



## 2022-2023 Student Handbook



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## Welcome

Welcome to the 2022-23 academic year! I am honored to be a part of such a close network of students, faculty, staff, and alumni. It is inspiring to participate in a community that makes their time and expertise available for student academic and personal success. In fact, students are central to the mission of the University. You matter, here, and as an Ambrosian, you have the resources of this remarkable university to achieve your goals and to contribute to the lives of others.

Along those lines, please remember that being an Ambrosian also comes with responsibilities, not just to yourself but also to those around you. First, and foremost, you will be expected to take responsibility for your choices, for your learning, and for your engagement inside and outside of the classroom. Focusing first on your academics and utilizing St. Ambrose resources to pursue practicum and internship experiences will sharpen your skills, confirm your strengths and interests, and expand your future options. Four years go by very quickly, and your time at St. Ambrose is an investment: I highly recommend that you take a variety of courses to explore your intellectual and vocational interests.

Secondly, Ambrosians contribute to the community. In addition to its rich academic framework, St. Ambrose offers many opportunities for personal development, social interaction, community engagement, and cultural enrichment. Please consider participating in one or two co-curricular activities aimed at giving further momentum to your classroom learning. Getting involved in Athletics, theater, wellness and recreation events, student government, campus ministry, cultural groups, or any of our numerous student organizations will help you develop transferable skills, create lifelong friendships, and make the most of your time at St. Ambrose (and in the midst of these key endeavors, don't forget to make regular time for rest, relaxation, and contemplation).

Finally, the St. Ambrose University Mission challenges us to recognize our blessings and expects us to use our talents to enrich the lives of others. Be intentional about how our academic community will be a better place because you're in it. Whether you volunteer at a local agency, participate in campus life, or work to benefit the common good, we are called to contribute now and for the rest of our lives, and enriching the lives of others is the essence of being an Ambrosian.

I look forward to being in community with you and offer my best wishes for a thoroughly engaging academic year.

Christopher Waugh, PhD  
Dean of Students



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## Statement of Community Standards

As an Ambrosian, I commit to join the life-long journey of self-exploration and community engagement built on Integrity, Respect, and Justice.

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### Mission

St. Ambrose University – independent, diocesan, and Catholic – enables its students to develop intellectually, spiritually, ethically, socially, artistically, and physically to enrich their own lives and the lives of others.

### Vision

St. Ambrose will be recognized as a leading Midwestern university rooted in its diocesan heritage and Catholic Intellectual Tradition. Ambrosians are committed to academic excellence, the liberal arts, social justice and service.

## Core Mission, Values, and Guiding Principles

### Catholicity

We treasure and build on our strong Catholic identity in relationships with the Diocese of Davenport. As an independent institution of higher learning, St. Ambrose University embodies our faith tradition through teaching, learning, scholarship, and service; through openness to those of other faith traditions, and through the pursuit of justice and peace.

### Integrity

We believe that as individuals we are capable of living in the fullest measure when our lives are freely based on values that acknowledge a loving God and a life-affirming moral code. Therefore, we teach, learn, and work in a climate of mutual respect, honesty, and integrity where excellence and academic freedom are cherished.

### The Liberal Arts

We are committed to the richness of the liberal arts tradition through quality instruction that fosters development of a broad awareness of humanity in all its dimensions. Ambrosians use their knowledge, talents, and career skills in service to others.

### Lifelong Learning

We believe that people at all stages of life need educational opportunities. Therefore, we offer learning programs with student-centered teaching that lead to baccalaureate and professional graduate degrees in curricula through the doctoral level as well as non-degree offerings at the undergraduate and graduate levels. To meet the needs of our diverse student body, we use a variety of delivery systems and formats in the Dioceses of Davenport, the State of Iowa, and other authorized locations. We collaborate with other organizations to offer further opportunities around the world.

### Diversity

We believe in the inherent God-given dignity and worth of every person. Therefore, we strive to develop

an understanding of human cultures, achievements, capabilities, and limitations to promote justice and peace and use our talents in service to others and the world. We welcome people from other countries and cultures to study, learn, and work at St. Ambrose. Likewise, we encourage Ambrosians to teach, learn, engage in scholarship, and serve abroad.

## MySAU Portal

MySAU Portal is an internal, secure portal that provides access to email, Blackboard, Self-Service, University forms, and information as well as special announcements all in one place. Students, faculty, and staff may access the portal at <https://mysau.sau.edu> by logging on with their campus User ID and password. You do not need to be on campus to access this information. For assistance with the Portal, contact the IT Helpdesk at 563-333-6368 or [ITSupport@sau.edu](mailto:ITSupport@sau.edu).

## Registering A Complaint

St. Ambrose University takes pride in our service to students. From time to time, students may have questions concerning policies or practices. Generally, there are logical explanations for situations, and usually most questions can be resolved in an informal setting through direct discussion with the individual or office involved. In instances where a student raises a question about a policy or decision, the affected staff or faculty member may respond, if it is not possible to resolve a matter through direct discussion, a student may appeal for further consideration by registering a complaint.

### **Registering a Complaint with St. Ambrose University**

St Ambrose University is committed to providing high quality academic programs and services for students and encourages students to contact the University if there is cause for concern regarding academic or nonacademic matters.

A complaint is defined as dissatisfaction occurring when a decision, act, or condition, based upon specific factual data, affects the student in a perceived negative or unjust manner; furthermore, an allegation of improper, unfair, arbitrary, or discriminatory treatment by university personnel.

### **Residential Programs**

Students who wish to register a complaint may contact the St. Ambrose University Vice President for Academic and Student Affairs at 563-333-6000.

### **Online Programs**

Students who wish to file a complaint may contact the St. Ambrose University Vice President for Academic and Student Affairs at 563-333-6000 for assistance. Information about registering a complaint with the accrediting or state licensure agencies is available at <https://www.sau.edu/accreditation>. These agencies should be contacted only after the student has registered a complaint with the University and has not received a response to the request for resolution.

## Pandemic Non-Compliance Student Disciplinary Policy

Stringent measures are necessary to ensure the safety and wellbeing of students, employees and the St. Ambrose University community. It is imperative that we work together to ensure we get through this pandemic successfully with the utmost integrity and respect for one another's health and wellbeing/ For students who disregard COVID-19 safety measures, this Pandemic Non-Compliance Disciplinary Policy will be enforced.

### Policy

- Failure to follow this Policy and/or the COVID-19 safety protocols may result in disciplinary action of different severity, including, but not limited to, reminders in the Student's conduct file, formal written warnings, meeting with the Dean of Students, removal from residence halls/University-owned residences, requirement to complete classes online, or prohibition from returning to campus.
- Students are asked to remind peers who may forget to practice safety guidelines, and immediately report any disregard of the St. Ambrose Return to Campus Guidelines to Campus Security or the Dean of Students Office.
- The University will not tolerate retaliation against any individual who reports non-compliance.
- Any social gathering that violates the Pandemic Non-Compliance Policy may result in immediate removal from the residence halls by all participants.
- For students needing an accommodation, they should contact <https://www.sau.edu/ARC> (Accessibility Resource Center)

## Records, Privacy, and Responsibilities

According to the Family Education Rights and Privacy Act of 1974, members of the St. Ambrose community acting in the students' educational interest have access to their educational records. Pursuant to this law, a student has the right to inspect and review his or her own education record. The student also has the right to seek amendment of the record to the extent the student believes the record is inaccurate. The entire FERPA policy can be viewed at <https://www.sau.edu/academics/academic-resources/registrar/policies>.

St. Ambrose has the right to disclose directory information on any student but will maintain the confidentiality of other student records except for disclosure allowed by law. St. Ambrose will produce records to others authorized to receive by the student or pursuant to law. These include:

1. Authorized representatives of the U.S. Department of Education or state educational authorities carrying out official duties.
2. Financial aid lenders checking eligibility, amounts, and conditions of financial aid.
3. Accrediting agencies for accreditation purposes.
4. Military service members collecting "student recruiting information" as stated in the Solomon Amendment.
5. Production to individuals pursuant to lawfully issued subpoenas and court orders when a reasonable attempt made to give the student prior notice unless otherwise instructed by the issued subpoena.

If students want to allow individuals to have access to their education records, they must give written permission. In most cases this is accomplished by submitting a signed release of information form indicating which records and to whom the student wishes to release the records. Requests for Student Conduct Review Discipline history will contain any records for approximately seven (7) years from the

date of the student's last date of attendance/ Records that contain acts of a violent nature may be held indefinitely and will be released as noted above. When specifically requested, copies of the outcome letters from which this information is drawn will be provided, with information that is not permitted for release redacted.

### **Procedures to Challenge Information in Education Records**

Students who believe their records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights, should follow this procedure: 1) Discuss the problem informally with the Registrar. If he/she agrees with the student, the records will be amended. 2) If the Registrar will not amend the records, the student may request, in writing to the Provost and Vice President for Academic and Student Affairs, a formal hearing. The hearing panel, consisting of the Provost and Vice President for Academic and Student Affairs, Faculty Assembly President, and Dean of Students, will hear relevant evidence presented by the student. The written decision of the panel will summarize the evidence and state reasons for the decision. 3) Students who disagree with a hearing panel's decision may provide a written comment, which will be included in their records.

