intoxicating beverages by someone under 21 years is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100 or both. There are also state laws concerning driving under the influence of alcohol, charging money for alcohol without a liquor license, and using a false driver's license to obtain beer or other alcoholic beverages. Depending upon the number of previous convictions or gravity of the circumstances, you may be charged with a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

State of Iowa legislation reads, in part:

"No person shall sell, give or otherwise supply alcoholic liquor or beer to any person knowing or having reasonable cause to believe said individual to be under legal age, and no person or persons under legal age shall individually or jointly have alcoholic liquor or beer in his/her or their possession or control; except to the extent that a person under legal age may handle alcoholic beverages and beer during the regular course of his/her employment by a liquor control licensee or beer permitted under this chapter." (Code of Iowa, Section 123.47)

"No person shall sell, dispense or give to any intoxicated person, or one simulating intoxication, any alcoholic liquor or beer." (Code of Iowa, Section 123.49)

"Any person who violates any of the provisions of section 123.49 shall be "Guilty of a simple misdemeanor." (Code of Iowa, Section 123.50)

2. There are also Dubuque ordinances similar to those described above. If drugs are involved, the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, an individual may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on the student's record which could prevent the individual from entering many careers or obtaining certain jobs.

Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

SANCTIONING INFORMATION INTERNAL TO THE COLLEGE

For Students

Loras College recognizes that with rights come responsibilities. With this in mind, the following sanctioning information outlines how students who violate the alcohol policy will be held accountable. The examples given are not to be interpreted as all-inclusive.

Description of Violations

These apply to all students regardless of age or location of incident.

Minor Violations: Underage possession or consumption of alcohol; drinking in public/non-approved locations (any age); being present at a location where alcohol is being consumed and where it is a violation to possess alcohol (i.e. traditional halls).

Serious Violations: Student exhibits any of the following behaviors: Staggering disorderly conduct, vandalism, verbally disruptive, fighting, intoxication, vomiting but coherent and conscious, consumption of large quantities of alcohol (defined by the Loras College philosophy on low risk drinking that follows) regardless of physical appearance (including participation in drinking games, or possession of structures that promote high risk drinking, such as bars, beer bong tables, drinko boards, beer battleship games, or other similar items), or a second minor violation, or a second off campus arrest.

Severe Violations: Student exhibits any of the following behaviors: Vomiting and/or incoherent, unconscious, needed or received medical attention (including treatment by EMTs and/or a visit to the hospital), lost control of bodily functions, memory loss, a pattern of alcohol abuse, possession of kegs, bulk, common source, or other large containers, or repeated minor or serious alcohol violations, or a third off campus arrest.

STANDARD MINIMUM RESPONSES

These are **recommended** minimum sanctions. More severe sanctions may apply to individuals who have a prior judicial file, and/or where there are additional policy violations of other behavior standards.

FIRST OFFENSE

Minor:

- \$75 fine
- Written reprimand
- Written reflection and when necessary, follow up meeting

Serious:

- \$100 fine
- Disciplinary probation (up to 8 weeks)
- Parents/legal guardian notified via letter if student is under the age of 21
- Alcohol Decisions Group course

Severe:

- \$150 fine
- Disciplinary probation (up to 16 weeks)
- Deferred cancellation of housing
- Referral for on-campus assessment and a three-night education course
- Parents/legal guardian are notified via letter if student is under the age of 21

SECOND OFFENSE**Minor:**

- \$100 fine
- Disciplinary probation (up to 8 weeks)
- Parents/legal guardian notified via letter if student is under the age of 21
- Alcohol Decisions Group course

Serious:

- \$150 fine
- Disciplinary probation (up to 16 weeks)
- Deferred cancellation of housing
- Referral for on-campus assessment and three-night education course
- Parents/legal guardian are notified via letter if student is under the age of 21

Severe:

- Recommend suspension or expulsion to the College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

THIRD OFFENSE**Minor:**

- \$150 fine
- Disciplinary probation (up to 16 weeks)
- Deferred cancellation of housing
- Referral for on-campus assessment and three-night education course
- Parents/legal guardian notified via letter if student is under the age of 21

Serious:

- Recommend suspension or expulsion to the College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

Severe:

- Recommend suspension or expulsion to the College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

Loras College Drug Policy

Illegal use, possession, sale, or distribution of any state or federally controlled substance, including prescription drugs, is punishable by strict College standards. Suspected violations of this policy will be reported to Campus Safety, and/or the Dubuque Police Department.

Members of the College community and their guests are not permitted to possess anything deemed to be drug paraphernalia such as bongos, pipes, rolling papers, etc. The odor of drug use (for example, the odor of marijuana) is considered sufficient evidence to take administrative action. Students and/or their guests may not be present in rooms where such drugs are present. Drug possession, use, of distribution in College facilities and on campus will result in judicial action for those involved.

STANDARD COLLEGE RESPONSE TO DRUG VIOLATIONS**Description of Violations**

Minor Violations: Possession of any drug paraphernalia or objects that could be used as drug paraphernalia (e.g. bongos, pipes, or cans/bottles used for smoking marijuana.) Hookahs may also be investigated as drug paraphernalia.

Serious Violations: Possession and/or use of marijuana, illicit drugs, or other controlled substances regardless of quantity (including residue); or a second "1st level" violation.

Severe Violations: Distribution and/or possession of large quantities of marijuana and/or any illicit drug. Repeated violations of other lower level offenses.

STANDARD MINIMUM RESPONSES

These are recommended minimum sanctions. More severe sanctions may apply to individuals who have a prior judicial file or multiple violations

FIRST OFFENSE**Minor:**

- \$75 fine
- Drug counseling session
- Disciplinary probation (up to 16 weeks)

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- Deferred cancellation of housing
- Parents/legal guardians notified via letter if student is under the age of 21

Serious:

- \$100 fine
- Disciplinary probation (up to 32 weeks)
- Parents/legal guardian notified via letter if student is under the age of 21
- Cancellation of housing
- Referral to off-campus assessment agency/complete any recommended treatment programs

Severe:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

SECOND OFFENSE

Minor:

- \$100 fine
- Disciplinary probation (up to 32 weeks)
- Parents/legal guardian notified via letter if student is under the age of 21
- Cancellation of housing
- Referral to off-campus assessment agency/complete any recommended treatment programs

Serious:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

Severe:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

THIRD OFFENSE

Minor:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

Serious:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

Severe:

- Recommend suspension or expulsion to College Hearing Board
- OR
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment

ALCOHOL AND OTHER DRUG USE AND ABUSE PREVENTION

Loras offers many opportunities and choices. Each decision made can greatly impact your future. Choices relating to alcohol and other drug use can affect a person's safety, academics, health, relationships, and the lives of others in the Loras community. Frequently, alcohol and other drug misuse result in sexual assaults, increases in vandalism, discipline problems, decreases in academic performance, injuries, medical problems, death including overdoses, suicides, and traffic fatalities, impaired driving abilities as well as physical and psychological dependency. Absence from work, erratic job performance, safety hazards and a decrease in job productivity are just a few problems experienced by persons who are impaired by using alcohol and other drugs. Each person must become aware of the issues related to alcohol and other drug use in our community. The following section provides information concerning health risks, College sanctions, legal consequences, and area support services regarding these concerns.

HEALTH RISKS ASSOCIATED WITH OTHER DRUGS

Narcotics (Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine, Methadone)

- Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.
- Effects of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death.
- Withdrawal Syndrome: Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.
- Risk of Physical Dependence: High
- Risk of Psychological Dependence: High

Depressants (Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Glutethimide)

- Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol.

- Effects of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.
- Withdrawal Syndrome: Anxiety, insomnia, tremors, delirium, convulsions, possible death.
- Risk of Physical Dependence: Moderate to High
- Risk of Psychological Dependence: Moderate to High

Stimulants (Cocaine, Amphetamines, Phenmetrazine, Methylphenidate)

- Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite.
- Effects of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death.
- Withdrawal Syndrome: Apathy, long periods of sleep, irritability, depression, disorientation.
- Risk of Physical Dependence: Possible
- Risk of Psychological Dependence: High

Hallucinogens (LSD, Mescaline and Peyote, Amphetamine Variants, Phencyclidine)

- Possible Effects: Analogues, illusions and hallucinations, poor perception of time and distance.
- Effects of Overdose: Longer, more intense "trip" episodes, psychosis, possible death.
- Withdrawal Syndrome: Withdrawal syndrome not reported.
- Risk of Physical Dependence: Unknown
- Risk of Psychological Dependence: Unknown, High for Phencyclidine and analogs (i.e., PCP)

Cannibus (Marijuana, Tetrahydrocannabinol, hashish, hashish oil)

- Possible Effects: Euphoria, relaxed inhibitions, increased appetite, disoriented behavior.
- Effects of Overdose: Fatigue, paranoia, possible psychosis.
- Withdrawal Syndrome: Insomnia, hyperactivity, decreased appetite occasionally reported.
- Risk of Physical Dependence: Unknown
- Risk of Psychological Dependence: Moderate

DRUG/ALCOHOL COUNSELING AND REHABILITATION PROGRAMS

The Counseling Center has drug/alcohol counseling and rehabilitation programs for students and employees and can make referral for needs not able to be met through that program. There also are other programs offered throughout the community. A number of such programs are listed below. Seeking alcohol or drug treatment, or receiving a referral for services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

NATIONAL RESOURCES

- (a) National Institute on Drug Abuse – Information and Referral Line
1.800.662.HELP
M-F, 8:30 a.m.-4:30 p.m.
- (b) National Council on Alcoholism
1.800.622.2255
24 hours a day
- (c) Substance Abuse Information and Treatment Referral
1.800.662.HELP
www.drughelp.org
- (d) Reach-Out Hotline
(alcohol, drug crisis intervention, mental health and referral)
1.800.522.9054

LORAS COLLEGE/DUBUQUE RESOURCES

(regarding substance abuse)

- (a) Counseling Center
563.588.7085
582 Alumni Campus Center
Loras College
- (b) Loras College Health Center
563.588.7142
474 Alumni Campus Center
Loras College

- (c) Substance Abuse Services Center
563.582.3784
270 Nesler Centre
Dubuque, IA 52001
- (d) Turning Point Treatment Center
563.589.8925
Mercy Health Center
250 Mercy Drive
Dubuque, IA 52001
- (e) Alcoholics Anonymous—Dubuque Area Intergroup
563.557.9196
24-Hour Referral Service
1593 Main Street
Dubuque, IA 52001

Security Awareness Programs

1. **General Purpose:** Loras College undertakes programs designed to maintain and improve awareness on the subject of safety and security and encourages students, staff and faculty to take an active role in the deterrence of crime. This is accomplished through a variety of means, mainly programs put on by the Department of Campus Safety and Student Life.
2. **General Sources of Information:** By state law, certain information regarding crimes is public information, including the date, time, specific location, immediate facts of a crime, the name and address of a person arrested, and the nature of the criminal charge. Daily police arrest reports are published in the Telegraph Herald. Loras College maintains campus safety awareness information in Department of Campus Safety, suite 530, fifth floor, Alumni Campus Center.

Safety alerts are issued any time a report is received in the office of Campus Safety where a continued danger may exist. These alerts are distributed by e-mail and bulletins are posted in all residential buildings, academic buildings, and the Alumni Campus Center. Postings are placed in conspicuous areas and at the entrances to buildings.

3. **Educational Programs:** Each year, both Campus Safety and Student Life present programs relative to student safety. Depending on availability, special speakers are brought to campus to educate students, faculty and staff. These programs are presented in residence halls and for the general Loras Community. Due to the changing calendar of campus activities over the course of a year, the number of security programs presented varies from month to month. Among the prevention programs regularly offered are sexual assault awareness workshops; safety awareness; fire drills in the residence halls and other safety related programs. In the residence halls, formal and informal programming is provided to residents on topics related to crime prevention.

Sex Discrimination and Sexual Assault Policy and Programs

For more information about the Loras College policies and procedures regarding Sex Discrimination, please see page in the Loras College Student Handbook . Information related to sexual assault is also provided below.

SEXUAL ASSAULT POLICY

Loras College is committed to maintaining an environment that is free from the physical and emotional threat of sexual assault and sex discrimination. The College will assist in an investigation and promptly see to an equitable resolution of all allegations of sexual assault. The College's goal is to protect its students from all sexual assault and to aid those students who have survived sexual assault.

SEXUAL ABUSE

Sexual Abuse: Any sexual act between persons (including: non-consensual sexual intercourse (rape); non-consensual sexual contact (sexual assault) and sexual exploration) is sexual abuse by either one when the act is performed with the other participant in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquaintance of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-induced sleep, or is otherwise in a state of unconsciousness, or the act is done against the will of the other.
2. When the victim is incapable of giving consent because he or she suffers from a mental defect or incapacity or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. The other person is a child. Consent is informed, through mutually understandable words, which indicate a willingness to participate in mutually agreed upon sexual activity. Furthermore, at any time during consensual sexual activity, a person may refuse to continue further with any sexual activity. From the point of refusal; previous consent is rendered invalid.

STATE OF IOWA STATUTE

The State of Iowa defines incapacitation as meaning a person is disabled or deprived of ability, as follows:

- “Mentally incapacitated” means that a person is temporarily incapable of apprising or controlling the person’s own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance.
- “Physically helpless” means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically or mentally limited.
- “Physically incapacitated” means that a person has a bodily impairment or handicap that substantially limits the person’s ability to resist or flee.

The State of Iowa and Loras College use the following sexual abuse definition. Sexual abuse is considered a felony as defined in Section 709 of the Iowa State Code. Sexual assault is considered first-degree sexual abuse under Iowa law. Sexual assault is defined as forced penetration of the vagina, anus or mouth with a finger, penis or any other object. Although the term “rape” is used in this policy and in other educational material, the Iowa legal system uses the umbrella term of sexual abuse and sexual assault, and not the specific term “rape,” when cases are taken to court.

Sexual assaults occur on a broad continuum and include—criminal behaviors endangering another/other persons. They range from verbal assaults to rape. Loras College takes a very strong stance against acts of violence by a member of our community. Students found responsible of sexual assault can expect strong disciplinary actions by the College. Any community member with knowledge of any incidents of sexual assault should report them to the Campus Safety Office and Dubuque Police Department. It is recommended and encouraged that a survivor seek confidential counseling.

SEX UNDER THE INFLUENCE

As outlined above, consenting sex recognizes sober, verbal communication, free of threats or other coercion. College policy recognizes that someone who is under the influence of drugs and/or alcohol is unable to give consent.

SURVIVOR RIGHTS

A student who is a survivor of a sexual assault is guaranteed the following rights:

1. The right to meet with Loras College staff privately, to register the complaint.
2. The right to be free from any pressure from campus personnel to:
 - Report crimes if the survivor does not wish to do so
 - Report crimes as lesser offenses than the survivor perceives the crime to be
3. The right to not release your name to the public or to the press.
4. The right to not be prejudged or blamed for what occurred.
5. The right to be treated with courtesy, sensitivity, dignity, understanding and professionalism.
6. The right to speak to a female or male staff member about the incident.
7. The right to have help in arranging for any hospital treatment or other medical needs.
8. The right to have the College privately contact counseling, safety, advising and other available resources.
9. The right to have an advocate/advisor present during the hearing proceedings.
10. The right to an explanation of the complaint procedures for sexual assault violations.
11. The right to participate or not participate in campus disciplinary proceedings regarding a sexual assault incident.
12. The right to speak in a disciplinary proceeding.
13. The right to privacy with regard to past sexual/relationship history during campus disciplinary proceedings.
14. The right to be kept up-to-date on the progress of the investigation of the case.
15. The right to have College officials answer questions and explain the systems and processes involved.
16. The right that the College will consider your case seriously regardless of your gender or sexual orientation, and regardless of the gender or sexual orientation of the suspect.