Students who feel their rights have been abridged may file a complaint with the Family Education Right and Privacy Act Office (FERPA), Department of Health, Education and Welfare, Washington DC, 20201. Copies of the privacy act are available from the Office of the Registrar. If a student has exhausted their options under this policy and still has an issue a complaint should be filed with the U.S. Department of Education: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave, SW, Washington, DC 20202-8520.

### **General Data Protection Regulation Privacy Notice**

The General Data Protection Regulation (GDPR) is a privacy law that applies to citizens of the European Union countries (EU) and to institutions who have a presence in or target their business with individuals in the EU.

The GDPR provides requirements for the protection of personal data which is defined as any information about an identified or identifiable natural person.

Under the GDPR, EU students may submit to the Data Protection Officers a request for confirmation as to whether or not personal data concerning them is being processed, where it is processed, and for what purpose. EU students may request the Data Protection Officers to provide an electronic copy of personal data, free of charge; or may request personal data concerning them to be provided in a commonly used and machine-readable format; or may request personal data concerning them to be transferred to another college or university.

Students may also withdraw their consent for data gathered by the University and may submit to the Data Protection Officers a request the University erase their personal data, cease further dissemination of the data and request third parties halt processing of the data. Such requests will be analyzed pursuant to EU GDPR Article 17 for compliance with all necessary minimum requirements.

### **Data Protection Officers**

IT Director 563-333-6347  
ITDirector@sau.edu

1. University Personnel Files
2. Employment Records
3. Alumni Records
4. Financial information submitted by student's parent(s) or guardian(s).
5. Confidential letters and recommendations for admission, employment or job placement, or honors in which a student has waived rights of inspection.
6. Educational records containing information about more than one student. The University will provide access only to the portion of the record which pertains to the inquiring student.
7. Confidential letters and recommendations placed in student files prior to January 1, 1975, providing letters were collected under established confidentiality policies and used only for the purposes for which they were collected.
8. Computer center student files contain only information useful in assisting other officers to perform their legitimate functions. Restricted student information is released from the computer center files only to, and with consent, administrative departments that are responsible for the information.

### **Contact Information**

Students are required to register any vehicle they may be operating in Davenport throughout the school year for the purpose of parking management (for more information, see the Parking and Transportation section). All such information will be used pursuant to directory information guidelines.

## **St. Ambrose University – Chosen/Preferred Name Policy**

St. Ambrose University is an independent, comprehensive, and Catholic diocesan university firmly grounded in the liberal arts and Catholic identity and values. In accordance with our core values, we believe in the inherent God-given dignity and worth of every person. As such, the University and its community strives to develop an understanding of human cultures, achievements, capabilities, and limitations to promote justice and peace and use our talents in service to others and the world. We welcome people from other countries and cultures to study, learn and work at St. Ambrose.

Therefore, the University recognizes that as a community many of its members use names other than their legal names to identify themselves. If the use of this preferred (chosen) name is not for the purpose of misrepresentation, the University acknowledges that a "preferred (chosen) name" can and should be used wherever possible in the course of University business and education.

It is the policy of the University that any student, active or retired faculty or staff member, or alumni may choose to identify themselves within the University's information system (Colleague) with a preferred (chosen) name in addition to the person's legal name/ It is further understood that the person's preferred (chosen) name shall be used in as many University communications and reporting measures as possible, acknowledging the instances when the use of a legal name is required, or the University's data enterprise system limits such use/ The legal last name must be used in all circumstances.

The individual is free to determine the preferred (chosen) name he or she wants to be known by in the University's information systems. However, inappropriate use of the preferred (chosen) name policy (including but not limited to avoiding legal obligation or misrepresentation) may be cause for denying the request.

### **Who can Set a Preferred (Chosen) Name?**

Because preferred (chosen) names are set using the University's data enterprise system (Colleague), only those individuals with access can set preferred (chosen) names. As such, students must notify the Office of the Registrar of a preferred (chosen) name by completing the Preferred (chosen) Name form on the Registrar's webpage at <http://www.sau.edu/academics/academic-resources/registrar/policies> or on the portal page. (<https://mysau.sau.edu/Academics/OfficeofRegistrar/Pages/default.aspx>)

List of Instances where "Preferred (Chosen) Name" will likely be used.

- Class Rosters
- Advising Rosters
- Student Planning Advising Software
- BeeCard (School ID)
- Alumni Communications
- Advancement Communications
- Email Addresses

### **Preferred (Chosen) Names FAQs**

#### **Can any member of the St. Ambrose University community request a preferred (chosen) name?**

Any student, active or retired faculty or staff member, or alumni may choose to identify themselves within the University's information system (Colleague) with a preferred (chosen) name in addition to the person's legal name.

#### **How do I set a preferred (chosen) name?**

Students and Alumni may complete the Change Name form on the Registrar's Portal page. The policy can be found here at: <https://mysau.sau.edu/Academics/OfficeofRegistrar/Pages/default.aspx> and the form can be found here: <https://sau.wufoo.com/forms/rsuwxau0hn4547/>.

Faculty and Staff (both retired and active) may complete the Preferred (Chosen) Name form on the Employee Resources Portal page. The policy can be found here:

<https://mysau.sau.edu/EmployeeResources/pages/default.aspx> and the form can be found here: <https://sau.wufoo.com/forms/rsuwxau0hn4547/>.

Alumni may complete the Name Change form on the Alumni webpage at [www.sau.edu/keepintouch](http://www.sau.edu/keepintouch)

#### **Can I set my preferred (chosen) name to whatever I want?**

Yes, but the University reserves the right to remove a preferred (chosen) name if it is used inappropriately or in a way that is not authentic or in the spirit of dignity and worth the University's core values of diversity and integrity.

#### **Can I use my preferred (chosen) name for everything at the University?**

No. Your legal name will continue to be used in business processes that require use of the legal name, such as for financial aid, payroll records, housing contracts, and transcripts.

#### **How do I correct or change my legal name for the University systems?**

Please contact the Office of the Registrar at 563-333-6207 or visit the office between 8 AM and 4:30 PM Monday through Friday.

#### **How do I put my preferred (chosen) name on my BeeCard (Student ID)?**

Please visit the BeeCard Service Desk located in the Security Suite between 8 AM and 4:30 PM Monday through Friday.



### **How do I use my preferred (chosen) name for my email address?**

Please contact the IT Helpdesk at 563-333-6383 or submit a service desk ticket at <https://stambrose.zendesk.com>

## **Privacy**

### **Directory Information**

St. Ambrose University may disclose "directory information" on a student without violating FERPA. This information can be released or published without student's written consent.

The following is classified as directory information:

Name, Telephone number, Local Address, Hometown, Enrollment status, Dates of attendance at SAU, Expected date of graduation, Awards and academic honors, SAU degree(s) and date(s) awarded, Academic program, Name(s) of advisor(s), Full- or part-time status, Previous educational institutions attended, Mailing address, Gender, Date and place of birth, Weight and height of members of athletic teams, Parents/Guardians names & addresses, Participation in officially recognized activities and sports, University email address, Photograph(s) and/or video footage.

The student can request this information be restricted by completing the Privacy Request form.

### **Education Records**

All students have the following rights concerning their education records:

- To inspect those records.
- To receive explanations and interpretations of their records.
- To challenge the content of their records.
- To have a hearing if the outcome of the challenge is unsatisfactory
- To submit explanatory statements for the inclusion in their records if they feel a decision of the hearing panel is unacceptable.

Inquiries should be directed to the Office of the Registrar. Concerns regarding disciplinary records should be submitted to the Dean of Student's Office.

### **Access to Records and Transcripts**

Students may review their academic records by requesting them in writing from the Office of the Registrar. Most requests will be honored within 45 days. Students may obtain records of disciplinary procedures from the Dean of Students by submitting a written request.

### **Changes to Academic Record**

Students who wish to make changes to their permanent academic records, such as name, address, advisor or College/University, should fill out a form available from the Office of the Registrar.

## **Student Records/Release of Information about Students**

Only members of the St. Ambrose community acting in a student's educational interest will have access to his/her education records, consistent with the Family Educational Right and Privacy Act.

St. Ambrose maintains the following student records: academic and admissions, advising and counseling, athletic, financial aid, medical, placement, residence, security, conduct and disciplinary proceedings, financial accounts, personnel (work-study), and teacher education (student credentials).

## **Health Records**

All students are required to submit a health form to the Office of Health Services by the first day of classes. This information is confidential and accessible only by authorized Health Services personnel unless the student provides written consent for additional disclosure or pursuant to legal compulsion. Additional information can be found at [www.sau.edu/healthservices](http://www.sau.edu/healthservices)

## **Requirements for ALL Students**

1. Personal History
2. Immunization records with dates of:
  - a. MMR (Measles, Mumps, Rubella), 2 doses
  - b. Tetanus – current booster (within 10 years)
  - c. Meningitis vaccination or signed waiver
3. Tuberculosis (TB) screening questionnaire

## **Additional Requirements for Student Athletes**

1. A physical examination prior to starting the athletic program (biennial update required).
2. A signed authorization to release information to trainers and coaches (biennial update required).
3. Proof of current health insurance

## **Additional Requirements for Health Sciences Students**

Students in programs with clinical or practicum experiences may also fall within this requirement. If you are unsure whether this applies to you, check with your program advisor. Annual updates may be required depending on individual clinical/practicum site requirements.

1. Additional immunizations: Hepatitis B, Varicella (Chicken Pox), and influenza (Flu).
2. Tuberculosis (TB) test. Check your program for specific information.
3. Physical examination. Contact your program for specific information.
4. A signed authorization to release information to clinical or practicum sites.
5. Proof of current health insurance.

## **Additional Requirements for International Students**

1. Tuberculosis (TB) screening/testing to be done upon arrival to campus.
2. Proof of current health insurance.

## Hospitalization Procedure and Checklist

Students who are hospitalized will be required by the University to provide documentation upon discharge. A personal letter to the student and a Hospitalization Checklist may be issued to request information from the treating facility that verifies the student's stability and well-being to return to an academic environment. The Hospitalization Checklist is as follows:

### St. Ambrose Hospitalization Checklist

St. Ambrose University has been made aware that you have been treated at a hospital for medical care. This checklist outlines our procedure for returning to campus, which is reviewed by a team of Professional Student Affairs staff and is designed to verify that resources have been made available to assure your continued health and success.

- Before you can return to campus you will need to get documentation from the medical facility where you were treated and return it to the Dean of Students Office (see attached verification form). You may also bring discharge paperwork from your visit to the facility.
- You may submit the verification form to the Dean of Students Office in the Rogalski Center, Monday through Friday, during business hours. On evenings, weekends, and break periods, you can deliver the form to the on-call staff member through the Security Office in the Rogalski Center: (563)333-6104. Please note that your Bee-Card may have been restricted, and this documentation will aid us in clearing you for access to the campus.
- You have allegedly been involved in University policy violations related to this hospitalization, and you are required to complete specific tasks before you return.
- Depending upon the details of this matter related to your safety, an evaluation by the St. Ambrose University Counseling Center staff may be required to ensue you have care moving forward.

### Parental Notification

The University reserves the right to notify parents and guardians at any time it deems a student's health, safety, or general well-being of concern. Examples that might trigger such an action are, but not limited to, policy violations and behavior that indicates one's safety may be threatened. Each incident will be evaluated separately prior to making this contact and will be done in accordance with FERPA and St. Ambrose University guidelines.

## Responsibilities

### Communication

University officials will communicate with students through the use of St. Ambrose email accounts and campus mail. It is the responsibility of all students to utilize the communication methods assigned to them. Residential students will receive a campus mailbox at the St. Ambrose post office when they move on campus.

The University will use electronic means of communication regarding policies and procedures, financial aid information, housing information, health and wellness resources, etc. This information may be communicated through email, SAU Portal access, SelfService, or the SAU website. Should you require

a hard copy of these communications, please contact the IT department at 563-333-6368 or [itsupport@sau.edu](mailto:itsupport@sau.edu).

### **Animal Leash Requirement**

Any community member with an animal outside individually assigned rooms on SAU campus property must maintain control of the animal at all times. In the case of dogs, the owner must use a leash that is no longer than six (6) feet in length. Furthermore, we recommend the use of a traffic handle on the leash to provide greater control and protection for the owner, animal, and community members. This is sometimes referred to as a “Traffic Leash” and has a second handle close to the dog’s collar. This allows individuals to have rapid control of the dog when needed. Source: [iheartdogs.com](http://iheartdogs.com)

The City of Davenport’s leash law requires all dogs (and cats) remain on a leash when being walked within city limits.

### **Financial Responsibility**

Students are responsible for paying their University debts, including costs for tuition, housing, meals, fees, fines, etc. All accounts must be paid in full or have payment arrangements in place before a student can change their current registration, register for additional semesters, or receive University documents such as diplomas, transcripts, or records. Any delinquent debts may/will be reported to a credit bureau and referred to an outside collection agency and students will be responsible for all additional costs for collecting unpaid balance.

### **International Students**

To Maintain legal F-1 or J-1 Status, Federal law mandates various requirements, which may include the following:

1. Remain a full-time student during each regular academic session or semester. Full-time is defined as 12 undergraduate credit hours, 9 graduate credit hours for 16-week graduate programs (such as MSITM), or 12 graduate credit hours per semester for 8 week graduate programs (such as MBA or MOL). A student should visit the International Student Services Office if for any reason they believe they may drop below a full course load. A Reduced Course Load may be authorized for very limited circumstances such as medical necessity or academic issues during the first or final semester of study.
2. Obtain prior approval for any and all off-campus employment prior to starting work. This can be either through OPT, CPT, or Academic Training. There are restrictions about the type of work, duration, and approval required. Please speak with International Student Services if you are considering off-campus employment, to include unpaid internships. Unauthorized off-campus employment is grounds for SEVIS record termination and deportation.
3. Students on the F-1 visa are eligible to work on campus as a benefit to status. Students on the J-1 visa must receive prior approval from International Student Services prior to working on campus. Students are eligible for a maximum of 20 hours per week on campus employment during the academic semesters.
4. Report changes to your address, residence hall, legal name, or major to the International Services Office within 10 days of the change, so that SEVIS can be updated.
5. Contact International Student Services to apply for an extension of your program at least 60 days before your I-20 expires.
6. Notify the International Student Services Office if you plan to change or transfer schools so your SEVIS file can be transferred to your new school.

7. Obtain a DSO/RO travel signature on your I-20 or DS-2019 prior to traveling outside the US.
8. Keep a valid passport at all times and keep your passport, I-20/DS-2019 and I-94 together and secure.
9. Watch your visa expiration date. Visas cannot be renewed in the US. If you plan to return home near the time that your visa is due to expire, please have your visa renewed at home before you return.
10. Upon completion of your degree or program of study, leave the US before the end of the authorized grace period (30 days for J-1 visa and 60 days for F-1 visa), unless prior to completing your program you have filed for other authorization to remain in the US.

If a DSO/RO obtains knowledge that a student visa holder is not maintaining status, they are required by federal law to report that on the SEVIS system. Students are admitted to the US in F-1 or J-1 student status for a period of time known as “duration of status” (D/S). It is the responsibility of the student to know and understand the visa regulations that pertain to his or her visa status. If a student fails to maintain status, it is grounds for deportation from the US.

Additional information can be found at <https://studyinthestates.dhs.gov/maintaining-status> for students on the F-1 student visa or <https://j1visa.state.gov/> for students on the J-1 visa.

## Social Media Policy

Social Media creates many avenues of interaction and forums for expressing opinions, creating dialogue, and generating content. St. Ambrose supports the use of Social Media in a responsible way. Conduct using Social Media that otherwise violates any portion of this Student Handbook will be handled in accordance with University policies and may subject you to disciplinary action by the University. In addition, a violation of civil or criminal laws through the use of Social Media may subject you to penalties determined by legal authorities. St. Ambrose University respects its student's use of Social Media as a public forum to voice their opinions about the University but urges its students to address issues through the appropriate channels for meaningful dialogue and resolution.

In addition to the other sections of this Handbook, the following guidelines apply to the use of Social Media:

- Be responsible. You are ultimately responsible for the material and content that you generate, post, publish, upload, download, author, etc. Harassing, defamatory, obscene, libelous, and other forms of malicious content violate University regulations and may subject you to disciplinary action. Such activity may also violate civil or criminal laws.
- Be aware. Most websites, including St. Ambrose, have a Terms of Use and Privacy Policy. You should familiarize with both before using a site or service and before providing personal information to or through a website. Please be aware that some sites may sell your information to advertisers or use your information to offer you other services. You should be mindful that content placed on the internet is difficult, if not impossible, to remove in its entirety.
- Be respectful. Respect other people's rights and opinions. Do not use Social Media to harass or bully another. Do not use Social Media to infringe on another's intellectual property rights. If you didn't author it, it most likely isn't your content and you should seek permission before posting or using it. Before posting or tagging pictures of others seek their permission first.
- For those who access Social Media while connected to SAU network(s), please refer to the Network Policy section of this handbook.

## **Student Identification Cards (BeeCards)**

Identification cards (BeeCards) are distributed during students' first semester from the BeeCard Services Desk within the Security Suite on the 2nd floor of the Rogalski Center.

A student must carry their card at all times. Borrowing or lending, failing to show ID, or providing false identification to a University official is prohibited. A student must present their BeeCard to enter a residence hall.