RELEVANT PROCEDURES AND INFORMATION REGARDING AN ASSAULT:

- Contact a resident assistant, hall director, security officer, faculty member or staff member.
 - Do not wash, douche, shower or launder your clothes after an assault, as that could result in destroying evidence.
 - Report to a hospital emergency room as soon as possible for treatment and evaluation.
 - Cooperate with police and/or campus officials who will contact you for information to proceed with the case.
 - Contact the Loras College Wellness and Counseling Center and to receive assistance from a trained advocate.
 - A person accused of assault while residing in campus housing residence hall may be relocated or may be asked to leave College housing pending investigation of the complaint.
 - All students have a right to campus housing free of sexual or physical intimidation.
 - If allegations of sexual assault are, through investigation, demonstrated, appropriate action for the complaint will be taken up to expulsion. (Title VII, Pub. L. 88-352, 78 Stat.253 (42 U.S. C 2000e et sez.)
 - The College has a number of Mandatory Reporters. These individuals, by law, must report any incident for the College to be in compliance with the Jeanne Clery Act.
- Mandatory Reporters include:
- Residence Life staff
 - Safety staff
 - Advisors to Clubs and Organizations
 - Director of Athletics and team coaches

RETALIATION

Retaliation against or harassment of any person involved in a complaint of sexual assault will not be tolerated. This includes but is not limited to the complainant, respondent, the investigator, witness, or member of the hearing board. A person found engaging in this behavior may be in violation of College Policy. In addition, a person encouraging others to retaliate may also be held accountable to College policy.

REPORTING A SEXUAL ASSAULT

A survivor of a sexual assault may report the assault to Loras College officials, appropriate law enforcement agencies, or both. Loras College officials will assist the survivor with reporting an assault if you request assistance.

REPORTS OF SEXUAL ASSAULT MAY BE MADE TO THE DEPARTMENT OF CAMPUS SAFETY

(7114 or 0); Area Coordinator, Health Center, Counseling Center or other College reporting authorities. Campus community members also have the right to file a report with the Title IX Coordinator in person at 540 Alumni Campus Center or via phone at 563.588.7060.

Reports of sexual assault may be made to law enforcement authorities by calling the Dubuque Police Department if the assault occurred within the City of Dubuque. If the assault occurred in another area of Dubuque County, call the Dubuque County Sheriff's Department. Both Departments can be reached by dialing 911.

COLLEGE HEARING BOARD PROCESS

The College Hearing Board will hear issues of sexual misconduct. The composition of the board is described later in this document. The College Hearing Board will receive training specific to hearing cases of alleged sexual misconduct.

ADVOCACY AND COUNSELING RESOURCES

Any survivor of a sexual assault has a right to counseling referral from the Loras College Counseling Center and to receive assistance from a trained advocate. The following counseling resources are available to students, faculty and staff who have been assaulted:

- (a) Loras College Counseling Center
Alumni Campus Center Room 582
855 Loras Blvd.
Dubuque, IA 52004
563.588.7650
563.588.7100 (Emergency)
- (b) Rape Victim Advocacy Program
800.284.7821 (State Wide Hot Line)
Referrals to:
Riverview Center, Inc. Sexual Assault
Prevention and Intervention Services
2600 Dodge St.
Dubuque, IA 52001
563.557.0310
- (c) Catholic Charities
1229 Mt. Loretta
Dubuque, IA 52003
563.588.0558
- (d) Crisis Line
563.588.4016
- (e) YMCA Domestic Violence Program
35 N. Booth
Dubuque, IA 52001
563.556.1100
- (f) Substance Abuse Service Center
270 Nesler Center
799 Main Street
Dubuque, IA 52001
563.582.3784

The following College department serves as a resource for anyone who has been assaulted:

- (a) Office of the Associate Vice President for Student Development and Dean of Students
563.588.7060

DISCIPLINARY ACTION AND SANCTIONS

Any student who is found responsible for sexual assault or sexual abuse will be disciplined up to and including expulsion. All students have a right to campus housing free of sexual or physical intimidation. A person accused of sexual abuse or assault while residing in College housing may be relocated or may be asked to leave College housing pending investigation of the complaint. Similarly, survivors of sexual assault or abuse may request changes in their academic or living situations.

Both the accused and the accuser have the same right to have an advocate present during disciplinary hearings. The advocate is a faculty, staff, or peer who may advise the student on the preparation and presentation of the case and/or accompany the student to the hearing. The advocate may not present the case or summary of the case for the student or directly question any individuals involved in the hearing process. Both the accused and the accuser shall be notified of the final determination and any sanction of the disciplinary hearings.

A complete description of the disciplinary procedures and policies of Loras College can be found in the Policies and Procedures section of the Loras College Student Handbook.

Emergency Response and Evacuation Procedures

EMERGENCY ALERT SYSTEM

Loras College has an emergency notification system to protect the safety of students, faculty, staff, and visitors in the event of a disaster or emergency situation. Campus community members can enter personal contact information into the IQ system, and receive notification via email, text message, and phone that will alert them to the disaster or emergency.

To enter emergency contact information, open Internet Explorer to the inside.loras.edu page, choose Loras Links, and then IQ main page. Click on the link that indicates Click to Enter IQ. Next, click the grey login tab on the right side of the page. Then, enter your IQ username and password. Once logged in, click on the link titled Emergency Notification, and enter your emergency contact information. Please note: In the event of a campus emergency, Loras email and Loras office phones will receive automatic notification messages. Use the fields on the screen if you wish to have messages sent to additional personal or family phone numbers and/or to additional email addresses in the event that emergency notification is necessary.

STATEMENT ON TIMELY WARNING

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety, the Dean of Students, and/or their designee, constitutes an ongoing or continuing threat, a campus wide "Security Alert" will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff and will also be posted to the portal on the Inside Loras announcements page.

Anyone with information warranting a timely warning via a "Security Alert" to the campus should report the circumstances to the Office of Campus Safety by phone at 563.588.7114 or 563.588.7100 by e-mail at LorasSecurity@loras.edu, or in person at the office located on the fifth floor, Alumni Campus Center, or at the 24 Hour Information Desk, 4th Floor Alumni Campus Center.

PROCEDURES FOR MISSING PERSONS

Campus community members should report missing persons to Loras College Campus Safety, accessible at 563.588.7114 or in person at the Loras College Information Desk, 4th Floor Alumni Campus Center, or via phone to the Information Desk at 563.588.7100. Missing persons may also be reported to the Dean of Students, accessible at 563.588.7060, or at the Student Life Office, 540 Alumni Campus Center. Please note that missing person reports will be referred immediately to Campus Safety and/or local law enforcement.

Each student living in college owned housing has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only approved campus officials and law enforcement officers in furtherance of a missing person investigation have access to this information. Campus community members are encouraged to register a confidential contact person by contacting the Administrative Assistant to the Dean of Students at 563.588.7060.

If Campus Safety officials determine that a student for whom a missing persons report has been filed has been missing for more than 24 hours, then within the next 24 hours, a college official will:

- Notify the individual identified by the student to be contacted in such a situation
- If the student is under age 18, a parent or guardian and local law enforcement will be notified
- If the student is over age 18, local law enforcement will be notified

DEFINITIONS OF EMERGENCIES

Minor Incident (disrupting only limited parts of campus): Any incident that does not seriously affect the overall functional capacity of the college, and can be resolved with existing college resources or limited outside help. This type of emergency involves only the locally affected area, and does not require the Core Emergency Response Team (ERT) to be convened. Impacted personnel or departments will work directly with the Loras College Campus Safety staff to assess and address the situation, and the Director of Campus Safety will be responsible for contacting and informing appropriate college staff.

Some examples of minor emergencies include but are not limited to: odor complaint localized chemical spill, plumbing failure and/or an inoperative elevator.

Major Emergency (disrupting sizable portions of campus): Any incident which affects an entire building or buildings and which will disrupt the overall operations of the College is considered a major emergency. Assistance from external organizations will most likely be required, the situation may escalate quickly, serious consequences to critical functions could occur, and serious injury or loss of life might be possible. In this type of emergency, the Director of Campus Safety will activate/notify all members of the Core Emergency Team (Core ERT); a Crisis Control Center will be established; and the Core Emergency Response Team (Core ERT) will meet at the Crisis Control Center to evaluate the situation and decide upon a course of action.

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Some examples of major incidents include but are not limited to: building fires, chemical spills which could pose a threat to a large number of people, extensive power or utility outage, severe weather, and/or an existing or imminent external emergency that may impact the campus.

Disaster (involving the entire campus and surrounding community): Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires college-wide cooperation and extensive coordination with external jurisdictions. In this type of emergency, the Director of Campus Safety will activate/notify all members of the Core Emergency Response Team; a Crisis Control Center will be established; and the Core ERT will meet at the Crisis Control Center to evaluate the situation and decide upon a course of action.

Some examples of a disaster include but are not limited to: major flooding, major earthquake, and/or a massive release of a biological or chemical agent.

WHO TO CALL IN AN EMERGENCY

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. **In all life threatening emergencies dial 911 and follow up with a call to Campus Safety at 563.588.7100.** To be helpful, inform the 911 call center of the building, room, and phone number you are calling from. All other emergencies should be directed to the Loras College Campus Safety at 563.588.7100. Campus Safety personnel will be responsible for contacting designated responders and administrative officials and the specific guidelines within this plan will be followed.

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a Campus State of Emergency rests with the President (or designee). When this declaration is made, access to the campus may be limited to registered students, faculty, staff, and employees. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest.

Upon notification of a campus state of emergency, the Core ERT will meet at the Crisis Control Center. This core group of individuals shall respond at all incidents unless otherwise notified by the President or designee.

Each campus emergency will present hazards and situations unique to that emergency. It will be imperative that the Core ERT activate/notify the proper personnel in a timely manner. Once the Core ERT is notified, they will have the flexibility to respond to the incident as they deem proper for the situation at hand. A list of emergency phone numbers accompanies this document and provides a complete listing of individuals and/or agencies that can respond to a particular emergency.

GENERAL RESPONSIBILITIES

All Employees: In case of emergency, all employees must follow the appropriate emergency procedures found in this crisis plan. *Emergencies that may be life threatening should be reported immediately to 911.* Always inform the 911 Call Center of the building, room, and phone number you are calling from. Non-life threatening emergencies should be reported to Loras College Campus Safety at 563 588 7100. Personal safety is of utmost concern. All employees are responsible for taking precautions to assure their safety by familiarizing themselves with this plan. Faculty are responsible for initiating emergency procedures during class.

Administrators, Department Chairs, Directors, and Supervisors: Every administrator, department chair, director, and supervisor has the following general responsibilities prior to and during any emergency:

EMERGENCY PREPAREDNESS

- Become familiar with the Crisis Response Plan and ask any necessary clarifying questions.
- The Student Development Division will be responsible for informing students of the plan and making it available to them.
- Any college employee with supervisory duties will inform employees under their direction of the plan and make it available to them. Supervisors will also review the plan annually with employees.
- The Director of Physical Plant of designee will inform contractors of the plan and make it available to them.

EMERGENCY SITUATIONS

- Inform all building occupants under their direction of the emergency condition. Evaluate the impact of the emergency on their activity and take appropriate action. This may include ceasing operations and initiating the appropriate emergency procedures listed in this plan. If the building or your area must be evacuated it is your responsibility to ensure that your entire staff evacuates to a pre-assigned safe area and to account for your personnel. If you are missing personnel; inform Campus Safety or the responding emergency services of the employee's name and last known location.

CAMPUS EMERGENCY STAFF

Core Emergency Response Team (Core ERT) - This core group of individuals shall respond to all major emergencies and disasters unless otherwise notified by the President or designee. The Core Emergency Response Team will determine which members are needed to respond to the incident. A de-briefing will be conducted within 7 days after each incident, and an After Action Report will be generated. All members of the team will be required to participate in incident response training. The following College staff members shall serve on this team:

CORE EMERGENCY RESPONSE TEAM COMPOSITION:

- President
- Provost, Dean of the College
- Vice President for Finance and Administrative Services
- Vice President for Enrollment Management
- Vice President for Advancement
- Dean of Students
- Dean of Spiritual Life
- Director of Campus Safety

- Director of Physical Plant
- Assistant to the President

EMERGENCY RESPONSE TEAM (ERT)

The members of this team that are activated will be dependent on the scope and size of the incident. The team may be activated in part or as a whole by the Core ERT as needed. As a group, their function will be to analyze and determine the impact of the incident, make appropriate emergency notifications, prioritize emergency actions, arrange resources and equipment, communicate information and instructions, monitor/re-evaluate conditions, and review the effectiveness of the response after the incident. A de-briefing will be conducted after each incident, and an After Action Report will be generated. All members of the team will be required to participate in an incident response training program. Other members may be added to this group depending on the type of incident. The following College staff members shall serve on this team:

EMERGENCY RESPONSE TEAM COMPOSITION:

- Director of Human and Organizational Development
- Director of Residence Life
- Director of Counseling Services
- Director of Health and Wellness
- Public Relations Coordinator
- Webmaster
- Director Library Services
- Director of Campus Dining
- Senior Director of Technology and Support Services
- Director of Alumni
- Chemistry Lab Technician
- Senior Accountant

COLLEGE COMMUNICATION PLAN

The role of the Vice President for Enrollment Management is to collect and convey information to the College community and the public during or immediately following a crisis or emergency situation involving the Loras College or local community.

The Vice President for Enrollment Management will maintain internal communication to the greatest extent possible in conjunction with the President and Core ERT. All communications tools available at the college will be employed as needed including the college's web site for breaking news and information as well as student print and broadcast media and our own weekly publications.

Key audiences to communicate with during any crisis on campus include (communication with these audiences is dependent upon the nature of the crisis): faculty, staff, students, families (parents/guardians), alumni, donors, retirees, Regents, the Church officials, prospective students, prospective employees, visitors to campus, vendors, neighborhood members, and media (local, national and/or international).

The following steps should take place or be considered during the initial stages of a crisis:

- A message alerting current Loras community members of the situation from either the President or the College spokesperson – this communication should be brief and factual in nature.
- A message alerting the parents/guardians of current students of the situation from either the President or the College spokesperson – this communication should be brief and factual in nature and should encourage parents to stay clear of campus and/or report to a designated area.
- The Initial Press Release alerting the media of the situation:
 - o A message posted on the front page of the Loras College website from the President or College spokesperson – this communication should be brief and factual in nature.
 - o Follow up messages, releases, phone calls, letters, website information should occur in appropriate intervals as new information is available.
 - o A crisis completion message (including the website) alerting all key audiences that the crisis has concluded from either the President or the College spokesperson.

EMERGENCY RESPONSE TEST PLAN

As required by law, Loras College has procedures in place to test the emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year. The College will document a description of the exercise, as well as the date and time of the exercise, and whether the exercise was announced or unannounced in the annual Disclosure of Campus Safety and Security and Campus Crime Statistics and Annual Fire Safety Report.