Student ID cards are needed to gain access to the dining hall, check out materials from the University library, and release print jobs from printers.

They are also needed for admission to campus activities such as concerts, films, lectures, athletics, and intramural and recreation events. Many of our buildings will require the BeeCard to be used at the electronic readers in order to enter the building or classrooms within the building.

Lost or stolen cards should be reported immediately to Security. Replacement cards may be purchased for \$25. If a student finds a lost card after purchasing a replacement, the student may turn it in to the Security Suite for a \$10 credit. Damaged cards, including damage caused by hole-punching, must be replaced at the student's expense. For more information please visit [www.sau.edu/beecard](http://www.sau.edu/beecard).

## **Withdrawing from the University**

To withdraw from the University, students should complete the withdrawal procedure with the Office of the Registrar. Students who withdraw and receive financial aid will have their financial aid recalculated based on the Return of Title IV aid refund policy described in the University Catalog. Students who do not go through the official withdrawal process, (i.e., leave campus without filing withdrawal papers) will receive grades of 'F' for the semester and may be subject to additional academic sanctions. This will also result in an automatic 50% Title IV recalculation if it is determined through grade reports and/or instructor comments that the student walked away and did not earn any of the "F" grades. The student will be notified of the action and can appeal. Withdrawing from the university will cause you lose access to all accounts (network and email).

# Academic Information

## **University Catalog**

Students must meet general degree requirements for their major as stated in the Catalog at the time of admission, or as stated in the Catalog for the year they graduate. Students may request a Catalog from the Registrar's Office and should keep it until graduation. An online Catalog is available at <https://www.sau.edu/catalog>. Students are also directed to their Department Handbook as applicable.

# Academic Progress

## **Degree Seeking Students**

All degree-seeking students are responsible for keeping track of their progress toward satisfying their graduation requirements. When students apply for graduation, preferably a year in advance, the Office



of the Registrar runs an audit to check that credits and courses are in order. Transfer students are responsible for making sure official transcripts from all previous post-secondary schools are on file with the Registrar's Office. A student can view and monitor their degree progress through Self Service via the MySAUPortal.

### **Class Absences**

The University recognizes that life circumstances may result in the need to be absent from class(es). Students are expected to communicate directly with faculty regarding class absences. Students experiencing extenuating circumstances, such as extended illness or death in the family, are also encouraged to report absences to the Dean of Students Office, for the purpose of providing assistance with faculty notification. Allowances for work that is late or missed as a result of absence will be determined at the direction of the faculty member

### **Grade Reports**

Grades can be viewed on Self Service via the Portal. Students may request in writing that the Office of the Registrar mail grade reports to their permanent address. To have a second copy sent to parents or other persons, notify the Office of the Registrar in writing.

### **Satisfactory Progress**

All undergraduate students are expected to maintain satisfactory progress toward a degree. Satisfactory progress is defined by the following GPA scale:

Class Standing	End of First Semester	End of Second Semester
First Year	1.70 (0 – 15 Credits)	1.80 (16 – 30 Credits)
Second Year	1.90 (31 – 45 Credits)	2.00 (46 – 60 Credits)
Third Year	2.00 (61 – 75 Credits)	2.00 (76 – 90 Credits)
Fourth Year	2.00 (91 – 105 Credits)	2.00 (106 – 120 Credits)

Students whose academic performance falls below these standards will be reviewed at the end of each semester by the Board of Studies, which may recommend probation or dismissal. Probation is a proving period during which a student's continuance at St. Ambrose University is in jeopardy. While on probation, students are limited to 13 credits per semester, or up to 15 credits with the support of the student's academic advisor.

Generally, a full-time student is allowed to remain on probation for no more than two consecutive semesters and will either have the designation removed if they have made satisfactory progress toward their degree or will be dismissed.

Students whose progress is notably poor may be dismissed without being placed on probation.

### **Satisfactory Academic Progress and Financial Aid**

Institutions participating in the Federal Title IV Student Financial Assistance programs are required to apply standards of satisfactory academic progress in determining student eligibility for these awards. In order for students to receive financial aid they must maintain Satisfactory Academic Progress (SAP) towards a degree.

Students are required to complete 67% of the credit hours attempted as well as to maintain a minimum GPA as listed in the table below:

Hours Earned	Cumulative GPA
0 – 15	1.70
16 – 30	1.80
31 – 45	1.90
46 – 120	2.00

Attempted Hours also include:

- Incompletes: Which are treated as F's
- Course Repetitions: when a course is repeated, the most recent grade will be used in the calculation of GPA, but the credits are counted as attempted for each course taken;
- and Remedial Coursework.

Credits are counted even if the financial aid was not being received at the time. The 67% completion rate ensures that a student will complete their degree within the maximum time frame allowed, and still be eligible for Federal Student Aid, which is 180 credits. Federal aid eligibility ends at 180 credits if they have not earned their first bachelor's degree. This does not guarantee receipt of institutional scholarships. **(NOTE: academic scholarships require a minimum GPA of 2.0 at all times and premier academic scholarships (Ambrose, Honors and Presidential Scholars) require a minimum GPA of 3.25 at all times and eligibility lasts up to 4 academic years).**

All transfer credits accepted and applied toward a St. Ambrose University degree plan are counted at 100% completed. A maximum of 90 credits will be counted for a student enrolling who has a prior bachelor's degree. We do NOT count transfer GPA in our calculation.

If a student changes majors, all credits attempted at the University are counted towards SAP.

Most graduate students are required to maintain a 3.0 GPA by their respective departments. The exception for graduate work holds that a GPA of 2.8 – 2.99 shall be deemed satisfactory progress provided the GPA is raised to 3.0 after no more than 2 consecutive semesters. This equates to no more than 2 'C' grades, which are then offset by 2 'A' grades. Students will be monitored both by the Financial Aid Office and by their departments.

SAP is monitored after each semester. If a student fails to maintain SAP, the student will be given a 'warning' and allowed to receive financial aid for one term immediately following the term in question. If by the end of the 'warning' period, the student is still not meeting SAP, financial aid will be suspended for future terms, including Summer term.

A student may appeal the financial aid suspension by submitting a letter, along with the SAP Appeal Form, to the SAP Appeals Committee, consisting of staff members within the Financial Aid Office. The letter must include an explanation as to why Satisfactory Progress was not maintained and what has changed that will allow the student to make SAP at the next evaluation at the end of the upcoming terms. Documentation to support the appeal must accompany the letter and SAP Appeal Form/Appeals will be considered for situations that were beyond the student's control. For example, a health issue that prohibited class attendance or a documented work-related interruption. Please contact the

Financial Aid Office for further guidance at 563-333-6314.

The SAP Appeals Committee will approve an appeal if it is determined that the student will be able to make SAP standards by the end of the next term OR the student will be placed on an Academic Plan that will ensure the ability to meet SAP standards by a specific point in time which will be determined. An Academic Plan will involve an Academic Advisor.

If an appeal is approved and the student still does not make SAP by the end of the term or Academic Plan period, whichever the case may be, the student's financial aid will be suspended/ At that time the student may appeal in person to the SAP Appeals Committee. Further eligibility for financial aid will be determined at that time.

## Grade Appeal Policy

### Overview

When a student believes a final course grade has been assigned in error or in an arbitrary or capricious manner, he/she has the right to appeal the grade. The student must first attempt to resolve the matter with the primary course instructor. If the grade dispute is not resolved at this level, the student may initiate a formal written appeal to the Department Chair. If the student or instructor is not satisfied with the decision of the Department Chair, a final appeal can be made to the Dean of the College that oversees the appropriate department or, when a Department Chair or Dean is the instructor involved in the appeal, to the Vice President for Academic and Student Affairs.

### Actions Permitted

1. Students may only appeal the final course grade. Individual assignment grades (exams, quizzes, etc.) should be discussed and resolved with the Instructor throughout the semester.
2. All recognized appeals by students and instructors should be written and delivered to the appropriate individual (Instructor, Chair, or Dean) either electronically in email format to the appropriate individual's email address at the University, or by hard copy delivered personally to the appropriate individual. The individual appealing is responsible for assuring and establishing the delivery and receipt of a timely appeal.
3. No one may substitute personal judgment for that of the Instructor in regard to the quality of the student's work; therefore, the student must show evidence of a deviation from established procedure that adversely affects the student in the assignment of the letter grade for the course.
4. Decisions at the Chair level or higher can include either denial of the appeal or upholding the appeal, at which point the final course grade will be change. The University does not have any liability for any impact to the student for the time period preceding any change to the final course grade in the University's Registrar's Office.

### Procedures and Timeline

1. Students must first attempt to resolve the grading issue with the Instructor.
2. If the student decides to formally appeal the final grade, the student must provide a written appeal, including the justification for the appeal, to the Instructor. If the Instructor is no longer employed by the University, the student must provide the written appeal directly to the Department Chair. **TIMELINE:** The written appeal must be submitted by the student to the Instructor, or

Department Chair, if applicable, in email format to the individual's University email address, or by personal delivery of a hard copy of the written appeal within one (1) week from the grade submission due date posted by the University's Office of the Registrar.

3. The Instructor should notify the student upon receipt of the appeal, but the student is responsible for assuring receipt of the appeal. If the Instructor cannot be contacted, the student should notify the Department Chair of his/her appeal and request assistance in contacting the Instructor.
4. Instructors will email or mail a written decision to the student within one (1) week of receiving the appeal. If the Instructor fails to provide a decision within one (1) week the student should notify the Department Chair to intervene in obtaining the decision or furthering the appeal.
5. After receiving the Instructor's decision, the student may appeal the final grade, in writing, to the Department Chair. It is the student's responsibility to provide evidence to support the appeal. The Chair will investigate the appeal. The investigation will include discussing the matter with the Instructor and may include requesting the instructor to support the accuracy and fairness of his/her grading. The student's written appeal constitutes authorization for the Chair to have access to the student's educational files and grades pertaining to the appeal.

**TIMELINE.** A student's appeal of a final grade to the Department Chair must occur within 1 week after receiving the instructor's decision.

6. The chair will render a decision on the appeal and provide the decision to the student and the instructor.

**TIMELINE:** Within 1 week from the receipt of the student's written appeal of the final grade, if the Chair's decision is to deny the appeal, the student may appeal the grade, in writing, to the Dean. The student may also elect to meet with the Dean to present information directly related to the appeal.

**TIMELINE:** Within 1 week after receiving the Chair's decision the Dean will provide a final decision to the student, instructor, and the Chair.

**TIMELINE:** Within 1 week from receipt of the student's written appeal of the Chair's decision, if the student's grade is changed pursuant to the appeal process, the instructor shall have the same appeal rights and is subject to the same timeline.

7. The Dean will provide a final decision to all parties.

**TIMELINE:** Within 1 week from receipt of the instructor's appeal of the Chair's decision, if the decision is to change a student's final grade, the change will be communicated to the University's Office of the Registrar.

## Exceptions

1. If the Department Chair is the Instructor involved in the appeal, the appeal goes directly to the Dean and then to the Vice President for Academic and Student Affairs for the final decision.
2. If the Dean is the Instructor involved in the appeal, the appeal goes to the Chair and then to the Vice President for Academic and Student Affairs for the final decision.
3. Timelines may be extended by the Chair or the Dean, if necessary, evidence or individuals are not available, or if the University determines that additional time is necessary to process the appeal. No exceptions or extensions of time will be granted for students to initiate a grade appeal.

Graduate programs follow this grade appeal policy unless otherwise noted in their program handbook.

## Academic Integrity Policy

### Preface

In accordance with its mission to enable “students to develop intellectually, spiritually, ethically, socially, artistically, and physically to enrich their own lives and the lives of others,” the University seeks to “teach, learn, and work in a climate of mutual respect, honesty, and integrity where excellence and academic freedom are cherished.” All members of the community are called upon to uphold the standards of academic integrity, and to avoid academic dishonesty of any kind. By accepting employment at the university or by accepting admission to St. Ambrose faculty, staff, and students affirm and support the principle of honesty in their endeavors on behalf of the institution. Each member of the St. Ambrose community is responsible for acting with integrity.

### Forms of Academic Misconduct

Academic misconduct is any attempt to gain unearned advantage involving coursework or records. Forms of misconduct include, but are not limited to the following:

#### Plagiarism

Plagiarism is the intentional or unintentional use of another’s words or ideas without crediting the source. Examples of plagiarism include, but are not limited to, the following:

- Receiving credit on group assignments without contributing fairly.
- Submitting another’s paper or assignment, in whole or in part, as if it were your own.
- Using exact phrases, sentences, or paragraphs from a source without quotation marks and/or proper citation.
- Paraphrasing another’s work or using information (verbal or visual), opinions, or concepts from a source without proper citation or acknowledgement.
- Borrowing phrases from a source without using quotation marks, substituting synonyms for the author’s language while keeping to the same general language framework and meaning as found in the original.

#### Falsification or Fabrication

Falsification or fabrication is intentionally altering or creating data in an academic exercise or record.

Examples include, but are not limited to, the following:

- Inventing research or lab results.
- Counterfeiting a record of a practicum experience.
- Sabotaging another student’s work such as a lab report.
- Fabricating an excuse (e.g., an illness or accident) to justify a delay in submission of an exam or assignment.
- Inventing a citation, altering a grade on an assignment or academic record, unauthorized altering of a returned test or paper before seeking regrading, or impersonating another student.

### **Unauthorized Assistance**

- Collaboration on completing assignments or tests without the authorization of the instructor or outside the limits designated by the instructor.
- Allowing another; such as a tutor or fellow student, to complete or significantly revise a paper or assignment.
- Using materials such as textbooks, notes, or formula lists during a test without the professor's permission.
- Copying from another student's test or homework and/or allowing another student to copy from your test or homework.

### **Complicity**

Complicity is assisting another person in committing an act of academic misconduct. Examples include, but are not limited to:

- Writing or procuring an assignment for another student.
- Taking an exam for another student.
- Changing an academic record for another student.
- Supplying another student or students with unauthorized copies of an exam, or exam questions or answers, or lying to students, faculty, or administration on behalf of another student.

### **Improper use of Technology**

Improper use of technology is the dishonest or deceptive use of any technological device such as a computer, smartphone/watch, or tablet to receive or attempt to receive, or aid another to receive credit for academic work, or any improvement in evaluation of academic performance. Examples include, but are not limited to, the following:

- Using a device such as a computer, smartphone/watch or tablet to store or receive answers to assignments or tests.
- Having someone else log-in as you to complete an online assignment or exam.
- Logging in as someone else to complete an online assignment or exam.

### **Abuse of Academic Materials**

Abuse of academic materials is intentionally destroying, stealing, or making such materials inaccessible. Examples include, but are not limited to, the following:

- Hiding or removing library resources so other students do not have access to them.
- Destroying files or other materials needed in academic work.
- Stealing notes, assignments, or exams from students or instructors.
- Infecting University computers with malware or viruses.

### **Multiple Submission**

Multiple submission is the use of the same work in more than one course without prior permission of the instructor. Example:

- Submitting the same paper, assignment or presentation, in whole or in part to satisfy course requirements in more than one class.



## Potential Consequences of Academic Dishonesty

At the discretion of the instructor, potential consequences may range from resubmission or retaking of the assignment or exam, receiving an 'F' for the assignment or exam, receiving an 'F' for the unit in which the assignment or exam occurred, to receiving an 'F' for the entire course.

The instructor is responsible for reporting an act of academic dishonesty to the Registrar, who will place the information in a confidential file. Severe or repeated acts of academic dishonesty will automatically be evaluated by the Board of Studies and may result in sanctions such as suspension, expulsion, or loss of academic honors. A student's grade may be changed, even after a course has been completed. An incident report, including any documentation and the action taken will be kept in the Office of the Registrar.

## Procedures for Alleged Academic Dishonesty

An instructor who has evidence or suspects an act of academic dishonesty has occurred is responsible for acting in accordance with the St. Ambrose University Integrity Policy. In addition, others, including students, who have reason to believe a violation has taken place, should notify the instructor verbally or in writing. The names of those supplying the information other than the instructor will be held in confidence.

The following steps will be taken by the instructor:

- An instructor will discuss the allegation with the student and determine an appropriate sanction for the course if deemed necessary.
- Depending on the severity of the violation (see "Potential Consequences of Academic Misconduct") the instructor will send a completed report with any supporting documentation to the Registrar.

The incident report will be reviewed by the Board of Studies Chair. In the case of violations that are not considered severe (see Potential Consequences of Academic Misconduct), a violation letter will be sent to the student and they will be asked to meet with the Director of Reading and Study Skills. The student may either accept the action or may request a formal hearing before the Board of Studies committee.

In the event of a repeat violation or if the Board of Studies Chair suspects organized cheating or severe acts of academic dishonesty, the investigation will be pursued by the Board of Studies committee. The Registrar will notify student(s) of the specific allegations of academic misconduct and when a formal hearing with the committee will occur. The Board of Studies committee will determine which additional sanctions will be enforced (See Potential Consequences of Academic Misconduct); its ruling may be appealed to the Vice President of Academic and Student Affairs. All incident reports of academic misconduct will be reported and kept on file in the Office of the Registrar.

## Potential Consequences of Academic Misconduct

All cases of academic misconduct (or suspected academic misconduct) will result in a meeting between the instructor and the student where the instructor will explain to the student how the observed behavior might be a violation of the University's Academic Integrity Policy and give the student an opportunity to provide an explanation. At this meeting, the instructor will also explain what behaviors were expected and appropriate for that assignment, and how the student's behavior violated these expected behaviors. Potential consequences for academic misconduct are at the discretion of the instructor and will depend on the severity of the violation.