Loras College Geographical Reporting Area

Loras College reports statistics from all property owned by Loras College. This would include all of the College-owned houses and the Visitation Complex. We also report required statistical information that occurs on streets and sidewalks that are directly abutting Loras College property. Also included in our statistics would be the sidewalk on the east side of Alta Vista Street between Loras Boulevard and University Avenue due to the location of the Visitation Complex. For purposes of the Clery Act, we define the campus to include the following properties:

<u>Building</u>	<u>Address</u>
Academic Resource Center	655 Loras Boulevard
Alumni Campus Center	855 Loras Boulevard

Athletic and Wellness Center	1600 Cox Street
Beckman Hall	1501 Henion Street
Binz Hall	1525 Henion Street
Byrne Oaks	850 Kirkwood Street
Christ the King Chapel	1500 Alta Vista Street
Athletic and Wellness Center	1600 Cox Street
Faber-Clark Field	701 Loras Boulevard
Fieldhouse	1550 Alta Vista Street
Graber Sports Center	1815 Cox Street
Heitkamp Planetarium	1680 Alta Vista Street
Hennessy Hall	1600 Alta Vista Street
Hoffmann Hall	675 Loras Boulevard
Keane Hall	1450 Alta Vista Street
Maintenance Building	1450 Cox Street
Lynch Apartments-East	1560 Henion Street
"LMAC" Apartments Tower	1570 Henion Street
McCarthy Apartments-West	1580 Henion Street
Observatory	740 W. 17 th Street
Power Building	755 Loras Boulevard
Rock Bowl Stadium	1690 Alta Vista Street
Rohlman Hall	1700 Alta Vista Street
San Jose Swimming Pool	1901 Cox Street
Smyth Hall	1640 Alta Vista Street
St. Joseph Hall of Science	1730 Alta Vista Street
Tennis Courts	750 W. 17 th Street
The Visitation	900 Alta Vista Street
Wahlert Education Building	1660 Alta Vista Street

College-owned House Addresses

- 1870 Alta Vista Street
- 1880 Alta Vista Street
- 706 Angella Street
- 726 Angella Street
- 770 Angella Street
- 655 W. 17th Street
- 660 W 17th Street
- 705 W. 17th Street
- 725 W. 17th Street
- 1381 Belmont Street
- 1395 Belmont Street
- 1920 Cox Street
- 830 Kirkwood Street
- 840 Kirkwood Street
- 999 Kirkwood Street
- 776 Loras Boulevard
- 810 Loras Boulevard
- 820 Loras Boulevard
- 830 Loras Boulevard
- 840 Loras Boulevard
- 860 Loras Boulevard
- 870 Loras Boulevard
- 880 Loras Boulevard
- 548 May Place

CRIME DEFINITIONS

The following are definitions of occurrences that must be reported to Campus Safety and police:

- Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another
- Criminal Homicide: Manslaughter by Negligence:** The killing of another person through gross negligence
- Criminal Homicide: Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another
- Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person by force or threat of force or violence and/or putting the victim in fear
- Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking, safecracking; and all attempt to commit any of the aforementioned. To classify an incident as a burglary, the following three conditions must be met:

- There must be evidence of unlawful entry (trespass). Both forcible and unlawful entry – no force – are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. (this means you cannot have burglary from a vehicle).
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle

SEX OFFENSES, FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of consent because of his/her youth or because of his/her temporary or permanent incapacity

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of consent because of his/her youth or because of his/her temporary or permanent incapacity

SEX OFFENSES, NON-FORCIBLE

Unlawful, non-forcible sexual intercourse

Incest: Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent

The Clery Act also requires disclosure of whether any of the above mentioned offenses, or any other crimes involving bodily injury, or incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism to property were hate crimes. A hate crime, for the purpose of this report, includes any Clery reportable or specified crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias (based on the *FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines*) include:

- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity/National Origin
- Disability

Please note that Campus Safety, in compliance with Clery Law, also reports all arrests and referrals for disciplinary action for weapons, drug, and alcohol infractions (including liquor law violations).

Fire Safety Policies

These procedures should be observed for Loras students own safety and protection in the event of a fire or fire drill. Students should be certain all roommates and guests know what to do if such an occasion arises. The evacuation routes posted on each floor should always be used during fire drills and, if possible, in the event of an actual emergency. If the normal evacuation route is not passable during an actual fire, students should use the best exit available. When the fire alarm sounds, students must exit the building.

Should time permit, students may:

- Check to see if door and door knob are hot before opening the door. If they are hot, do not open door.
- If students cannot exit their room, they should go to the window and await help from the fire department.
- Leave the lights on.
- Close the windows and lift the shades.
- Close the door, but leave it unlocked.

EXIT PLAN

When exiting the building, students should:

- Walk—not run.
- Watch out for other students in the hallways and on the stairways.
- Avoid causing a jam whereby inflicting injury to other students.

DO NOT TRY TO LOCATE OR FIGHT THE FIRE WHEN THE ALARM SOUNDS!

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If students are not near their assigned exit they should leave through the nearest safe exit and walk to their designated area (the place assigned outside their building) and report for their section roll call. It is the student's responsibility to see that his/her presence is recorded. Students should remain at their assigned evacuation meeting area until which time they are given further instructions.

Assigned locations for evacuation are as follows:

Academic Resource Center	Keane Hall Lot
Christ the King Chapel	Keane Hall Lot
Field House	Keane Hall Lot
Hennessy Hall	Keane Hall Lot
Keane Hall	Keane Hall Lot
Planetarium	Keane Hall Lot
Science Hall	Keane Hall Lot
Wahlert Hall	Keane Hall Lot
Campus Houses	Safe distance from house
Visitation Complex	Nativity Parking Lot
Byrne Oaks	San Jose Lot
Rohlman Hall	San Jose Lot
Alumni Campus Center	Faber Clarke Field
Beckman Hall	Faber Clarke Field
Hoffmann Hall	Faber Clarke Field
Physical Plant	Faber Clarke Field
Binz Hall	Faber Clarke Field or lowest Henion Lot
Lynch-McCarthy Apartments	Faber Clarke Field or lowest Henion Lot
Graber Center	W 17 th Street Lot
San Jose Pool	W 17 th Street Lot
Smyth Hall	W 17 th Street Lot

In the event of an actual fire, campus community members should contact emergency services by calling 911 from an available phone. Additionally, fires should be reported to Campus Safety via phone at 563.588.7100 (or 0 from any campus phone) or in person at the Information Desk, 4th Floor, Alumni Campus Center.

PHYSICAL ENVIRONMENT

At Loras College, all aspects of the physical environment are regularly assessed for safety. Such activity includes monthly inspections of all fire alarm systems, fire extinguishers, door alarming systems and daily inspections of lighting of the campus. Loras College has developed specific policies and procedures for disaster recovery and displacement of residence along with an extensively developed evacuation plan.

Residence halls are equipped with fire alarming systems. These alarms both signal into the Information Center (staffed 24 hours) and provide an audible alarm in the affected residence hall. All residence halls are equipped with automatic sprinkler systems. College owned houses (structures designed as single family dwellings) are equipped with smoke detectors as required by local/state code, and are regularly inspected by the city of Dubuque and/or local fire department staff. Fire extinguishers are also provided in each residence hall and college owned house.

Academic buildings are also equipped with fire alarming systems. These alarms both signal into the Information Center (staffed 24 hours) and provide an audible alarm in the affected building. Fire Extinguishers are also provided in each academic building.

Loras College also has an "enhanced 911 system" operating on campus. A call to 911 automatically alerts the Department of Campus Safety that a call has been made, allowing for a quick response by not only the police and fire department, but also the Department of Campus Safety.

FIRE DRILLS

Fire drills are conducted annually in academic buildings, and twice per semester in college housing. During 2010, fire drills were held in residence halls during the months of January, March, May, July, September, and November. One fire drill was required in each academic building.

FIRE SAFETY EDUCATION AND PROGRAMMING

During September of each year, Campus Safety will provide information on fire safety and education for the campus community in conjunction with Campus Fire Safety Awareness Month. Additionally, fire drills will be held in college housing during November, January, March, May, and July to remind the campus community of the importance of practicing safe fire evacuation guidelines. Programming that supports personal fire safety will be provided on an ongoing basis throughout the year. Each August, Resident Advisors in college housing will be trained on emergency response during a fire situation, safe use of fire extinguishers, and preventative fire safety measures for residence hall living.

ROOM CARE AND DECORATION

All room furnishings and decorations must meet the requirements of the state, local and College fire and safety standards and regulations.

- Students will be responsible for any damage that is determined by the Area Coordinator to be over and above normal use and wear.
- Cooking is not permitted in student rooms, due to fire and health ordinances. Kitchens are located in each residence hall/living option. Electrical appliances such as coffee makers, corn poppers and small microwave ovens are permitted in individual rooms. The College reserves the right to remove unauthorized or dangerous appliances.
- Heating and cooking appliances such as toasters, frying pans, sandwich grills, hot plates, indoor cooking grills, waffle irons, pizza ovens and space heaters are prohibited because of the electrical load limitation and fire safety.
- With few exemptions, any appliance, which is greater than 1,000 watts, is not permitted. Only refrigerators up to 5.0 cubic feet are permitted.

Loras College Tobacco Policy

Loras College has a responsibility to its students and employees to provide a safe and healthful environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance, costs, costs associated with employee absenteeism, health care, and medical insurance.

The health hazards associated with tobacco use are well established. The policy is established to:

1. Reflect and emphasize the hazards of tobacco use;
2. Provide a healthy environment for our students, faculty, staff, and visitors; and
3. Model respect for human dignity, personal wellness, and stewardship for the environment.

Loras College is a tobacco free campus. The use of tobacco products in college-owned buildings, on college property, or within college-owned vehicles is prohibited. This policy applies to students, employees, and visitors to our campus.

For the purpose of this policy, smoking is defined as burning any type of tobacco or drug product, including but not limited to cigarettes (commercial or home-made), cigars, cigarillos, pipes, and hookahs. Smokeless tobacco products are also prohibited.

Organizers and attendees at events such as conferences, meetings, lectures, social and sporting events, using Loras College facilities will be required to abide by the College's tobacco policy. Organizers of such events are responsible for communicating and enforcing this policy.

The sale of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is also prohibited.

Campus organizations are prohibited from accepting money or profits from tobacco companies.

Tobacco advertisements are prohibited in college-run publications.

ENFORCEMENT

Effective implementation of this Tobacco policy depends on the courtesy, respect, and cooperation of all members of the Loras Community.

Complaints or disputes should be brought to the attention of the College personnel who has immediate responsibility for workplace (supervisor), event, or residence. If satisfactory resolution is not reached, the Dean of Students should be consulted.

Compliance with the tobacco policy is appreciated and expected. Students found in use of tobacco products while on campus will be referred to and deliberated through the College's non-academic conduct process.

Employees found in use of tobacco products on campus will be referred to their immediate supervisor. Guests found in use of tobacco products will be asked to refrain from use while on our campus.

Exit Routes To Be Announced At Public Forums

In response to Dubuque's Fire Code Section 408.2.2, Loras College has implemented a new policy to communicate alternative exits at any public forum held on our campus. The new policy states that each event must have a designated spokesperson who will be responsible for announcing emergency exit routes at the commencement of every college program or event, including sporting events, dinner receptions, concerts, lectures, etc. The designated spokesperson will be identified through our facility reservation process.

The designated spokesperson will be asked to identify the evacuation process to the audience before the event begins. The exits for the facilities are as follows:

- **Alumni Campus Center-Marie Graber Ballroom:** To exit from Ballroom B and D, go out the south doors and down the south stairwell to the main level exterior door. To exit from Ballroom A and C, go out the north doors and exit through the main doors on the west side of the building.
- **Alumni Campus Center-Pub:** To exit the Pub, go out the north doors and turn left and head out the east doors toward the back of the building.
- **St. Joseph Auditorium (Hoffmann Hall):** To exit from the first floor of the auditorium, go out the main door to the auditorium, down the hall and out the east exit (best route for wheelchair-bound individuals), or take a right, go up the stairs and out the south exterior doors. You may also exit right stage and exit through the northwest exterior door or the dock doors to the stage. From the second floor balcony you can exit through the main doors to the balcony, take a right, down the stairs, and out through the south exit doors. On the south side you can exit through an emergency exit door and on the north side, you can go down the stairs and out the northwest exit.
- **Foley Auditorium (Science Hall):** There are two exits from the auditorium. The lower level exit leads to the lower level hall to which a person can go left down the hall, up the stairs and out the south exit, or take the center stairs and out the west, main entrance, or go right down the hall and out the north exit. From the first floor doors to the auditorium, you can go down the stairs and out the south exit, or go to the right and go out the west, main doors to the building.
Note: The last exit plan given is the best route for wheelchair-bound individuals. Depending upon the emergency, there is an elevator across the hall from the lower level auditorium exit that they can take to the first floor and then out the west, main entrance doors.

- **Hoffmann Auditorium (Science Hall):** There are two exits from the auditorium. First floor exit, go across the hall and out the west, main exit (best for wheelchair-bound individuals), or go left down the hall to the south exit or right down the hall to the north exit. From the second floor go down the stairs and out the south exterior door or take a right to go down the main stairs and go down the stairs and out the west, main entrance.
- **The Gallagher Room (Visitation South Building):** From the Gallagher room there are four exits. Exit through the northwest door and either go down the spiral stairs and exit the north exterior door or go across the skyway and then down the stairs and exit the northwest exterior door. You can also exit through the south door to the room and either go down the southeast stairs and exit the building on the lower level or sub-level, or take the hall (from the south door to the room) to the right, go through the choir room and then down the main stairs exiting the building through the main west doors. *Note: Unless carried, wheelchair-bound individuals will need to exit through the last exit route given. Depending on the emergency, the elevator may be used and is located by the main stairs.*
- **The Art Gallery (Visitation South Building):** Exit through the north exterior doors to the Art Gallery or enter the hallway, take a right, and exit the building through the west main entrance. Wheelchair-bound individuals can exit through the north exterior doors to the Art Gallery.
- **Fieldhouse:** From the Fieldhouse arena you can exit the building through the west exit (main doors, also wheelchair-bound individuals exit through this door), southeast exit (bottom of the south stairs on the lower level) and the northeast exit (located at the bottom of the northeast stairs on the sub-basement level). Another exit is on the north side of the building, sub-basement level, by the Equipment Room and Loras Men's Basketball Locker Room.
- **Graber Sports Complex:** From the Graber Arena, first floor, you can exit the building at the southeast exit, north hall, west, emergency exit, northwest emergency exit or the main door entrance, which is on the south side. From the second floor of Graber you can exit by using the southwest emergency exit (wheelchair-bound individuals can exit through this door from second floor), northwest emergency exit, or down the south stairs and out the main door.
- **San Jose Pool:** Exit the building through the west main entrance, northeast exit in the pool area, south hall (east or west) emergency exits and if need be go down the spiral staircase (located near the west door to the pool) and exit through the north maintenance door. From the lower level exit the north emergency exit doors. *Note: A hall connects both Graber and San Jose together. The north/northeast exits from Graber and the hallway east emergency exit lead into a small grassy area separating Graber Arena from San Jose Pool. This area has a fence which is secured so that no one from the street can get into the buildings; however, it is also a barrier for people trying to get out. For this reason, these exits will not be listed as emergency evacuation routes.*

Tornado Precautions

In the event of a tornado, Residence Life staff will inform students of the impending emergency. Students should go to the lowest part of the building away from any windows or the designated storm shelter area. Students are responsible for their own evacuation. If students fail to seek shelter, the College relinquishes all responsibility for them.

Student ID Cards and Access FOBS

Contact the Campus Safety Information Desk at 563.588.7100 or in person on the 4th Floor, Alumni Campus Center.

- Students are to carry their Loras College identification card on their person at all times and must show the card upon the request of any authorized person.
- Valid only for the term of enrollment and remains the property of Loras College.
- \$10 replacement charge — contact the Campus Safety Information Desk
- Student is wholly responsible for use.
- Students who misrepresent their identification, including the mutilating or falsifying of the ID card, or who lend this card to another will be subject to disciplinary action. (ID is issued without a birth date).

Please note: Students must provide at least two forms of identification, including one photo identification, to receive a student ID.

Access fobs:

- Valid only for the term of enrollment and remains the property of Loras College.
- \$15 replacement charge — contact the Campus Safety Information Desk in person.
- Student is wholly responsible for use.

Lost and Found

Lost articles may be claimed or turned in to the Campus Safety and Security Office, 530 Alumni Campus Center. NOTE: The College assumes no responsibility for loss or damage to student property in any of the College buildings or on the campus due to fire, theft or any other cause.

Traffic and Parking

Loras College is private property and assumes no liability or responsibility for any theft or damage to any vehicle parked in or on College property. **The College does not guarantee parking space by sale of a permit. Parking is always on an “as available” basis.** Using vehicles and parking at Loras is a privilege, not a right. All drivers should use proper care and caution while operating vehicles on campus.

The purpose of the Loras College traffic and parking regulations is to provide guidelines for safe and uncongested movement and parking of vehicular traffic on the Loras campus.

For the accomplishment of these purposes, the rules and regulations contained herein have been formulated and are in effect 24 hours per day/365 days per year.

These regulations will be enforced at all times, including the week of final exams, both semesters.

PERMIT REQUIREMENTS AND PARKING LOT ASSIGNMENTS

PARKING PERMITS

All persons who wish to park in any of the Loras College parking lots provided throughout campus must register their vehicle with the Campus Safety and Security Office, display a current parking sticker on their vehicle and abide by the rules and regulations that govern campus parking. Parking permits and regulations can be obtained from the Campus Safety and Security Office, Monday through Friday, 8:00 a.m.-3:00 p.m.