### **Consequences for a Minor Violation**

Consequences for a minor violation might include: having the student redo an assignment or giving the student a reduced grade for an assignment (potentially including 'F' or zero). Examples of minor violations include, but are not limited to:

- Paraphrasing another's work without proper citation in parts of a written assignment.
- Allowing another student to significantly revise a paper or assignment (without authorization from the instructor).
- Fabricating an excuse to justify a delay in submission of an assignment
- Receiving credit on a group assignment without contributing fairly.

In these cases, after hearing the student's explanation, an instructor might decide that this violation does not warrant the submission of an incident report to the Office of the Registrar.

### **Consequences for a Major Violation**

Consequences for a major violation might include giving the student a grade of 'F' or zero on the assignment, exam, or course.

If the instructor determines that a major violation has occurred, the instructor will also submit an incident report, including any documentation and the action taken, to the Office of the Registrar (see Procedures for Alleged Academic Misconduct).

Examples of major violations include, but are not limited to:

- Copying from another student's test.
- Using a smartphone/watch to receive answers to a test.
- Submitting another's paper or assignment, in whole or in part, as if it were your own.
- Inventing results for a lab report.

### **Cases of Severe or Repeated Violations**

Cases of severe or repeated violations will automatically be evaluated by the Board of Studies Committee (see Procedures for Alleged Academic Misconduct) and may result in loss of academic honors, probation, suspension, or expulsion. A student's grade can be changed even after a course has been completed.

Examples of severe violations that would be considered by the Board of Studies Committee include, but are not limited to:

- Distributing stolen exams.
- Selling papers to other students.
- Downloading entire papers from the internet.

## **Registration Information**

The Office of the Registrar provides students with academic information and guidance. Student records are filed in this office and students may obtain information about their permanent academic files.

## Registration Procedures

Students register for classes each semester by using Self-Service on MySAU Portal (online registration) or by going to the Bee Central office.

### To Register

1. Check the MySAU Portal or the Registrar's website for your priority due date to register.
2. Meet with your advisor to discuss progression towards your degree.
3. If you miss your regularly scheduled time, you can register at any time after such appointed date and time. You may not register before your scheduled time.
4. If you or your advisor feels a class may close before your date to register, discuss some alternative classes for which you could register.
5. Plan and register courses through Self-Service on MySAU Portal.
6. Send the verification reply card you receive in the mail to the Office of the Registrar to verify your attendance.
7. Arrange payment for your classes at the Bee Central Office.

### Adding or Dropping a Class

1. Pick up an official Change of Registration form at the Bee Central Office or on their website.
2. Before the first day of classes:
  - a. To change sections of the same class, fill out the form, have your advisor and instructors of each section sign it, and return it to the Bee Central Office.
  - b. To add a class, fill out the form, have your advisor and instructors sign it and return it to the Bee Central Office.
  - c. To drop a class after classes have begun, fill out the form, have your advisor and instructor sign it and return it to the Bee Central Office.

### *Special Hints*

Get it in writing. To avoid later confusion and to ensure clarity, have anything regarding academic progress verified in writing by the appropriate people or offices.

Waiting lists are not guarantees. Students who wish to enter a class section that is full ay put their name on a waiting list at the Bee Central Office. This list does not guarantee permission to enter the class.

## Accessibility Resource Center

The Accessibility Resource Center (ARC) exists to provide qualified students with reasonable accommodations or academic modifications or adjustments intended to reduce the effects that a disability may have on their performance in a traditional academic setting. A student who wants to request an accommodation or academic modification or adjustment must contact the ARC Office and identify as having a disability. The disclosure of a student's disability is voluntary, but if the student does not disclose the disability, St. Ambrose University cannot determine which accommodations, academic modifications, or adjustments may be appropriate. After a student discloses a disability, the

ARC Office will engage in an interactive process with the students to determine if the student has a “disability” as defined by applicable laws and regulations, and if the student meets that requirement, which accommodation(s) or academic modification(s), or adjustment(s) are appropriate. Students are not guaranteed a specific form or accommodation, academic adjustment, or modification. The student will be required to submit documentation of disability to verify eligibility under the Americans with Disabilities Act Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973, and policies outlined by the ARC Office. The diagnostic report or supporting documentation must document a “disability” as defined by applicable laws and regulations.

The Accessibility Resource Center can also assist students who suspect they may have a learning disability as well as assisting students with disabilities in developing learning strategies to compensate for their disability and to become independent learners. Services do not lower course standards or alter degree requirements, but services include appropriate academic adjustments and modification to allow for full participation by students. St. Ambrose University will not discriminate against any student based on any disability.

For complete information regarding the Accessibility Resource Center offerings please refer to the ARC Student Guidelines located on the ARC Portal page at <https://mysau.sau.edu/Academics/AccessibilityResourceCenter/Pages/default.aspx>.

This handbook provides students with information on St. Ambrose University’s policies regarding students with disabilities, the process for students to request and receive accommodations, and the rights and responsibilities of students receiving accommodations, as well as other valuable information concerning students with disabilities attending St. Ambrose University. Additional information can be found online at [www.sau.edu/ARC](http://www.sau.edu/ARC)

## University Policy Statements

### AIDS and HIV Policy

#### **A. APPLICATION**

This policy, which derives from the best currently available medical facts about Human Immunodeficiency Virus (HIV) infection and Acquired Immunodeficiency Syndrome (AIDS), applies to all students, faculty, and staff.

People with HIV infection may be healthy but have evidence of the infection because of the presence of an antibody to the virus in their blood; others have a condition meeting the criteria of the surveillance definition of AIDS itself or one of the lesser symptomatic manifestations of infection (such as AIDS-Related Complex or Progressive Generalized Lymphadenopathy).

#### **B. TRANSMISSION INFORMATION RELEVANT TO POLICY**

Current knowledge indicates that students, faculty, and staff with HIV infection do not pose a health risk to other persons in a general academic setting. HIV is transmitted by intimate sexual contact and by exposure to contaminated blood or other body fluids. Although HIV may be found in many body fluids and secretions of people who are infected, its presence is correlated with transmission only through blood, semen, and female genital secretions. There has been no confirmed case of transmission of HIV by any household, school, or through other casual contact. The Public Health Service states that there is no recognized risk created by living in the same place as an infected person; caring for an AIDS patient; eating food handled by an infected person; being coughed or sneezed upon by an infected

person; casual kissing or swimming in a pool with an infected person. These facts are the basis for this policy.

### **C. ST. AMBROSE UNIVERSITY'S POLICY**

1. General Policies: St. Ambrose University (SAU) responds to each case of HIV infection as required by its particular facts. Given the uncertain legal obligations and challenges involved SAU does not devise or implement inflexible policies.
2. Educational Process: The Director of Health Services manages the process of organizing and overseeing an educational program providing current information, using reliable up-to-date materials that are easily accessible and widely available, and providing a mechanism for making policy decisions as may be necessary.
3. Disability: Persons with AIDS itself (and possibly, those with other manifestations of HIV infection) are considered as having a disability and SAU recognizes the legal rights of these individuals. Persons infected with HIV are eligible for services provided by the Student Accessibility Resource Center.
4. Admissions: SAU does not consider the existence of any form of HIV infection in the admission decision for people applying to attend the University.
5. Attendance: SAU students who have HIV infection, whether they are symptomatic or not, are allowed regular classroom attendance in an unrestricted manner if they are physically and mentally able to attend classes.
6. Job Performance: SAU faculty and staff who have HIV infection, whether they are symptomatic or not, will be considered for employment and are allowed to maintain employment status in an unrestricted manner if they are physically and mentally able to perform the essential functions of the job with or without a reasonable accommodation.
7. Access to Facilities: There is no justification, medical or otherwise, for restricting the access of students, faculty, or staff with HIV infection to student unions, theater, restaurant, snack bars, gymnasiums, swimming pools, saunas, recreational facilities, or other common areas.
8. Residential Housing: Decisions about housing for HIV infected students, faculty, or staff, residing on campus are made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing a residence with infected individuals. There may, however, be in some circumstances, reasonable concern for the health of individuals with immune deficiencies (of any origin) when those individuals may be exposed to certain contagious diseases (e.g., chicken pox or measles) in a close living situation. SAU recommends that persons with immune deficiencies be assigned private rooms in order to protect the health of immunodeficient persons – not to protect other persons from them.
9. Medical Care: The following recommendations pertain to the provision of clinical services to people with HIV infection:
  - A. Medical History: SAU does not routinely ask persons to respond to questions about the existence of HIV infection. It is, however, appropriate to encourage persons with HIV infection to inform campus health care providers to enable the University to provide them proper medical care, support, counseling, and education. This, like any other medical information, is handled in a confidential manner in accordance with the procedures and requirements in effect at the University and those required by law, including but not limited to Iowa code Chapter 141.
  - B. Medical and Psychological Follow-up: Clinicians in health services and counseling centers provide for medical, psychological, and support services that promote the best physical and mental health of persons with HIV infection. SAU has organized these resources in order to avoid causing anxiety and distress if an individual requires assistance. If services needed are beyond the scope of comparable services provided on campus, SAU will refer individuals with HIV infection to other appropriate care providers. The evolution of antiviral or

immunomodulation therapies for HIV infection requires that the campus health care providers be aware of current developments and practices in immunologic evaluation and treatment. SAU care providers will refer persons with HIV infection to the Scott County Health Department for assessment and treatment appropriate to their needs.

- C. Contagious Diseases: Special precautions to protect the health of immunologically compromised individuals may be applied during periods of a prevalence of certain casually contagious diseases, such as measles and chicken pox.
  - D. Immunizations: Persons known to have immune deficiencies are excused from University requirements for certain vaccinations, especially measles and rubella. These vaccinations may lead to serious consequences in people with a poorly functioning immune system.
10. HIV Antibody Testing: Persons requesting HIV antibody testing are referred to the Scott County Health Department for anonymous testing, pre- and post-test counseling, and referral for treatment and support to appropriate care providers. SAU does not support mandatory testing for HIV under any circumstances.
11. Confidentiality of Information: Guidelines concerning the handling of confidential information about people with HIV infection are as follows:
- A. Standards: In general, it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, parents, or anyone else that is not entitled to such information without the express written consent of the relevant patient, student, Staff, or faculty member unless some type of disclosure is required by law. This position with respect to health records is supported by the Family Education Rights and Privacy Act (FERPA) of 1974.
  - B. Release of Information: No person, group, agency, insurer, employer, or institution, will be provided information of any kind without the prior written consent of the individual unless otherwise required or allowed by law. Given the possibility of unintended or accidental compromise of the confidentiality of information, health care providers should carefully weigh the importance of including any specific information about the existence of known HIV infection in an ordinary medical record except when circumstances of medical necessity mandate it. At a minimum, the inclusion of any information regarding HIV infection in a medical record should be discussed with the individual prior to its entry.
  - C. "Need to Know": The number of people at SAU who are aware of the existence and/or identity of students, faculty, and staff with HIV infection is kept to an absolute minimum, both to protect the confidentiality and privacy of the infected persons and to avoid the generation of unnecessary fear and anxiety among other students, faculty, and staff.
  - D. Informing Other Students, Faculty, and Staff: There is absolutely no medical or other reason for SAU to advise persons living in a residence hall, townhouse, or other forms of University housing of the presence there of persons with HIV infection. Similarly, University officials are not to reveal the identity of students, faculty, or staff with HIV infection in any other setting unless otherwise required or allowed by law. The responsibility to provide a safe living environment is best dealt with by educational programming. Sharing confidential information without consent may create legal liability.
  - E. Secondary Lists or Records: Neither health care providers nor other administrators are to keep lists or logs identifying individuals tested for antibody to HIV or known to be infected with HIV.
12. Safety Precautions: Safety guidelines as proposed by the United States Public Health Service for the handling of the blood and body fluids of all persons, not just those previously known to have HIV infection, have been adopted by SAU and are in effect. Universal precautions are necessary because many people with HIV infection are not identified in advance. The same



procedures should thus be followed for handling the blood and body fluids of any student, faculty, or staff person. For more details, see the University's Exposure Control Plan for Blood borne Pathogens.

- a. Disinfection: Surfaces contaminated with blood or other bodily fluids should be cleaned and disinfected with a commercial disinfectant solution or with household bleach, freshly diluted in a 1:10 solution (one-part bleach and 10 parts water).
  - b. Health Care Providers:
    1. Public Health Service Providers: in order to prevent the accidental transmission of HIV in health care settings, St. Ambrose University's Health Service will adhere to procedures suggested by the Centers for Disease Control, the U.S. Public Health Service, the Iowa Department of Public Health, and the Scott County Health Department for infection control. SAU provides educational programs about HIV infection and its transmission to students, faculty, and staff.
    2. Equipment: The University Health Services uses disposable, one-user needles and other equipment whenever such equipment will puncture the skin or mucous membranes of any client seen in Health Services. For more details, see Exposure Control Plan for Blood Borne Pathogens.
  - c. Teaching Laboratories: The University's safety guidelines for the handling of blood and body fluids of each person in teaching laboratories will be followed. Laboratory courses requiring exposure to blood, such as biology courses in which blood is obtained by finger prick for typing and examination, will use disposable clothing and equipment, and no lancets or other blood-letting devices will be re-used or shared. All disposable clothing and equipment will be handled utilizing universal precautions and disposed of in designated containers. No student should be required to obtain or process the blood of others.
  - d. Athletics: Universal Precautions will be utilized whenever exposure to blood or other potentially infectious materials is anticipated. Personal Protective Equipment will be used when handling any equipment, supplies, or other contaminated articles, and cleaned or disposed of in a manner consistent with University Policy. See the Exposure Control Plan for Blood borne Pathogens for details.
  - e. Daycare: Universal Precautions will be utilized whenever exposure to blood or other potentially infectious materials is anticipated. Personal Protective Equipment will be used when handling breast milk, or any equipment, supplies, diapers, or other contaminated articles, and cleaned or disposed of in a manner consistent with University Policy. See the Exposure Control Plan for Blood borne Pathogens for details.
13. Support Services: The psychosocial consequences of actual or feared HIV infection are such that university students, faculty, and staff may experience enough suffering to impair their health, interfere with academic or work performance, cause extreme psychological distress, disrupt plans, and/or cripple relationships. Psychological, emotional, and spiritual health may also be important allies for people with established HIV infection. Therefore, SAU will maintain easily accessible and widely available support services through which concerned persons can receive counseling, assistance in locating and using social resources, and referrals for further assistance.
  14. Harassment: SAU condemns any harassment of an individual with AIDS or HIV and will respond to any complaint according to its Harassment Policy. Any student, faculty, or staff that believes he or she has been subjected to harassment or discrimination based on his or her AIDS or HIV status are directed to the Harassment Policy.

The Director of Health Services at St. Ambrose University will periodically review this policy and address educational and administrative issues as they arise and will utilize forthcoming statements and reports from the American College Health Association, the Center for Disease Control, and the United States Public Health Service in making revisions to this policy when deemed necessary.

## Alcohol and Other Drug Policies

### Position Statement

The 1989 amendments to the Drug-Free Schools and Campuses Act, Part 86, requires that as a condition of receiving funds or any other form of financial assistance under a federal program, an institution of higher education must certify it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. St. Ambrose University, therefore, maintains and enforces alcohol and other drug policies consistent with federal, State of Iowa, and local laws.

St. Ambrose University believes that alcohol abuse is a significant health issue that is counterproductive to the pursuit of academic excellence. While we do not view alcohol and other drug use as inherently detrimental to individual health, the risk remains high that traditional college age students, in particular, may become involved in the abusive behaviors associated with use that impacts their academic performance, health, and overall well-being.

### Educational Approach

As an institution of higher education, St. Ambrose University is committed to the education of the whole person, both in and out of the classroom. St. Ambrose University expects students to make informed decisions regarding the role alcohol use will play in their college learning experience. Our policies are established to encourage the safe, healthy, responsible, and legal use of alcohol and other drugs. The University takes seriously the issue of alcohol and other drug use and abuse, as these behaviors can interfere with an individual's ability to succeed in college both in and out of the classroom. Recognizing the prominence of alcohol use and abuse in our society and that policy does not dictate behavior, we deem the education of our students on these issues to be of paramount importance. To be most effective, we believe it is critical to establish an environment that allows for this topic to be freely discussed.

### Campus Impact

Alcohol and other drug consumption have been shown to cause a number of changes in behavior and physiology, posing a significant threat to the health and welfare of college students in particular. Even minor usage can impair judgment, coordination, and abstract mental functioning. Statistics show that the vast majority of violent behaviors (including sexual violence, vandalism, and assault) on college campuses involved alcohol use. Our campus is no different. Additionally, continued use stresses social relationships and may lead to dependency, which often causes permanent damage to vital organs and is counterproductive to a healthy lifestyle.

### Medical Amnesty

St. Ambrose University seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety, and welfare of all community members. St. Ambrose strongly encourages students to call Campus Security 563-333-6104 or 911 from campus

phones to provide medical assistance for those who may have been harmed or are dangerously under the influence of drugs or alcohol. **No student seeking medical treatment for the effects of drug or alcohol use, or who may need assistance while unlawfully under the influence of alcohol or other drugs, will be subject to the University discipline for violating the St. Ambrose Code of Conduct as it relates to alcohol and drug use.** Should behavior be deemed to violate the code of conduct, emphasis will be placed on affirming individual and collective student well-being first and foremost. However, students may be held responsible or accountable for acts committed while intoxicated, as intoxication will not be viewed as an acceptable excuse to alleviate individuals of responsibility or accountability for a policy violation. Medical amnesty will be granted to both the intoxicated student and to the student(s) seeking medical assistance on behalf of the intoxicated student.