Student Parking Permits

- All full-time students - \$75.00 per year
- Part-time non-resident students (less than 12 credits) - \$32.50 per year
- Motorcycles - \$75.00 per year (A special permit must be obtained for motorcycles—this permit is given at no charge to those students who have previously paid the fee to register their car with the Office of Campus Safety and Security.)

Temporary Permits

Temporary parking permits are available at the Campus Safety and Security Office. The cost of these permits is \$5.00 per week. Temporary permits will not be issued for longer than two weeks in a row without approval from the Campus Safety and Security Director. Persons receiving temporary permits are responsible for all rules and regulations pertaining to traffic and parking on the Loras campus and will be held responsible for citations received.

Visitor Parking

All visitors to campus must park in designated visitor parking during the week (McClellan Family lot [also called Keane lot], Glen Conry lot [also called Cox Street lot] and the West 17th Street and San Jose/Graber Sports Center lots). They should obtain a temporary parking permit available from the Campus Safety and Security Office if visitors will be on campus for more than a day or if no parking is available in the visitor spaces. The \$5.00 fee for this permit may be waived at the discretion of the Campus Safety and Security Director. Students and employees may not park in any visitor stalls on campus.

Medical Permits

Medical permits must be issued by your state of residency. Law enforcement as well as Campus Safety and Security can issue citations for any handicap parking violation.

Open Parking

Loras College will allow "open parking" on weekends. Visitors to campus will not be ticketed for parking in student or employee parking as long as they have obtained a valid visitor parking permit from the Office of Campus Safety and Security. A weekend is defined as after 3:00 p.m. on Friday night through 11:59 p.m. Sunday night.

PERMIT FEES

All students are required to obtain a permit to park on campus at any time. Only one parking permit per student will be allowed. Vehicles must be registered with the Campus Safety and Security Office in order to obtain a permit. Students who reside in campus houses must also obtain a student permit to park in a private drive at these residences. There will be no differentiation in permit fees for motor vehicles, including motorcycles. Permit fees cover the academic school year and subsequent summer session.

Students

- All full-time students - \$75.00 per year
- Part-time non-resident students (less than 12 credits) - \$30.00 per year
- Motorcycles - \$75.00 per year (A special permit must be obtained for motorcycles—this permit is given at no charge to those students who have previously paid the fee to register their car with the Office of Campus Safety and Security.)
- Long term parking - \$37.50 per year

PARKING LOTS

All parking lots on campus are considered the private property of Loras College. A permit must be obtained to park in these lots at all times. All individuals on campus who wish to park in these lots should abide by the appropriate regulations that govern these facilities.

Upper Campus Lots

- **McClellan Family Lot**—(commonly called Keane lot) located across from Keane Hall at the intersection of Loras Boulevard and Alta Vista Street. This parking lot is available to students, faculty, staff and visitors. A valid permit is required at all times.
- **Hennessy Lot**—located north of Hennessy Hall with entrance from Alta Vista Street. This parking lot is reserved for faculty and staff only from 7:00 a.m.-3:00 p.m., Monday through Friday. A valid permit is required at all times.
- **Rohlman Lot**—located west and east of Rohlman Hall. This parking lot is available to students. A valid permit is required at all times.
- **Byrne Oaks Lot**—located north of Byrne Oaks with entrance from Kirkwood Street. This parking is available to students. A valid permit is required at all times.
- **San Jose/Graber Sports Center Lot**—located north of this sports complex with entrance from Cox Street. This parking lot is available to students, faculty, staff and visitors. A valid permit is required at all times.
- **West 17th Street Lot**—located at the corner of Cox Street and West 17th Street with entrance from 17th Street. This parking lot is available to students, faculty, staff and visitors. A valid permit is required at all times.
- **Alumni Campus Center Turnaround**—located between the Alumni Campus Center and the Academic Resource Center with entrance from Loras Boulevard.

This driveway and turnaround is a fire lane and should not be parked in for any reason without prior clearance from the Campus Safety and Security Director.

- **Glen Conry Lot**—(commonly called the Cox Street lot) located south of the Alumni Campus Center at the intersection of Loras Boulevard and Cox Street with entrance from Cox Street. This parking lot is reserved for faculty, staff and visitors only from 7:00 a.m.-3:00 p.m., Monday through Friday. A valid permit is required at all times.
- **Athletic and Wellness Center Lot**—located at the intersection of Cox. St. and W.17th St. with access off of W. 17th St. only. This lot is for use by Loras employees and visitors to campus between the hours of 7am and 3pm or by special permit. Students with a valid permit can utilize this lot after 3 pm until 7 am daily and on weekends.
- **Long Term Parking Lot**—(commonly called the lower Keane lot) located in the western most tier of the McClean Family lot. This lot is restricted to long term parking permitted vehicles only. A valid permit is required at all times.

Lower Campus Lots

- **Prairie Street Lot**—located on the corner of Loras Boulevard and Prairie Street, this parking lot is available to all students and Loras employees. A valid permit is required at all times.
- **Binz/Beckman Lot**—located in the front of Binz and Beckman halls, this parking lot is available to all students and Loras employees. A valid permit is required at all times.
- **Hoffmann Lot**—located in front of Hoffmann Hall, this parking lot is available to Loras employees only from 7:00 a.m. to 3:00 p.m., Monday through Friday. A valid permit is required at all times.
- **Henion Lot**—located on Henion Street off of Loras Boulevard, this parking lot is available to all students and Loras employees. A valid permit is required at all times.
- **Henion Street**—is owned by Loras College from Pickett Street north to the New Apartments. This street is considered a no parking area.
- **New Apartment Lot**—located in front of the New Apartments with an entrance from Henion Street, this parking lot is available to all students and Loras employees. A valid permit is required at all times.

The Visitation

- **Visitation Lot**—located behind the Visitation Complex on the corner of University Avenue and Alta Vista Street, with an entrance from Alta Vista Street, this parking lot is available to all students and Loras employees. A valid permit is required at all times.

Campus Houses

- Campus houses which offer off street parking are considered student parking for those residents assigned to reside in that house. Legitimate garages and/or driveways are to be used at all times. Parking in grassy areas or on sidewalks is considered a violation of fire zone regulations and is subject to the Loras traffic and parking regulations fine schedule. A valid permit is required at all times.

TRAFFIC AND PARKING REGULATIONS

GENERAL REGULATIONS

1. All members of the Loras College community who own or operate a motor vehicle on the Loras College campus, INCLUDING DRIVEWAYS OF COLLEGE HOUSES are required to register their vehicle at the Office of Campus Safety and Security within the first two days of classes or within 24 hours of bringing the vehicle on campus thereafter. Persons using Loras parking facilities MUST display the appropriate current permit, properly affixed, at all times.
2. The Office of Campus Safety and Security has the right to revoke motor vehicle registration for any member of the Loras community who is a consistent violator of the Traffic and Parking Regulations. Persons on disciplinary probation may be prohibited from having a campus permit.
3. Loras College shall retain the right to tow any vehicle consistently violating the Traffic and Parking Regulations of Loras College and/or City and State regulations. Towing charges must be paid by the violator.
4. The Loras College parking permit is to be displayed on the back of the vehicle's inside rearview mirror. The permit must be permanently attached to the back of the mirror. The permit should be displayed on the handlebars of motorcycles. Student permits expire at the end of summer school.
5. All fines are to be paid in the Business Office (Keane Hall). When paying fines, students must present citation or fine notice. Fines not paid within five working days of date of notice will be added to the student's tuition account.
6. The Campus Safety and Security Department has final jurisdiction for all traffic matters on the Loras campus. This office reserves the right to summon consistent violators of the Traffic and Parking Regulations for adjudication.
7. Registering another person's vehicle or allowing another person to register your motor vehicle under false pretense or when prohibited from having a campus parking permit is forbidden. Students must register their vehicles with the Campus Safety and Security Office. Those registering cars at Clarke College or the University of Dubuque are subject to fine for false registration and loss of campus parking privileges.
8. When registering their vehicles, students MUST present their College I.D. and the registration for the vehicle they are registering.
9. An unregistered vehicle found on the Loras College campus may be subject to tow.
10. Students must notify the Office of Campus Safety and Security or the Information Center by 7:30 a.m. if their cars do not start or if other mechanical problems are evident when parked in an employee lot. These cars must be moved within 24 hours or the vehicle will be towed at the owner's expense.
11. Due to space limitations, only one car or motorcycle per campus resident may be kept on the campus lots.
12. No motor vehicle may be left on campus during any of the holiday breaks unless previously approved by the Office of Campus Safety and Security. Owners will be fined and vehicles are subject to tow.
13. All students residing in non-traditional housing are required to register their vehicles if they choose to park in College-owned lots and abide by all parking regulations.

PARKING REGULATIONS

1. Faculty/Staff parking lots are identified with signs. These are reserved areas for employees from 7:00 a.m.-3:00 p.m., Monday through Friday. A valid permit is required.
2. All other parking lots have been identified as student parking. Student and employee permits are required to use these areas, including designated off-street parking associated with campus-owned houses.
3. Do NOT park in loading dock areas, with the exception of maintenance and service vehicles.

4. Do NOT park in fire lanes, interior roadways, loading zones, garage entrances, turnarounds, crosswalks, any temporarily barricaded areas or any other access points in and out of campus. THESE AREAS ARE CONSIDERED FIRE LANES AND ARE TOW ZONES!
5. Do NOT park on the grass, sidewalks or any other College grounds not designated as legitimate parking areas. All legitimate parking stalls will be clearly marked.
6. Do NOT take more than one parking space for your vehicle.
7. Do NOT park in disabled spaces without the appropriate State permit.
8. Do NOT park in reserved spaces.
9. Students
 - a. Students displaying the proper student permit may park at all times in the following areas:
 - i. McClean Family Lot (Keane Lot)
 - ii. Binz/Beckman Lot
 - iii. Byrne Oaks Lot
 - iv. Henion Lot
 - v. New Apartment Lot
 - vi. Rohlman Lot
 - vii. San Jose Pool Lot/Graber Sports Center Lot
 - viii. Visitation Lot
 - ix. West 17th Street Lot
10. The same parking rules pertain to motorcycles as to cars.
11. **EMERGENCY FLASHERS WILL NOT BE ACKNOWLEDGED AS A SIGNAL FOR SHORT TERM PARKING.** Warning citations will be given the first two days of each semester for vehicles parked without a permit. All other policies will be enforced (i.e., improper parking, fire lanes, handicap stalls, etc.)

TOWING POLICY

1. Any person will be subject to having his/her car towed WITHOUT NOTICE for:
 - a. Parking in fire lanes.
 - b. Parking in handicap parking spaces.
 - c. Effectively blocking another car.
 - d. Storing car on campus during any holiday break.
2. The towing policy will be as follows:
 - a. Loras Campus Safety and Security will ticket the vehicle.
 - b. A tow vehicle will be summoned, and the vehicle will be towed at the OWNER'S EXPENSE.
3. THE TOWING POLICY WILL BE STRICTLY ENFORCED.

RECKLESS DRIVING/SPEEDING

1. Reckless driving is driving with a wanton disregard of personal safety or property. Examples: driving on sidewalks or grassy areas; squealing of tires when a momentary loss of control of vehicle occurs.
2. The student to whom the vehicle is registered is responsible for any citations issued for careless and reckless driving or speeding even if he/she was not driving at the time the citation was issued.

FINES

1. **Student Fines:**
 - a. As stated in the Loras College *Student Handbook*, Fine and Damage Statement: "All fines and damage assessments are due within five working days after they are assessed. Students whose disciplinary, library, and/or traffic fines and/or damage accounts are delinquent are subject to current College policies."
 - b. If a student is assessed a \$5.00 fine for having no current permit, he/she will also be charged the appropriate registration fee.
 - c. **A charge of \$25.00 will be assessed for any license number that needs to be researched due to the owner's failure to register the vehicle with the Office of Campus Safety and Security.**
2. **Fine Schedule:**
 - a. Parking in a fire lane - \$25.00 and subject to tow.
 - b. Parking in a restricted area - \$20.00.
 - c. Parking in a faculty/staff lot - \$20.00.
 - d. Parking in a handicap space - \$100.00.
 - e. Improper parking - \$10.00.
 - f. Registering a vehicle for another student, having another student register your vehicle or falsely registering your vehicle as a student at Clarke College or the University of Dubuque - \$25.00 and loss of campus parking privileges.
 - g. Failure to obtain or improper display of current permit - \$5.00.
 - h. Storage of car on campus during any holiday break - \$50.00 (marked as "other" on the citation) and subject to tow.
 - i. All fines and registration fees must be paid in the Business Office; you must present your ticket(s) or fine statement when you make payment.

APPEALS PROCEDURE

1. All appeals of citations must be submitted to the Office of Campus Safety and Security within five working days of the citation. A form will be provided by the Campus Safety and Security Office for the appellant to fill out.
2. The Parking Appeals Board will review the written appeal and pass judgment on the information presented. If further information is required, the appellant may be asked to appear in person before judgment is made.
3. All judgments of appeals are final. The appellant will be notified in writing of the Board's decision in all cases.

GENERAL TRAFFIC AND PARKING INFORMATION

SPEED LIMIT

The speed limit on all interior streets and parking facilities of Loras College is 10 m.p.h.

HANDICAP PARKING

Handicapped students attending Loras College, displaying the proper state-issued handicap parking permit, may park their vehicles in the designated handicap parking spaces.

SPECIAL PARKING ARRANGEMENTS

It may be necessary for the Office of Campus Safety and Security to temporarily close parking areas or alter stated parking policies (ex. football game parking or graduation) with little or no notification. In this case Security personnel will control traffic to restricted areas.

BICYCLES

Bicycles are to be parked in furnished bike racks located about the campus. Bicycles secured to College property other than racks are subject to confiscation by Loras College Campus Safety and Security.

PEDESTRIANS

PEDESTRIANS HAVE THE RIGHT OF WAY AT ALL TIMES!

VISITORS/GUESTS

Students will be held responsible for any guests' or visitors' traffic or parking violations.

Student Development Mission

In partnership with the Loras community, the Student Development Division creates a living-learning environment, which promotes diversity, responsibility, integrity and development of the whole person.

Campus Safety

530 Alumni Campus Center, (563) 588-7114

The Campus Safety Office has the responsibility for the custody and protection of buildings, registration of student and faculty motor vehicles, student ID/access cards, traffic and parking control, fire prevention measures, detection and correction of hazards, key and lock control measures and the security control for all athletic, academic and social events on campus. For more information about services and disclosures offered by Loras College Campus Safety, please visit the Campus Safety section of the Loras College Student Handbook available online at www.loras.edu or at [inside.loras.edu/A-Z Index/Student Handbook](http://inside.loras.edu/A-Z/Index/Student%20Handbook).

Counseling Center

473 Alumni Campus Center, (563) 588-7085

The goal of the staff at the Counseling Center is to help students identify barriers interfering with success at Loras and develop strategies to overcome them. The focus is to help students use the skills they already have as well as develop new approaches to situations. The Counseling Center staff is made up of professional counselors who can provide individual and group counseling, workshops, classes, and testing to address issues such as:

- Depression and anxiety
- Adjustment to college and adult life
- Relationship difficulties
- Test-taking or other study problems
- Vocational concerns

The Counseling Center is able to provide testing services for students who struggling with some classes. Students can be assessed to identify learning disability or attention disorders, or can be assisted to identify better study techniques. When appropriate, students may then qualify for services from the Learning Disability Program.

Counseling Center staff members are obligated to strictly follow state laws concerning confidentiality. Unless the student or someone else is in imminent physical danger, or the information concerns a minor who is being abused, no information concerning a client of the Counseling Center can be shared with anyone without the client's consent.

The Counseling Center provides information about emotional problems and screening tools to assist students to identify when they need help. In addition the Center has available self-paced, on-line workshops to assist students with relationship problems, stress and other difficulties. More information as well as on-line assistance can be accessed on the Counseling Center website within Inside Loras.

ABSENCE DUE TO PSYCHOLOGICAL ISSUES

When a student is absent from class or the College due to psychological issues that seriously interfere with academic performance, such as depression, anxiety or another problem, it is the responsibility of the student to seek assistance from the Counseling Center or other qualified professional and communicate with his/her professor concerning the absence. Students must follow the requirements of the professor regarding the course work missed. If requested by the student, contact with faculty may be made by the Counseling Center Director; the student must give permission to speak to a professor before the Counseling Center staff can do so. To arrange this notification the student must be in treatment with the Counseling Center or other mental health or health professional who can verify the need to be absent, and a release must be provided to allow notification. If the absence is extensive the student should consider withdrawal from the class or classes. If the last withdrawal date is past, students should talk to the Counseling Center Director to discuss administrative withdrawal.

ADMINISTRATIVE WITHDRAWAL DUE TO PSYCHOLOGICAL ISSUES

When a student is unable to complete a semester due to significant psychological disability an administrative withdrawal may be considered. The student must be evaluated by an appropriate professional – a psychiatrist or psychologist – to document the serious condition and specifically verify its impact on academic functioning. This evaluation can be conducted at the Counseling Center or through an outside professional. If someone outside the College is used, the student must sign a release to allow contact between the evaluator and the Director of the Counseling Center. On the basis of the evaluation the Counseling Center Director makes a recommendation to the Dean of Students, who makes a final decision concerning the withdrawal.

Campus Dining Services

Alumni Campus Center, (563) 588-7295

Loras Campus Dining works with the College to provide a pleasant atmosphere and dining experience. The Café, Pub and Duhawk Market serve as important gathering places for members of the Loras community to come together to enjoy meals and conversation. In addition, the P.O.D. , located in Hoffman Hall is also available to students on the lower campus.

MEAL PLAN REQUIREMENTS AND OPTIONS

Meal plans purchased for the first semester of the academic year are automatically renewed for the second semester and the student will be billed for the same. Students desiring change, discontinuance or exemption at the end of the semester should consult the policy as stated above. Students who fail to notify the Residence Life Office of their desire to discontinue for the second semester may be assessed a processing penalty and/or may have to pay a meal plan charge through the effective date of their discontinuance. Off campus students will be required to renew their meal plan each semester.

A student with a special dietary need should have his physician submit the prescribed diet to the Health Center and/or Loras Campus Dining. If possible the food service will prepare the diet in accord with the physician's instructions. A student who needs a boxed lunch, because of an unavoidable absence or scheduling conflict, should contact Loras Campus Dining.

There are currently three meal plans available to Loras College students. Meals are not transferable from one student to another. Any unused meals at the end of each semester are not transferable and are nonrefundable. All students residing in a traditional residence hall must be on a meal plan. The meal contract entitles students to meals only when classes are in session. Meal plans cannot be changed after the first week of classes each semester without exceptional circumstances.

All plans include dollar amounts available for use in the Café, Pub, the Duhawk Market, Concessions or the Hoffmann POD. Additional dollar amounts (minimum of \$25) may be added throughout the semester; however, such amounts are not transferable from one student to another or one semester to another. Purchases of \$100 or more receive a 5% bonus from Loras Campus Dining.

All students residing in traditional housing are required to have a traditional meal plan. All students residing in Byrne Oaks, Smyth, McCarthy-Lynch Apartments, Visitation apartments or College-owned houses may choose to have a meal plan but they are not required to do so. Students requiring a change to their meal plan must submit to the Health Center an Application to Change Required Meal Plan form that has been completed, signed and stamped by their physician. Approval is granted for extreme medical reasons only.

TRADITIONAL MEAL PLANS

All students living in a traditional residence hall (Beckman, Binz, Rohlman, and Visitation) must have the traditional meal plan. The traditional meal contract entitles students to meals when classes are in session. Meal Plans cannot be used during academic breaks (i.e., spring break, winter break, etc.). The plans are not transferable from one student to another, and any meals not eaten at the end of the semester are not transferable and are nonrefundable. Meal plans cannot be changed after September 3rd in the fall semester and February 4th in the spring semester. Meals are available on campus during the times that January Term classes are in session. Students on a meal plan for spring semester carry the same meal plan during January Term at no additional cost. For students using a meal plan during January term, the last day to change plans for spring semester is January 7th.

200 Block Plan

This plan allows for 200 meals served per semester to be eaten in the Cafe. This plan also features \$200 in Duhawk Dollars per semester to be used in the Cafe, The Pub, the Duhawk Market, Concessions or Hoffmann POD. Purchases of \$100 or more in additional Duhawk Dollars receive a 5% bonus from Campus Dining. This plan also features 3 guest passes per semester to dine in the Cafe. Any remaining money or meals not eaten are not transferable from one semester to the next, and is nonrefundable.

ALTERNATIVE MEAL PLAN

All students living in alternative housing (Byrne Oaks, McCarthy-Lynch Apartments, Smyth Hall, Visitation Apartments or College-owned houses) and all commuter students are NOT required to be on a meal plan. However, they may choose to be on a traditional or alternative meal plan. The Duhawk Plan or 145 Meal plan ARE NOT available to students living in traditional residence halls. The Duhawk meal or 145 Meal Plan contract entitles students to meals only when classes are in session. Meal Plans cannot be used during academic breaks (i.e., spring break, winter break, etc.). The plan is not transferable from one student to another. The Duhawk meal plan will automatically be reassigned for the spring semester unless the Residence Life Office is notified in writing that you do not want to renew it. Meal plans cannot be changed after September 3 in the fall semester and February 4 in the spring semester. Meals are available on campus during the times that January Term classes are in session. Students on a meal plan for spring semester carry the same meal plan during January Term at no additional cost. For students using a meal plan during January term, the last day to change plans for spring semester is January 7.

145 Block Plan

This plan allows for 145 meals served per semester to be eaten in the Cafe. This plan also features \$200 in Duhawk Dollars per semester to be used in the Cafe, The Pub, the Duhawk Market, Concessions or Hoffmann POD. Purchases of \$100 or more in additional Duhawk Dollars receive a 5% bonus from Campus Dining. This plan also features 3 guest passes per semester to dine in the Cafe. Any remaining money or meals not eaten are not transferable from one semester to the next, and is nonrefundable.

Duhawk Plan

This plan features \$525 per semester to be used in the Cafe, The Pub, the Duhawk Market, Concessions or Hoffmann POD. While balances are transferable from fall to spring semester if you renew your plan second semester, any remaining balance at the end of spring semester is nonrefundable. Additional Duhawk Dollars can be purchased throughout the semester (minimum of \$25); however, dollars are not transferable from one student to another. Purchases of \$100 or more in additional Duhawk Dollars receive a 5% bonus from Campus Dining.

SERVICE HOURS

CAFÉ

Monday-Friday

Breakfast: 7:15-9:30 a.m.
Lunch: 11:00 a.m.-1:15 p.m.

The Light Side:	1:15-4:00 p.m.
Dinner:	
Monday-Thursday	4:30-7:00 p.m.
Friday	4:30-6:00 p.m.
Saturday	
Brunch:	11:00 a.m.-1:00 p.m.
Sunday	
Brunch:	11:00 a.m.-1:00 p.m.
Dinner:	4:30-6:00 p.m.

THE PUB

Monday-Thursday	10:30 a.m.-10:00 p.m.
Friday	10:30 a.m.-8:00 p.m.
Saturday	11:00 a.m.-7:00 p.m.
Sunday	2:00-10:00 p.m.

DUHAWK MARKET

Monday-Thursday	7:30 a.m.-9:00 p.m.
Friday	7:30 a.m.-7:00 p.m.
Saturday	10:00 a.m.-3:00 p.m.
Sunday	5:00-9:00 p.m.

POD

Monday – Thursday	8:00am – 9:00pm
Friday	8:00am – 2:00pm
Saturday	Closed
Sunday	5:00pm – 9:00pm

ID CARDS

Identification of students on a meal plan is necessary in order to prevent unauthorized persons from entering the dining area. All students are required to show their identification card to the cashier in any given service area before proceeding through the service line to ensure their valid participation in a meal plan.

BEHAVIORAL EXPECTATIONS IN DINING AREAS

In order to provide a pleasant dining experience for all, it is an expectation that students act respectfully toward others in the dining areas. Students are to refrain from: throwing or wasting food, using dishes as spittoons and removing food, china, glasses and tableware from the dining areas. Students engaged in these activities will be subject to disciplinary action.

Overt misconduct, forgery, theft may constitute grounds for removal from the dining service contract without a refund. Out of respect for others, students are required to dress in accord with standards of good taste. Shirts and shoes must always be worn in the dining areas.

Dining service personnel and the Residence Life staff reserve the right to deny admission to a student into the dining areas and the right to remove a student from the dining areas.

Students are responsible for placing dirty plates, glasses, and silverware on the tray returns before departing from the Dining Room.

SICK TRAYS

Students should contact the Health Center for the specific instructions for obtaining food when ill or injured. If the Health Center is closed, the ill or injured student can contact their Area Coordinator to request a food tray.

Health Center

474 Alumni Campus Center, (563) 588-7142; Fax (563) 588-7659

Monday-Friday 8:00 a.m.-12:00 noon and 1:00-4:00 p.m.

SERVICES

The Loras College Health Center is staffed by two professional registered nurses. We provide a range of health services to the campus community including ambulatory care for most general medical problems, health education, wellness promotion, self-care opportunities, and the loaning of equipment. We work closely with many other campus and community services. If we assess a need for an evaluation to a physician or other health care provider, we will discuss this with the client and assist with an appropriate referral and appointment.

ELEVATOR KEYS

Elevator keys are issued through the Health Center after receiving written documentation from a physician that details the student's need for access to an elevator due to injury or illness.

AIR CONDITIONER

Students requiring an air conditioner must submit an Air Conditioner Request form that has been completed, signed and stamped by their physician to the Health Center. This documentation must be submitted each academic year. Approval of an air conditioner in the past does not guarantee the continued use of an air conditioner.

Due to safety restrictions and electrical load limitations, a limited amount of air conditioners will be approved based on physician documentation of medical necessity. Students who are approved for an air conditioner are encouraged to live on the first or second floor of the residence halls. Some of the first floor windows in the north building of the Visitation Complex do not accommodate air conditioners.

The student will provide their own air conditioner that is not to exceed 5200 BTU's. The student must contact their Area Coordinator before installing the air conditioner. The student may install their own air conditioner. The maintenance department needs to inspect the air conditioner before the student turns it on. The student should have their Area Coordinator contact the maintenance department to schedule an air conditioner inspection appointment.

If requested, the maintenance department will install the air conditioner for the student. The student should have their Area Coordinator contact the maintenance department to schedule an air conditioner installation appointment. If the installation is simple, the air conditioner is set in the window and the accordion sides are expanded, there is no charge. If the air conditioner needs to be mounted on plywood to help the unit stay in the window, there will be a materials charge based on the materials used. The maintenance department is not allowed to make modifications to windows to accommodate air conditioners.

The air conditioners must be removed by October 30th unless the allergist or specialist authorizes a request for an extension.

Students must submit the completed air conditioner request form by July 31 to the Health Center. The Loras College Health Center will contact the student via email if their request has been approved or denied.

HEALTH INSURANCE

Health insurance is important. Loras does not currently endorse a specific health insurance plan. Check the Health Center website for insurance tips. Students should be knowledgeable of their health insurance information and the providers the insurance covers in Dubuque. Students should bring a copy of their current health coverage to the Health Center where the information will be kept on file. In addition, we encourage students to always carry a copy of their insurance card. If a student becomes ill or injured when the Health Center is closed, they should contact the Area Coordinator or Resident Advisor for assistance.

All international students are required to have current medical insurance. Proof of this insurance must be on file in the Loras College Health Center within the first 2 weeks of each semester. If the student does not have proof of health insurance through their parents or home country, the student is required to purchase health insurance from Loras College. The Health Center will assist students who do not have insurance with the process of obtaining coverage.

REQUIRED IMMUNIZATION RECORDS

1. Loras College follows the American College Health Association immunization guidelines.
2. All students, first year, transfer, international, and continuing education/graduate students registered for more than 7 credit hours and born after January 1, 1957 must provide proof of immunity to MMR (Rubeola, Mumps and Rubella). These students must provide an official signed and stamped record showing proof of receiving 2 MMR immunizations on or after their first birthday and at least 30 days apart **OR** laboratory evidence of immunity (Rubeola and Rubella titers and Mumps IgG immune status).
3. The MMR documentation must be on file at the Health Center prior to the beginning of classes. The Health Center will assist students needing immunizations or laboratory work. Students will be required to pay for the immunizations or laboratory work. Students needing both MMR immunizations must wait 30 days between shots.
4. Students who have not complied with the requirements will be notified that their registration for the next semester will be held until the requirements are met.
5. Additional Requirements for International Students:
 - A. All international students must report to the Loras College Health Center within 2 weeks of arriving to campus to evaluate their current TB immunization status. All students, who previously tested positive for active TB in the past, must provide documentation of this test and treatment. QuantiFERON-TB Gold is the only accepted TB test and must be completed in the United States within the past year. All students who cannot provide proof of the above must have a QuantiFERON-TB Gold drawn at a time scheduled by the Health Center. The test fee must be paid by the student when the test is drawn.
 - B. All documentation must be in English. All students who do not comply with the above requirements will not be allowed to register for the next semester classes.
6. Although not required, we **highly recommend** that students be immunized for meningitis. Talk to your physician about the benefits of receiving the vaccination. Information on the disease is available at our web site: <http://depts.loras.edu/StudentDevelopment/health/meningitis.html>.

TRANSPORTATION TO CLASS OR TO HEALTHCARE FACILITIES

Loras College does not provide transportation to class or to healthcare facilities for medical appointments, therapy, pharmacy, etc... Information including bus schedules, taxi cabs, and maps are available by the ACC mailroom.

MISSED CLASS POLICY

When a student is absent from class due to illness, injury or hospitalization, it is the responsibility of the student to communicate with their professor and to follow the requirements of the professor regarding the course work missed. Penalties for absenteeism depend upon the policy and discretion of the professor, as outlined in the course syllabus.

Written documentation from a physician excusing a student from class due to illness, injury or hospitalization is required if a student misses three or more consecutive days. This documentation can be brought or faxed to the Health Center (Fax 563-588-7659). The Health Center will relay this information via email to the Associate Vice President Student Development/Dean of Students who will in turn notify the professors via email. The Health Center will only send an email notification when the student is excused from classes for three or more consecutive days.

Professors wishing to verify other cases of student absence due to illness, injury or hospitalization may call the Health Center at 7142. Dates on which the student received care can be verified if permission has been granted by the student; other health information is confidential.

In some cases such as mono, a physician may give a student a class excuse with the instruction to attend classes as tolerated. The student is required to contact the Health Center either by stopping in, phone call or email on the days that they are not able to attend class with a condition report.

ADMINISTRATIVE WITHDRAWAL DUE TO MEDICAL ISSUES

When a student is unable to complete a semester due to significant medical issues an administrative withdrawal may be considered. The student must be evaluated by an appropriate medical professional to document the serious condition and specifically verify its impact on academic functioning. This evaluation can be conducted at the Health Center or through an outside professional. If someone outside the College is used, the student must sign a release to allow contact between the evaluator and the Director of the Health Center. On the basis of the evaluation the Director of the Health Center makes a recommendation to the Dean of Students, who makes a final decision concerning the withdrawal. The student will receive a grade of W in all courses.

CONFIDENTIALITY

All patient records maintained by the Health Center are private. Only authorized Health Center personnel may release patient records, and then only with written authorization from the patient. Parents of patients eighteen years and older, parents or spouses of emancipated minors, and other next of kin will not have access to the medical record without the written consent of the patient.

Intercultural Programs Office

570 Alumni Campus Center, (563) 588-7664

The Office of Intercultural Programs is a center of multicultural understanding that weaves the Loras College commitment to diversity into the educational, spiritual, academic, cultural and social fabric of the campus. The Office fulfills this mission by providing leadership in education that celebrates individual differences of people within the Loras and Dubuque community by providing support for the tapestry of ideas and experience to which each person contributes to its overall environment. In facilitation of such endeavors, the Office especially encourages students of diverse and international backgrounds to participate in its support effort focused on mentoring and leadership development to strengthen their overall educational experience.

Dean of Students (Title IX Coordinator)

540 Alumni Campus Center, (563) 588-7137

The Dean of Students serves as the senior student development officer and is responsible for the delivery of student services and as the Title IX Coordinator. The office administers student life and residence life policies and procedures and serves as student advocate to the faculty, administration and other College constituencies. In addition, the Dean of Students advises students, parents, faculty and others concerning campus life issues and the character of students' out-of-class activities.

In the role of Title IX coordinator, the Dean of Students will coordinate all matters related to sexual discrimination at the College and will coordinate the efforts of the college to comply with Title IX law. As the Title IX Coordinator, the Dean of Students is responsible for:

- Ensuring both the individual filing the complaint and the individual accused of discrimination, harassment, or retaliation are aware of the seriousness of the complaint
- Explaining Loras College's sex discrimination policy and procedures
- Exploring various means of resolving the complaint
- Making referrals to the counseling center and other referral services if appropriate
- Discuss with the complainant the option of notifying police if criminal activity was involved
- Conducting/Arranging an investigation of the prohibited conduct
- Preparing or overseeing any reports, recommendations, or remedial actions that are needed or warranted to resolve any prohibited conduct
- Assess each complaint individually

Event Coordination

543 Alumni Campus Center, (563) 588-7212

The Event Coordination Office is responsible for coordinating all activities, meeting and events for Loras College. The office is in charge of the internal scheduling software, *Express Request*, found on the "Inside Loras: A-Z Search" under "F" for "Facility Reservation Form". All faculty, staff and students that are looking to use Loras College facilities to host a Loras College function are required to request use of the space via the *Express Request* system.

Postings, banners, flyers, table tents, easels, bulletin boards, sidewalk chalk and all other on-campus marketing must be approved by the Event Coordinator.

In addition, the Event Coordination Office is responsible for the coordination and planning of all non-Loras related, or external, functions. If you wish to host an activity, meeting or event on campus that is external to Loras, please contact the Event Coordinator at 563-588-7212.

GUEST SPEAKERS

A goal of the faculty, students, administration, staff, and Board of Regents is for Loras College to be a superior educational center for the preservation, transmission, and discovery of knowledge. The wide variety of co-curricular activities at Loras College represents one way this goal is achieved. Therefore, these activities are an integral part of the total educational mission of the college.

Recommended procedures for Invitation of Speakers to Campus

Requests for speakers are made to the Dean of Students or his/her designee by officers of sponsoring organizations, or in the case of the student organizations, by officers and the faculty advisor.

All publicity is to be coordinated by the sponsoring group with the Office of Institutional Marketing. The sponsoring organization in conjunction with the Office of Institutional Marketing is responsible for making known to the academic and larger communities that sponsorship of the guest speaker does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the College administration or faculty.

TIME, PLACE, AND MANNER CONSIDERATIONS

Protests of any description must be registered with the Dean of Students. Time, place, and manner restrictions are the prerogative of the College. Limitations include: disruption of regular classes, avoiding the scheduling of two events at the same time in the same facility, and the protection of the public order and to assure compliance with local, state, and federal laws. Any limitations must be both reasonable and content-neutral, the latter term meaning that they shall be applied without regard to the content of the expression or the purpose of the assembly. Limitations may include requiring a) scheduling and planning with the appropriate authorized designee, b) restricting or prohibiting the use of certain areas, c) limiting certain forms of expression in specific areas, and d) reimbursing the College any cost associated with the use of the facility, area, or medium. Note: Given the wide diversity of expression that occurs at higher education institutions, the use of any College facility, area or medium for any expression shall not constitute or suggest endorsement of the content of the expression, or any proponent of the expression, or any proponent thereof, by the Board of Regents, the College, its admissions staff, faculty, student body, or any individual member of these constituencies. Presenters of expression shall assume full responsibility for any violation of law they commit while in/on College property.

Procedural Standards for Scheduling College Areas or Facilities for Co-Curricular Expression

Definition of Co-Curricular Expression: All activities outside the college's instruction, research, extension, and related academic functions.

Unprotected Speech

The following are currently recognized by the United States Supreme Court as categories of speech or expression which are unprotected and can be barred or limited.

- Clear and present danger: Preparing a group for imminent lawless action, and steeling it to such action, as opposed to the abstract teaching of the moral propriety or even moral necessity for a resort to force and violence; AND there must not only be advocacy to action, but also a reasonable apprehension of imminent danger to the essential functions and purposes of the College. Such imminent lawless action shall include the following:
 - o The violent overthrow of the government of the United States, the state of Iowa, or any political subdivision thereof;
 - o The willful damage or destruction or seizure and subversion of the institution's buildings or properties;
 - o The forcible disruption of, or interference with, the institution's regularly scheduled classes or other educational functions;
 - o The physical harm, coercion, intimidation, or other invasion of lawful rights of the Board of Regents, institutional officials, faculty members, staff members, or students, or other campus disorder of violent nature.
- Fighting words: Words which by their very utterance inflict injury or are likely to incite an immediate breach of the peace. Personally abusive words that, when spoken to ordinary persons, are inherently likely to incite immediate physical retaliation.
- Obscenity: A description or depiction of sexual conduct that taken as a whole, by the average person, applying contemporary community standards (the community shall be comprised of faculty, staff, and students of Loras College):
 - o Appeals to the prurient interest;
 - o Portrays sex in a clearly offensive way; and
 - o Using a reasonable person's standard rather than the contemporary community standard does not have serious literary, artistic, political, or scientific value

Residence Life Office

540 Alumni Campus Center, (563) 588-7137

Residence Life provides learning opportunities in a residential setting that values community connections and contributions and responsible, respectful relationships. Services offered include:

- Residence Life
- Housing assignments
- Off-campus housing assistance
- Judicial Affairs
- Meal Plans

Student Life Office

560 Alumni Campus Center, (563) 588-7206

The Student Life office provides students opportunities that foster knowledge and personal development to assume leadership on campus, in society and in the global workforce. The following services and involvement opportunities are offered:

- Student Activities
- College Activities Board
- Leadership Development Programs
- Clubs and Organizations
- First Year Experience
- Parent and Family Services
- Greek Life

Student Development Division

Academic Affairs

123 Keane Hall, (563) 588-7107

A description of academic programs and policies is contained in the Loras College Undergraduate Bulletin. Further information may be obtained from the offices of the Provost and Academic Dean, 123 Keane Hall or the Registrar, 135 Keane Hall.

Information concerning procedures and policies for students having academic grievances may be obtained in the Office of the Provost and Academic Dean.

Accounting Lab

511 or 512 Hoffmann Hall, (563) 588-7695

Sunday, Tuesday, Thursday, 7:00-9:00 p.m.

The Accounting Lab is designed to assist students enrolled in Principles of Accounting I and II. Peer assistance is available from junior and senior accounting majors.

Center for Experiential Learning

590 Alumni Campus Center, (563) 588-7922

The Center for Experiential Learning dramatically expands the dimensions of a Loras education by working with students to integrate their knowledge, experience, skills and capacities. Through structured learning experiences in other countries, cities, communities and working environments, students are encouraged to design and pursue their learning objectives outside the traditional classroom. The CEL works with students to help coordinate opportunities in the following areas: academic internships; education abroad; service learning; study away; and career exploration and planning.

Headwaters Academic Success Center

LYNCH OFFICE OF DISABILITY SERVICES

120 Academic Resource Center, (563) 588-7134

Monday-Friday, 8:00 a.m.-4:30 p.m.

The Lynch Office of Disability Services (LODS) provides services for students with diagnosed disabilities who request services. Two levels of assistance are available: the Enhanced Program and Accommodation Services. Students selected for the Enhanced Program attend a two-credit class both semesters of their first year. In addition, all students (first-year and upper-class) attend a weekly individual session with LODS personnel, receive tutoring as needed, and the Accommodation Services that their documentation supports which may include textbooks in alternative formats, assistive technology, extended time testing/testing in a distraction-reduced environment and note-taking services. An additional fee is charged for this program. Accommodation Services (note-takers, extended time tests/testing in a distraction-reduced environment, textbooks in alternative formats, assistive technology) are available to students with disabilities if they submit current documentation supporting the need for accommodations. No fee is charged for Accommodation Services.

WRITING CENTER

131 Academic Resource Center, (563) 588-7349

The consultants in the Writing Lab assist students, faculty and staff in becoming more independent writers by focusing on the process of writing. Instruction is available in understanding an assignment, identifying possible topics, composing a thesis statement, generating supporting material, revising an initial draft and editing a final draft.

The Writing Center also assists students and staff with career documents like résumés and cover letters. We can help create these documents, give advice on content and proofread for final copy.

The Writing Center assists students who are applying to grad school by providing feedback on application letters, personal statements and essays. We can help prepare for GREs, MCATs, LSATs and other graduate school entrance requirements.

You can find us on the first floor of the library. Go down the red stairway, go straight past the classroom and the elevators and look for the hidden doorway on your right, beneath the Headwaters banner. Our normal hours of operation are Monday-Thursday from 10:00 a.m. to 9:00 p.m. and Fridays from 10:00 a.m. to 2:00 p.m. Drop in then or set up an appointment by calling 7349.

The Writing Center serves all members of the Loras community. Every writer needs feedback on written projects. We can provide that careful critique of your work that makes every writer a better writer.

Tutoring

Loras provides many opportunities for assistance with classes. Several departments have tutoring programs and DES, Loras' scholastic honor society, offers tutoring in many areas. Please check with the department chair or the professor from the class for more information regarding content-specific tutors.

Campus Services

A wide range of services are provided to Loras students and other members of the community. Most offices are open 8:00 a.m.-4:30 p.m., Monday-Friday. Some offices also post evening or extended hours.

Academic Resource Center

The Academic Resource Center opened in fall 2002 and is the home of the Loras College Library. In addition, the Academic Resource Center houses the Center for Dubuque History, Headwaters Academic Success Center, Loras College Barnes and Noble Bookstore and numerous group-study areas along with three technology classrooms. The building is wired for network and Internet connectivity. Offering beautiful views of the city, this multimillion-dollar structure serves as the intellectual heart of the College.

Alumni Campus Center

The Alumni Campus Center includes: dining services; a snack bar; large social areas; a ballroom; meeting rooms; Post Office; Campus Safety and Security; Health Center; Campus Ministry; Center for Experiential Learning; Intercultural Programs; Student Life; Residence Life; Counseling Center; College Activities Board (CAB); Student Government; and Student Organizations.

Bookstore

Second Level, Academic Resource Center, (563) 588-7130

For the convenience of its students, faculty and staff, Loras College maintains a bookstore where books, paper, sundries and other items may be purchased. MasterCard, Visa, Discover and American Express credit cards are accepted. Normal hours of operation are:

Monday-Thursday	7:45 a.m.-5:00 p.m.
Friday	7:45 a.m.-4:00 p.m.
Saturday (while classes are in session)	10:30 a.m.-1:30 p.m.
Summer Hours: Monday-Friday	8:30 a.m.-3:30 p.m.

Business Office

150 Keane Hall, (563) 588-7335

Monday-Friday 9:00 a.m.-3:00 p.m.

Personal checks may be cashed in the Business Office; a valid Loras ID card is required. Check cashing is limited to \$50 per day. Any returned check or ACH transaction will result in a \$25 Returned Item Fee. After two returned checks are received by the College, those students will no longer be allowed to cash checks. An ATM machine is available 24 hours daily and is located near the Information Desk of the Alumni Campus Center.

Students employed on campus must complete a W-4 (Employee's Withholding Allowance Certificate) form and an I-9 (Employment Eligibility Verification) form in the Human Resource Department in the Business Office before a paycheck will be issued. The I-9 Form requires a student to provide two forms of identification, such as an original social security card and a valid driver's license. When school is in session, students are allowed to work a total of 15 hours per week (Monday through Sunday), regardless of the number of positions employed. When school is not in session, students are allowed to work a total of 40 hours per week (Monday through Sunday), regardless of the number of positions employed. For example, a student who works during the summer on campus can work 20 hours as a custodian and 20 hours in admissions for a total of 40 hours in a week. Students are paid monthly during the academic year and bi-weekly during the summer. Any other payroll questions can be directed towards Rose Bakey in the Business Office. A Loras ID is required in order to receive a paycheck. Student payroll checks may be cashed at the Business Office if the check amount is \$100 or less. Payroll checks in excess of \$100 may be cashed at the Business Office if the student takes \$100 or less in cash and has the remainder applied to his/her student account. American Trust and Savings Bank will cash Loras College checks for students, if they show a driver's license for identification.

Campus Ministry

460 Alumni Campus Center, (563) 588-7650

The Center for Campus Ministry is committed to helping all students to grow holistically—with a greater understanding of their own spirituality and faith, a sense of the human community, and a responsibility to offer their gifts and talents to Christian service. Campus Ministry invites all students to be involved in:

- Worship, liturgical planning and ministries—musicians, lectors, Eucharistic and hospitality ministers, etc.
- Retreat programs—Antioch, Journey, Welcome Retreat, Busy Persons, Men's and Women's
- Peace and Justice activities—raising awareness of the Church's commitment to social justice
 - Peace with Justice Week
 - Global Awareness Week
 - Collaboration with Intercultural Programs Office and Committee on Women's Issues
 - Fr. Ray Herman Peace and Justice Community

- Service Trips—Appalachia; Washington, D.C.; Davenport, Iowa; Selma, Alabama; Chicago's Pilsen Neighborhood; Camden, New Jersey; Haiti; Honduras
- Local volunteer service
- Interfaith and ecumenical programming and connections to local area churches
- Small group faith-sharing
- Discovery—retreat team outreach to area parishes, youth groups and Confirmation programs
- RCIA—Confirmation preparation
- Social activities and programs of the Koinonia House or "K-House" and Ray Herman Peace and Justice House

Financial Planning and Student Employment

100 Keane Hall, (563) 588-7136

Students are encouraged to visit with the Financial Planning officers whenever they have a financial problem or desire information about available aid. Loras has many types of financial aid for students, including scholarships, loans and campus employment.

The Office of Financial Planning recognizes that all students are entitled to receive professional and courteous service when making application for financial assistance. The staff also recognizes that each student has certain rights which are inherent to the financial aid application process. They want each student to understand that there are certain responsibilities which are a part of the application process as well. The following information describes the rights and responsibilities of students as they relate to the College financial assistance programs and the Office of Financial Planning.

STUDENT RIGHTS

ACCESS TO CONSUMER INFORMATION

All students have the right to know what financial assistance programs are offered by Loras College and the criteria used to determine eligibility. In addition, students have the right to the following information upon request:

- What federal programs are available to the student at the institution.
- What aid programs are available through the institution itself and through private agencies.
- How the institution distributes aid among students.
- The rights and responsibilities of the student receiving financial aid at the institution.
- How and when financial aid will be disbursed.
- The terms and conditions of any employment that is part of the financial aid award.
- The terms and schedules of repayment of student loans.
- The criteria the institution uses in determining whether or not a student who has failed to meet satisfactory academic progress may reestablish eligibility for federal aid.
- The names of associations, agencies or governmental bodies that accredit, approve or license the institution and its programs.
- The cost of attending the institution, including tuition and fees, books and supplies, estimates of typical room and board costs or typical commuting costs, and any additional costs associated with the program in which the student is enrolled or has expressed an interest.
- The institution's policy regarding funds and on distributing financial aid information.

ACCESS TO THE FINANCIAL AID FILE

The Office of Financial Planning keeps all financial records collected in support of a student's application on file. This information is considered by the office since the documents can include copies of federal income tax returns of the student and/or parents. Students have the right to review documentation in their files with the following exceptions:

- Students who are by federal definition dependent are not permitted to review or request photocopies of their parent's financial records, i.e., federal income tax returns, Social Security statements, et. al., without the written consent of their parent(s).
- Students who are independent by federal definition are assured of not having their financial records, i.e., federal income tax returns, Social Security statements, et. al. released to their parent(s) without their written consent. It should also be noted that each student has the right to request, in writing, that financial information be released to governmental agencies, scholarship programs, etc. In addition, the student aid applicant must realize that the Office of Financial Planning can and in many cases must release directly, upon request, financial information that is held in common by other agencies. For example, if a student applies for financial assistance through Loras College and a state grant agency, it is legal for the agency and the office to share and compare application data without the prior consent of the student or the parents where applicable.

ACCESS TO A PROFESSIONAL COUNSELOR

The Office of Financial Planning recognizes that the application for financial assistance is highly complex and paper intensive. Therefore, the office believes that it is the right of every applicant to be able to speak with a professional counselor on an appointment basis, or by telephone. It is not, however, the right of any student to be seen "upon demand" by any professional staff member.

UNDERSTANDING THE APPEAL PROCESS

As noted under Part One (1) (Consumer Information) students have the right to know what constitutes satisfactory academic progress and the mechanism by which eligibility can be restored if students fail to make progress at any point in time. If a student does not meet the conditions of the progress policy and is in fact determined to be ineligible in a given term, the student has the right to a written appeal. The appeal must be submitted by the student within 30 days of the date of the notice of academic suspension. The appeal is reviewed by the staff, and a final decision is made. Within ten (10) days the student is notified in writing of the decision concerning the appeal and his/her financial aid status.

STUDENT RESPONSIBILITIES

It is the responsibility of all student aid applicants to be responsive to requests that are made by the Office of Financial Planning. It must be understood that the Office of Financial Planning is dedicated to providing quality services to those students who take an active role in their own financial matters and who are willing to comply with all rules and regulations relative to the various assistance programs. Some of the responsibilities that a student must assume to assure an efficient and timely reply to a request of financial assistance or information are:

COMPLIANCE WITH REQUEST FOR INFORMATION

It is the responsibility of each student aid applicant to respond in a timely manner to all information requests that are made by the Office of Financial Planning. Requests can include, but are not limited to, applicable federal income tax returns, document of self support (independent applicants) and household size verification. Once a request for documentation is made, the office does not continue to process the student's application until the information is received.

AVOIDING SUBMITTING FRAUDULENT OR INTENTIONALLY MISLEADING INFORMATION

It should also be noted that if upon review of a given student aid applicant's file, fraudulent or intentionally misleading information is found by the office, the following actions are taken:

- The Loras College Campus Safety and Security Office is consulted. If the Campus Safety and Security Office, in agreement with the Dean of Students, feels that a criminal investigation is warranted, they act accordingly.
- In extreme and clear-cut cases where the action of the student and/or parents are intentionally fraudulent and may involve multiple federal agencies, i.e., the Internal Revenue Service, The U.S. Department of Education, Health, and Human Services, etc., the Office of Financial Planning contacts the United States Inspector General's Office. The Inspector General's Office then determines if criminal investigation is warranted and follows-up accordingly.

ADHERENCE TO PLACE APPLICATION DATES AND DEADLINES

It is the responsibility of the student aid applicant to be cognizant of the application priority dates and deadlines specific to each aid program that Loras administers. The Office of Financial Planning awards funds in the College work-study, supplemental grant and Perkins Loan programs on a first-come, first-served basis; therefore, it is to the applicants advantage to begin the process early (after January 1 and before April 15 of each year). The office strives to process all applications in a timely manner and is not responsible for the deferment of college debts owed by financial aid applicants.

PROPER USE OF FEDERAL FINANCIAL ASSISTANCE

It is the student's responsibility to use all federal financial assistance received for educationally-related costs. Educationally-related costs include tuition, fees, room, board, books, supplies, transportation (this does not include car payments or the purchase of a car) and personal expenses (this does not include the accumulation or servicing of consumer debt). Students are encouraged to consult with a Financial Aid counselor if they have questions regarding the use of federal student aid.

RESPONSIBILITIES SPECIFIC TO STUDENT BORROWERS

The majority of student aid recipients at Loras College are funded by one or more subsidized educational loan programs. It is the responsibility of all student borrowers to understand the payment provisions of the various loan programs as well as other requirements, such as interest rates, promissory notes and deferment and forbearance options. It is also the responsibility of the student borrower to obtain from the lender all policies and regulations that pertain to any loan program from which the student is receiving funds. The Office of Financial Planning is available to answer loan questions Monday through Friday, 8:00 am to 4:30 pm.

Information Technology Services

Lower Level, Christ the King Chapel, (563) 588-4949

HOURS OF OPERATION

The Technology Center offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Any exceptions will be posted in advance. While classes are in session the Help Desk is open Monday through Thursday, 8:00 a.m. to 7:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; and Sunday, 4:00 p.m. to 7:00 p.m. When classes are not in session (during breaks) the Help Desk is open Monday through Friday 8:00 a.m. to 4:30 p.m.

TECHNOLOGY SERVICES

The Technology Center offers Loras College students, faculty and staff a variety of computing facilities and services. A number of Microsoft, Linux and IBM RS/6000 servers provide general interactive and instructional computing for the academic and administrative community. Access to the systems is provided via networked computers and the Internet.

In addition to the servers, all full-time undergraduates are issued a Loras-owned laptop. Software and hardware support is provided via the Help Desk, extension 4949. The Help Desk is located in the lower level of Christ the King Chapel and offers telephone and walk-in support during the times stated above. Training seminars covering software applications will be held throughout the year. Times and dates for the seminars are posted on the portal (inside.loras.edu). Public printing is offered across campus in the following locations: In the Library (ARC), the IRC in Hoffman Hall, both color and black and white printing is available in the student lounge in the ACC, and both color and black and white printing is offered at the Help Desk located in the lower level of Christ the King Chapel. Printers have also been installed in the following residence halls: Beckman, Binz, Visitation, Byrne Oaks, and Rohlman

The College network is connected to the Internet. All students are assigned web, e-mail, e-Learn, IQ, and Network accounts. Upon opening the account, each user is responsible for understanding and abiding by the Loras College Computer Ethics Policy found in the "Policies and Procedures" section of this Handbook.

TECHNOLOGY INITIATIVE

All full-time undergraduates will receive a laptop computer for their use during the academic year. Part-time and graduate students have the option to pay the full-time technology fee and receive a laptop. Students may use the laptop computers in many places, including residence hall rooms, the library and off-campus. Every building on campus is connected to a fiber-optic network. Residence hall rooms will have wired access capabilities as well as wireless and wireless technology is used in classrooms and common areas on campus.

TECHNOLOGY FEE

All students are charged a technology fee each semester. This fee provides:

- Multimedia laptop computer for use both on and off campus
- Access to the campus-wide Fiber Optic network and Internet
- Mediacom Cable connectivity from off-campus housing
- Software required for academic efficiency
- Services and support from a telephone help line and walk-in Help Desk

There are fees for the use of public laser printers (over the 500-page allotment per semester). There are also limits on the amount of disk space available for the student directories on the servers. All users are encouraged to maintain only active, frequently used files on e-mail and servers.

ACCEPTABLE USE

While extensive efforts are being made to keep the computer facilities at Loras open and accessible, there must be reasonable limits on the types of activities which can be permitted. Improper activities, for example, would include: the intentional damaging of computing equipment, facilities or software; the unauthorized use, deletion or alteration of accounts or files belonging to other users; using the servers, or access to any internal or external network service, to harass or intimidate individuals or interfering with their reasonable and normal use of the system; creating personal copies of licensed, proprietary software; or deliberately altering system files or operating system software in any way that would prevent or interfere with the intended use of the computer system by others. The Technology Services staff will suspend all computing privileges of any individual who engages in any of these improper computing activities – serious cases will be referred to the appropriate disciplinary body, and, where violations of state or federal law are involved, to the proper civil authorities.

STUDENT EXPECTATIONS

With the Technology Initiative, it should be understood that students will not necessarily be asked to use their laptop in each and every class that they are taking. Some classes and disciplines will lend themselves more easily to the integration of technology in the classroom than others and students will use technology outside the classroom for academic purposes extensively. Students will gain a valuable experience in using technology to assist in their education.

Instructional Resource Center

236F Hoffmann Hall, (563) 588-7248

Monday-Thursday 8:00 a.m.-7:00p.m.

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

Exceptions during break times will be posted.

The Instructional Resource Center (IRC) provides a variety of services and facilities for Loras College faculty and students. Many types of media hardware and software are available for students engaged in self-instruction or class projects and presentations. A sampling of services and facilities includes:

- media production services such as audio, video, laminating, , photographic, etc.
- audio-visual equipment (tape recorders, record players, slide projectors, video cameras, LCD projectors, etc.) for use in the I.R.C. or for checkout

Intercollegiate Athletics

Athletic and Wellness Center (AWC), (563) 588-7112

Loras maintains a broad program of intercollegiate athletics. The purpose of intercollegiate athletics is multidimensional. The intercollegiate athletic program provides students with an opportunity of becoming self-actualized by successfully participating in an extremely visible co-curricular learning environment. The intercollegiate athletic program is designed to provide students with an appreciation and understanding of fitness, mental as well as physical, and with many other related helpful benefits of exercise. Intercollegiate athletics also has as a purpose to instruct students in developing a degree of proficiency in athletic skills in their respective sport, beyond that ordinarily gained in intramurals.

Loras is an affiliated member institution with the National Collegiate Athletic Association (NCAA) Division III. Loras also is a member of the Iowa Intercollegiate Athletic Conference (IIAC). Men engage in athletic competition with other colleges in the following sports: golf, basketball, track, cross-country, wrestling, soccer, tennis, baseball, football and swimming. Women's programs include basketball, softball, soccer, volleyball, golf, swimming, tennis, cross-country and track.

A student in good standing, enrolled in and carrying a minimum of 12 semester hours, is eligible to participate in intercollegiate athletics. Students transferring from four year institutions and junior colleges are eligible to compete in intercollegiate competition once they have fulfilled the transfer requirements as stipulated by the NCAA.

STUDENT MANAGERS

Each year a number of students have the opportunity to render an important service to the Loras intercollegiate athletic program as student-managers. Any student who is interested should contact the head coach of that particular sport.

DUHAWK CHEERLEADING SQUAD AND DANCE TEAM

Students are invited to try out for a position on the Duhawk Dance Team or Cheerleading Squad. Both teams will be performing at most home football and basketball contests. For further information call the Athletic Office.

STUDENT TRAINER PROGRAM

Each year students get involved with sports medicine as student athletic trainers. Any student who is interested should contact the Director of Athletic Training and Sports Medicine for information regarding the academic requirements. Student athletic trainers function under the direct supervision of the Head Athletic Trainer.

INTRAMURAL SPORTS

The Loras College Intramural Program is more interested in participation than in ability level. The activities of Intramural and Recreational Sports at Loras College consist of two phases:

- The Intramural Sports program provides for active competition for individuals and teams;
- Recreational Sports which consist of a wide variety of informal competitive games.

These phases are coordinated by the Loras Intramural Director and implemented under his direct supervision.

Loras College is dedicated to the total development of the student. The Intramural Department strives to develop the student through a variety of recreational activities where participation is more important than winning. Loras provides a highly organized and thoroughly developed supervised Intramural program known as the "80/80 Program." About 80% of the student body participates in one or more of the over 80 activities. The level of playing ability is unimportant compared to the exercise and social benefits. Intramurals complements the student's development in Christian character, leadership and service.

The Intramural Program is completely voluntary and participation is solely determined by free choice and desire of each individual participant.

Since Loras College and the Director of Intramurals are not responsible for injuries incurred during intramural or recreational activities, it is strongly recommended that participants have satisfactory health status and appropriate medical, accident, disability or life insurance coverage for any injury which might occur during participation with the Intramural-Recreation Program.

There are over 80 activities to choose from including: Archery; Badminton; Baseball: Accuracy, Speed Pitch, Teeball, And Home Run Derby; Basketball: Basketathon, Co-Rec Free Throw, Co-Rec 2-On-2, 1-On-1, '21', D.U.H.A.W.K., Beat The Clock, Finger-Spin, Five Player, Free Throws (50), Free Throws (100), Outdoor Free Throws (25), Hot Shot, Pass-Dribble-Shoot, Round-The-World, Outdoor, 3-On-3, 3-Pointer, Under 6', And Super Shot; Bocce; Bowling And Co-Rec Bowling Circus; Croquet; Darts; Football: Accuracy, Field Goal Kick, Flag (6 Player) And Pass-Punt-Kick; Frisbee Accuracy; Fun-N-Fit; Golf: Chipping, Regular (18 Holes) And Putting; Hacky Sack; Horseshoes; Hula Hoop; Juggling, Obstacle Run; Pickle-Ball; Power Weightlifting; Pumpkin Roll; Racquetball: Cut Throat And Regulation; Royalty-Pong; Shoe Kick; Shuffle-Board; Softball: 12"16" All Size Tourney, 12" And 16" Home Run Derby Super Racquets; Table Tennis: Glo-In-The-Dark; Tennis And Tennis Serving Accuracy; Track And Field; Volleyball: 4 Player, 6 Player; 4 Player, 6 Player, Glo-In-The-Dark, Sand, Service Accuracy And Snow; Ooof Ball (Hoover Ball); Wallyball; Water Basketball; Whiffleball; Wrestling. Some activities are offered both semesters.

Students should regularly check bulletin boards for entry dates, deadline dates, rules and regulations for all activities sponsored. All deadlines are by 1:00 p.m. on Tuesday. It is permissible to sign up earlier. Special weekend events will be arranged for any group of four or more students.

POLICY OF AWARDS IN INTRAMURAL SPORTS

- A tank top or T-shirt is given to each member of a championship team in team competition. A special certificate is given to the second place team.
- A tank top or T-shirt is given to each first place winner in individual competition. A special certificate is given to the second place individual. The above awards are based on a minimum of four participants or four teams.
- An individual trophy (24") is awarded to the male or female student who is most outstanding in intramural competition during the school year. The trophy is awarded to the student with the most points in intramural play based on a new system stressing participation, rather than winning.
 - 10 points for each activity entered
 - 100 points for each participation in an intramural event
 - 60 points for being the first place winner in individual competition
 - 50 points for being the runner-up in individual competition
 - 40 points for being a member of a first place team competition
 - 30 points for being a member of a second place team in team competition
 - 20 points for being a member of a third place team in team competition.
- Pictures of all champions are mounted in glass and framed for permanent display.
- Records of the top champions since 1946 are posted in Graber Sports Center. Pictures of all champions since 1956 are also posted in Graber Sports Center.

Loras College Library

Academic Resource Center, (563) 588-7189

Monday-Thursday	7:45 a.m.-12:00 midnight
Friday	7:45 a.m.-4:00 p.m.
Saturday	10:00 a.m.-5:00 p.m.
Sunday	12:00 noon-12:00 midnight

The Library includes three state-of-the-art electronic classrooms and numerous individual and group studies for students.

The Loras Library is currently one of the largest private collections in Iowa, with holdings of over 350,000 items; subscriptions to over 50,000 full-text electronic periodicals; and a depository for state and federal documents.

The Library houses an outstanding rare book collection that includes, among other items, a manuscript collection dating back to the twelfth century and over 60 books printed before the year 1501, giving Loras College the largest such collection in the state.

LIBRARY INFORMATION

The Check-out Desk is located on the main floor, level 200. Students may check materials out for up to four weeks by presenting their student identification card. Books are to be returned to the Check-out Desk or the book return located outside of the ARC entrance doors. Reference books, magazines, newspapers, books in special collections and reserve books may be used only in the library.

The library's online catalog, which students and faculty can use to search our collection of books and journals, also links directly to our collection of electronic books and government documents. The library also provides access to numerous online periodical databases that index articles and often include the full text of those articles. In addition, there are librarians available to assist students with their research needs.

Interlibrary loan is a cooperative venture where libraries agree to share their resources with one another. If there is an article, book or other material that is not available in our collection, the library will try to borrow or obtain a copy of the item for you from another library.

Alumni Campus Center Mail Room

Fourth Level, Alumni Campus Center, (563) 588-7730

Monday-Friday	7:30 a.m.-2:00 p.m.
Saturday	11:00 a.m.-1:00 p.m.

Upon registration at Loras College, the student authorizes the College to process and handle his/her mail. Each student living in College housing is assigned a mail number on a shared basis. Off-campus students who desire a campus mail number must stop at the Alumni Campus Center Mail Room window and request one.

The Alumni Campus Center Mail Room posts all out-going United States Postal Service mail, 1st Class or Priority Mail, and packages up to 13oz. Federal Express and United Parcel Service (UPS) are also available and books of stamps or individual stamps are available to purchase.

U.S. Post Office mail addressed to students should be as follows:

Student's Name
 Loras College Mail # _____
 1450 Alta Vista Street
 Dubuque, IA 52001

Publication Center (Print Center)

28 Keane Hall (lower level), (563) 588- 7007

Monday-Friday

The Publication Center offers a variety of services that are available to all students. For a small fee, students can get copies, punching/binding, trimming and padding. The Publication Center has a wide variety of sizes and colors of paper.

The Publication Center Mailroom also maintains one copier for student use in the library. This is a self-service machine, and usage is usually confined to a few copies at a time. Copies cost \$.15 each on this coin operated machine. . Copies for students at the Publication Center only cost \$.03 each.

The friendly staff at the Publication Center will be happy to help students with any personal copy needs. Sorry we cannot charge to your student account, you must pay by cash or check for services at the Publication Center.

Recreational Facilities

ATHLETIC AND WELLNESS CENTER

Fitness Center (563) 588-7641

The Athletic and Wellness Center (AWC) has a cardio facility on the upper level with a weight room located in the lower level. Users must show identification to enter the facility.

SCHEDULE OF HOURS FOR AWC FITNESS CENTER

Academic calendar schedule:

Monday- Thursday	6:00 a.m.-10:00 p.m.	Closed Wednesdays 11:00 a.m.-1:00 p.m. for Common Time
Friday	6:00 a.m.-9:00 p.m.	
Saturday	7:00 a.m.- 9:00 p.m.	
Sunday	12:00 noon- 9:00 p.m.	

Summer Schedule:

Monday- Saturday	7:00 a.m.-7:00 p.m.
Sunday	12:00 noon-7:00 p.m.

*AWC Fitness Center will be closed during Convocation and Commencement

SAN JOSE POOL

Graber Sports Center, (563) 588-7742

The San Jose Pool is 25-yards long, six lanes wide, with a separate 12-foot diving area. Diving board is CLOSED during open swim times. There is a one-meter diving board in this area. The minimum depth in the shallow end of the pool is 4 1/2 feet and the maximum depth in the deep end is 12 feet. In addition to the pool, San Jose includes four regulation handball/racquetball courts on its lower level.

Schedule of hours for San Jose Pool:

Monday-Thursday	7:00 a.m.-1:00 p.m. 8:00 a.m.-9:30 p.m.
Friday	7:00 a.m.-1:00 p.m.
Friday Nights	CLOSED
Saturday	12:00 noon-4:00 p.m.**
Sunday	12:00 noon-4:00 p.m.

* There are occasional weeknight (Tuesday or Thursday) closings for Wahlert High School home swim meets.

** Except during home football games and home swim meets. Special open hours will be posted.

GRABER SPORTS CENTER

(563) 588-7742

Graber Sports Center, located on Cox Street at the northeast corner of the Rock Bowl, contains more than 48,000 square feet and is connected to the San Jose Pool by an enclosed walkway. The first floor of the structure features three basketball courts on an all-purpose surface which can be converted to volleyball, tennis or badminton courts. These are encircled by a 150-meter track. The first floor also houses three locker rooms and shower facilities, storage and equipment rooms, three offices, a classroom and an Athletic Training Lab. The second floor is a mezzanine area which includes a wrestling room, a classroom and five offices.

Schedule of hours for Graber Sports Center and Racquetball Courts:

Monday-Thursday	7:00 a.m.-10:00 p.m.
Friday	7:00 a.m.-6:00 p.m.
Saturday	12:00 noon-6:00 p.m.*
Sunday	12:00 noon-6:00 p.m.

* Except during home football games and volleyball tournaments. Special open hours will be posted.

Rules and regulations for use of Graber Sports Center and San Jose Pool will be announced at the start of classes in the fall. A copy of the schedule of hours, as well as any changes in the schedule, will be posted at Graber Sports Center. Monthly calendars listing the hours and activities of the Graber Sports Center and San Jose Pool are available at the front desk of Graber Sports Center and front door of San Jose Pool.

Registrar's Office

135 Keane Hall, (563) 588-7106

The Registrar's Office is responsible for maintaining students' academic records and is the official source of information from the academic record. Services provided by the office include: publishing the schedule of classes, maintaining the registration system and all student class schedules, the issuing of academic transcripts, and verifying full-time enrollment.

Loras College History

Atop one of the Mississippi River's highest bluffs, in historic Dubuque, stands Iowa's oldest college. Founded in 1839 by Dubuque's first bishop, the Most Reverend Mathias Loras, a native of Lyons, France, Loras College proudly blends its future with its past. Established as St. Raphael Seminary to educate young men for the priesthood, the College also had the expressed intention of providing an opportunity for higher education to the citizens of the area. The College has functioned under several names (St. Raphael Seminary, Mt. St. Bernard, St. Joseph College, Dubuque College, and Columbia College), finally adopting its present name during its centennial in 1939. From the time of its founding, the College has devoted its faculty and facilities to an undergraduate program, but today confers both Bachelor's and Master's degrees.

Distinctions

- U.S. News & World Report National ranking as a top tier "best college" among institutions in the Midwest Region.
- The oldest college in Iowa and the second oldest Catholic college west of the Mississippi River. Only seven other Catholic colleges existed when Loras was founded; that number has grown to 232.
- A mainstream, coeducational, Roman Catholic college, one of only 12 archdiocesan colleges in the country.
- One of only 100 colleges across the country to provide all students and faculty laptop computers.
- Dubuque, Iowa, served as the center for Iowa Catholicism as Catholics established their first diocese in that city. The leading Catholic figure was Bishop Mathias Loras, a Frenchman, who came to Dubuque in the late 1930s. Bishop Loras helped establish Catholic churches in the area and worked hard to attract priests and nuns from foreign countries. Dubuque has historically been a community of Catholic Democrats, who are also pro-life.
- Loras College hosted Vice President Dick Cheney during the 2000 campaign, and numerous other political figures throughout the years, including then Senator John F. Kennedy who delivered the 1956 commencement address.
- Recent visitors to campus include: Bill Bennett, the late John Cardinal O'Connor, Francis Cardinal Arinze, Helen Thomas, George Will, Avery Cardinal Dulles, Jonathon Kozol, Jane Bryant Quinn, Tom Monaghan, Deal Hudson, Brian Lamb, and Bowie Kuhn (former major baseball league commissioner and pro-life activist).
- Thirty-one bishops of the Catholic Church have attended Loras.
- The Ambassador to the Holy See, the Honorable R. James Nicholson, is an Iowa native.
- Alumni base of 22,600; most living in Iowa and Illinois (Chicago). Among them are: Former Ambassador to Cambodia Kenneth Quinn; TV sports commentator Greg Gumbel; former U.S. Congressman Thomas Tauke; Harlem Globetrotter Curly "Boo" Johnson; Iowa State Representative Pat Murphy; Iowa State Senator Michael Connolly; Terry Duggan, former city of Dubuque mayor; Illinois State Senator Tom Walsh and Representative William Lipinski; the Rev. Msgr. Kevin McCoy, rector of North American College, Vatican City; retired Rear Admiral Jay B. Yakeley, former deputy director of the military office, The White House; Archbishop John Myers, Newark, N.J.; Virginia Grebasch, assistant counsel to the Inspector General, Reserve Judge Advocate; Iowa Attorney General Tom Miller; Tony Award winning playwright David Rabe; Pulitzer Prize winning political cartoonist Richard Locher; 8th U.S. Circuit Court of Appeals Judge Michael Melloy; and Chief U.S. District Judge, Central District of Illinois, Michael Mihm.
- Diatoms from the Loras College Freshwater Diatom Collection, the largest freshwater collection in the country at over 1,400, were sent into Qspace aboard two space shuttle missions and were featured on the *Discovery Channel*.
- Chaplain Aloysius Schmitt, a 1932 Loras alum, was the first Catholic chaplain killed in action in World War II. Loras' Christ the King Chapel was dedicated in his honor, and his memorabilia, which was recovered from the USS Arizona, are archived in the Chapel.
- Named one of the colleges in the nation for the number of graduates who become Peace Corps volunteers.
- Loras contributes \$51,000,000 to the economic picture of the tri-state community each year.
- Ranks 37th out of more than 200 U.S. Catholic colleges and universities in the number of students in the 1960s, 70s, and 80s who later earn doctorates; first among the Iowa Catholic colleges.

Coat of Arms

In 1920, Pierre de Chaignon la Rose, Massachusetts, was authorized to design a coat of arms which would be appropriate to an archdiocesan college, whose founder was Bishop Mathias Loras, whose patron is St. Joseph, and whose motto is Pro Deo et Patria, which translates to "For God and Country."

The term "coat of arms" came into the language during the age of chivalry when a coat of arms was used by knights for the purpose of identification. A knight's insignia was emblazoned on the short coat which he wore over his armor and served as a means of recognition on the field of combat. Today, a coat of arms still performs the function of identifying the possessor, which explains why a college embodies its heraldic insignia in its seal.

The devices, colors and the motto of a college shield possess symbolic values, and they are intended to express the aims and the ideals of the institution.

The designer of the Loras College shield retained the colors of the Loras family arms, but he modified the design. In order to make room for the heraldic symbols of St. Joseph, the carpenter's square and the lilies, he moved the "fess" to the top of the shield, making of it a "chief."

The devices on the shield celebrate the founder and the patron of the College. The diamond panes on the chief, which are taken from the arms of Bishop Loras, express in heraldic fashion the name of the College. The carpenter's square and the lilies on the field indicate that the College is under the patronage of St. Joseph. The colors, gold, red, silver, and blue, which are those of the Loras family arms, reinforce the suggestion of the diamond panes on the chief.

The colors of Loras' shield also suggest an archdiocesan institution in the city of Dubuque. The two colors on the chief, silver and blue, are those of the arms of Julien Du Buque, who gave his name to the city. No colors other than gold, red, silver, and blue are to be used in printing the Loras Coat of Arms.

The logo for Loras College, while having its origin in the College Coat of Arms, will not replace it. The Coat of Arms will continue to serve as an official identification device, but will only be used in color where appropriate on official documents and on other official occasions.

Publications using the official Coat of Arms in color need approval of the Loras Office of Institutional Marketing.

College Song

Hail Loras Varsity
Cheer them along the way,

Onward to victory,
We will win this game today.

Let's hear a cheer for the Varsity,
Long may they reign supreme,

Shout till the echoes ring,
For the glory of our team!

Loras College Mascot

DEWEY THE DUHAWK

What exactly is a Duhawk anyway?

The shortest answer would be to say that it is a Hawk from Dubuque. Like many monikers, the Duhawk's humble beginning is a story in and of itself.

In 1924, an unknown writer for the Detroit Free Press was compiling a football preview story about the upcoming game between Loras (then known as Columbia College) and the University of Detroit. Columbia, however did not have an official nickname at that time, which made for a dull story.

As it turns out, Columbia had just defeated a highly-regarded Coe College, whose nickname was the Kohawks. It seems that the Free Press writer assumed that, since a team from Coe was called the "Kohawks," a team from Dubuque should, naturally, be called the "Duhawks." The name caught on and the team became known as the Columbia Duhawks, making that writer the inadvertent author of the nickname which celebrated its 75th anniversary last fall.

While the school didn't officially recognize the term "Duhawks," in an effort to surface its own "original" nickname a 1925 contest by *The Lorian*, the school newspaper, failed to win support for any number of other nickname options (despite a whopping \$5 prize!). In September of 1926, the school newspaper ran a photograph of the football squad with the caption: "1926 Columbia Duhawks." The Duhawk was here to stay and the door was opened for a long line of interpretations as to the look for the Loras College athletics' symbol, leading to the new "Dewey 2000"...a look for the Duhawks' future!

The new athletic logo features a full-body caricature of a Duhawk, standing in a strong pose with its "hands" on hips and giving a confident gaze.

A Proud Heritage

- The Loras College library is the oldest and third largest private academic library in Iowa. It contains original parchment manuscripts dating to the 12th Century as well as 500 books belonging to Bishop Mathias Loras.
- *The Lorian* student newspaper was first published on October 11, 1924; *The College Spokesman* literary magazine was published from 1903 to 1970 and in 1974 it was succeeded by *The Outlet* magazine.
- In 1876 the first theatrical performance by students was a scene from "The Merchant of Venice", but it was not until 1932 that women portrayed female roles in campus theater productions.
- The student rulebook for 1882 stated that students must wear soft-soled shoes when walking in all corridors so as not to disturb others in the building.
- In 1947-48 the yearly room rental fees in Keane Hall ranged from \$120 to \$250 with only room #344 commanding a \$250 room rate.
- The Loras Players, founded in 1910, are the oldest amateur theater troupe west of the Mississippi River.
- Blue jeans, fatigue clothes, gym clothes, and shirts without collars were not permitted except for recreational activities so stated the 1965 student handbook.
- The first organized orchestra and choir began in 1877 and the first band in 1912.
- Loras awarded its first honorary degree to a woman, Miss Roslyn Schrup in 1959.
- According to the 1914 rulebook, students were not allowed to have any kind of food in their rooms either taken from the cafeteria or received through the mail.
- According to the 1935 rulebook, students residing in Loras Hall (now Keane) could not retain an automobile or motorcycle in Dubuque during the school year.
- In 1920, the College was renamed Columbia College to avoid confusion with the local Presbyterian Dubuque German College which then became the University of Dubuque.
- Loras became co-ed in 1971; introduced women's intercollegiate athletics in 1975; and currently has over 50% female students enrolled.
- The National Catholic Basketball Tournament was revived by Loras College in 1984 and brought national attention to campus.
- The first Student Senate was created in 1940 with the election of 16 men. Its purpose was to serve as a voice of the student body; provide cooperation between

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- students, faculty, and administration; develop good citizenship; and carry on relationships with other colleges.
- The 1874 student handbook stated that students were forbidden to stand at the study hall windows, to spill ink, write on desks or walls or throw any paper on the floor. Students were to carry in as little dirt as possible, using the scraper before entering all rooms.
- Faculty member Rev. Alphonsus Dress composed the first College song entitled "Purple and Gold" in 1912 with words by Timothy Mulligan (Class of 1913).
- The first sorority on campus was Sigma Delta Omega in 1972.
- The first Duhawk football game to be played in the Rock Bowl was in 1940 when Loras beat Upper Iowa 27-6.
- The first computer usage on the campus began in 1968.
- Permission to visit relatives was granted only twice a month and was accompanied by a written request from the parents to the President of the College according to the 1938 rulebook.
- The 1965 student handbook stated any car found in East Dubuque after 9 p.m. or prior to 6 a.m. the owner would lose all driving privileges.
- In 1873, Archbishop John Hennessy acquired the site of an old hospital previously occupied by the Sisters of Charity of the BVM on Loras Boulevard and opened St. Joseph's College.
- In 1874, tuition, room/board, and laundry cost \$225/year for the 35 students enrolled at St. Joseph's College. In the 2000-01 year many of the 1,725 students enrolled paid \$20,951 at Loras College.
- The football team was undefeated in 1916, 1922, and 1947. Intercollegiate football was discontinued in 1959 and did not return until 1970.
- The student handbook for 1914 required students to salute all professors and visitors and noted that the regulation service uniform consisted of a cap, coat and breeches, leather shoes, leggings, white collar, white or wool gloves and an olive drab shirt.
- In 1972 the lower level of the Collan Center, old dining facility, became a student lounge called the "Last Draw" following a decision of the State of Iowa to reduce the minimum drinking age to nineteen.
- The 1930 student handbook forbid the reading of newspapers or magazines in the study hall at all times and also required permission of the Dean before students were allowed to make a phone call.
- The bronze statue of Bishop Loras, built in 1939, weighs 3,000 lbs.
- The student enrollment reached an all-time high in 1948-49 with 1,489 men taking advantage of the G.I. Bill.
- The student handbook in 1920 stated that bathing during study periods or after Night Prayer was strictly forbidden.
- The St. Joseph's College catalogue for 1911-12 required that all students take physical training classes, stating a sound mind in a sound body produces a wholesome character.
- In 1873 the student handbook stated that students were to limit the use of tobacco to twice a day. Smoking was permitted only by students who were 18 years of age and had their parents' written permission.