### General Alcohol Policy Guidelines

Wishing to establish an environment that fosters academic excellence while educating students on the complexities of alcohol and other drug use, St. Ambrose University established the St. Ambrose Alcohol Policy as follows:

1. Students are expected to encourage responsible drinking behavior by those individuals who choose to consume alcohol and to respect the choices of individuals who choose not to consume alcohol.
2. Consumption by a person under the age of 21 or supplying and/or selling alcohol to a person under the age of 21 is illegal in the state of Iowa and a violation of University Policy.
3. Violations of the Alcohol Policy are cumulative through a student's career.
4. No alcohol, powdered alcohol ("Palcohol"), low alcohol beer ("light beer, non-alcoholic beer, small beer, small ale, or near-beer"), or alcohol containers (including empty containers) are allowed in traditional student residential areas (Bechtel, Cosgrove, Franklin, North traditional suites, and Rohlman Halls). All students present, regardless of age, will be held in violation of the Alcohol Policy when alcohol, powdered alcohol ("Palcohol"), low alcohol beer ("light beer, non-alcoholic beer, small beer, small ale, or near-beer"), or alcohol containers are found in a room or house and/or consumed in residential areas.
5. When a person underage is found consuming alcohol, the host(s) and the underage person(s) found to be consuming alcohol may be held in violation of the Alcohol Policy.
6. No one may possess or consume alcoholic beverages in public areas of campus. Public areas include all locations other than student's rooms.
7. When a policy violation is confronted on campus property or in University housing, University staff will instruct hosts and/or guests to properly dispose of all alcohol, powdered alcohol ("Palcohol"), low alcohol beer ("light beer, non-alcoholic beer, small beer, small ale, or near-beer"), and alcohol containers that may be accessible at the location of the policy violation.
8. Kegs, pony kegs, or other common sources of alcohol, will not be permitted in University student housing. These items will be confiscated and not returned. Due to the nature of their use and the reality that their presence encourages overuse and/or parties, bars are not allowed in residential facilities. Alcohol may not be given as a prize or award.
9. Competitive drinking games (any type of game that can reasonably be assumed is for the purpose of alcohol consumption) and equipment (i.e. beer pong tables, shot roulette/checkers/chess, beer funnels, etc.) are prohibited. Equipment will be confiscated and may not be returned.
10. Misuse of alcohol, such as excessive consumption is prohibited.
11. No advertisements, including t-shirt designs, that promote alcohol consumption may be printed

in student publications or posted on campus unless the event is sponsored and approved by the University.

12. Names and logos of alcohol distributors, brewers and distillers may not appear on the printed programs, schedules or posters of athletic teams or student organizations.
13. Poster, containers and other items that refer to alcohol may not be displayed in areas of student residences, visible to the public. These areas include windows, outer doors, and porches. Failure to remove these items from public view may result in disciplinary action.

## Drug Policy

St. Ambrose enforces drug policies consistent with state and federal statutes and has declared a drug-free workplace at all locations at which the University conducts business. Students, faculty, and staff are prohibited from the use, possession, manufacturing, sale, or distribution of any illegal controlled substance. The use and possession of drug paraphernalia, including but not limited to blow tubes, rolling paper, pipes, etc., is also prohibited.

If a student believes she/he has a substance abuse problem and seeks assistance prior to a violation of this policy, the University will provide support through the counseling office, which administers confidential and free intake interviews, assessment, mental health counseling, and referral services to all students.

## Tobacco Free Environment Policy

In consideration of the health, safety and comfort of all St. Ambrose students, employees, and visitors, and in compliance with Iowa State law (Iowa Code Chapter 142D), the use of any form of tobacco is prohibited in, or on, any property owned by St. Ambrose University.

This policy prohibits the use of any form of tobacco, or tobacco-like products (such as vapes, electronic cigarettes or smokeless tobacco) in, or on, but is not limited to all of the following: University grounds including parking lots, athletic fields, and any other outdoor area under the control of St. Ambrose University, residential housing, offices, classrooms, student residences, lounges, hallways, dining facilities, rest rooms, entryways and enclosed areas owned by the University.

The use of any form of tobacco or tobacco-like products is prohibited at all times in University owned vehicles. Smoking is prohibited inside any vehicle, whether University owned or privately owned, located on school grounds.

The sale of tobacco or tobacco-like products is prohibited on campus.

All applicants for employment and students will be advised of the tobacco-free policy.

Employees and students who want help curbing their use of tobacco may obtain literature and smoking cessation assistance from the St. Ambrose University Human Resources Office or Health Services Office.

All students, employees, and visitors share responsibility for adhering to and enforcing the policy. Anyone in violation of Iowa law may be subject to the state's regulation, enforcement, and civil penalties.

St. Ambrose employees and students in violation of the University's policy may be subject to University disciplinary action.

The University shall not discharge, refuse to employ, or retaliate in any way against an employee, prospective employee, or student for exercising his or her rights under Iowa Code Chapter 142D, including the right to register a complaint or prosecution of claim.

St. Ambrose also considers electronic cigarettes/smokeless cigarettes/e-cigs to be in violation of the Tobacco-Free Environment Policy/ People who use these items on campus property will be in violation of the University's policy and subject to University disciplinary action.

### **Enforcement: Alcohol and Other Drug Policy**

Federal guidelines noted above dictate that institution of higher education must demonstrate that policies are appropriately enforced. To achieve compliance with expected guidelines, the University first extends a level of trust, until given reason to believe otherwise, that each student is honoring their contractual commitments to follow University Policy, local, state, and federal law. University personnel will confront all actual and suspected policy violations of which we become aware. The University reserves the right to search if reasonable suspicion exists that a University policy is being violated.

Further, empty alcohol containers and other elements found in student rooms or houses that suggest evidence of possession and/or consumption of alcoholic beverages on campus may be grounds for disciplinary action. Should a staff member approach a situation, it is expected that individuals present comply with all reasonable requests made by a college official. All present are expected to be respectful through their interactions with staff and to present themselves truthfully.

## **Sanctions for Violation of Local, State, and Federal Laws**

### **Alcohol Use:**

Local statutes adhere to State guidelines regarding sanctions for violations.

Iowa State Law considers the illegal possession and use of alcohol a simple misdemeanor. Please see the following link for full detail: <http://www.legis.state.ia.us/IACODE/1997/123/47A.html>

Federal Laws likewise prohibit the underage use of alcohol. Please see the following link for full detail: <http://nationalsubstanceabuseindex.org/alcohollaws.htm>

### **Programming: Alcohol and Other Drug Education**

St. Ambrose University recognizes the need for continuous education in regard to alcohol and other drug use. As a result, the Alcohol and Other Drug Environmental Review Council exists to oversee the implementation of a comprehensive educational program. Additionally, this council works to assess the overall effectiveness and to make recommendations for future initiatives. By collaborating with campus community members, the AOD Environmental Review Council seeks to educate the Ambrose community about alcohol use, abuse, and the impact these choices have on the educational environment. Programming is targeted to increase awareness and to further inform students, faculty, and staff regarding current usage, trends of alcohol and other drug use in higher education, and what each can do to lessen the risk of negative impacts of use toward creating safe, healthy, responsible,

and legal patterns of use.

Additionally, the St. Ambrose University conduct review process includes educational sanctioning for violations involving the alcohol and other drug policies. These include, but are not limited to: personal assessments, reflection papers, seminars, attending educational events, research, and helping with educational programming. Suspension and dismissal may be outcomes for repeated violations or in instances where acts are significantly egregious.

## **Resources: Alcohol and Drug Abuse Prevention**

### *Substance Abuse Support Program:*

The counseling center coordinates evaluation and support for students whose alcohol or other drug use interferes with their academic or social success. The Director of Counseling oversees the use of all available campus and community resources to restore the health and effectiveness of these students. Procedures include:

1. Self-Referral: Students who want help should call the Counseling Center and speak to a counselor. Confidentiality is maintained at all times. The counselor will work with the student to evaluate the information presented and suggest available campus-based or community resources. The counselor will maintain confidentiality unless the student requests in writing that someone else be informed of the situation.
2. Faculty/Staff/Peer Referral: If a student's class attendance, performance, or a particular incident indicates that the student is being negatively impacted by alcohol and/or other drug use, the faculty/staff member should first share concerns directly with the student, recommending the student contact the Director of Counseling for a free and confidential assessment. With the student's permission, the counselor will advise the faculty/staff of any further action that may be helpful. In instances when a referral is not code of conduct based, the counseling office and the University have the greatest range of options available to assist the overall health and well-being of the individual student. All information pertaining to the student's referral and information provided by the coordinator to the faculty/staff will be held in strictest confidence.

## **Child Abuse Reporting Policy**

The purpose of this policy is to encourage and require any report of child abuse to appropriate authorities. St. Ambrose University (The University) seeks at all times to protect the welfare of minors on its campus. This includes minors who are on the University's campus or participating in off-campus University-sponsored programs. The Policy is intended to be interpreted broadly, and any uncertainty about whether to report a potential violation or potential abuse should be resolved in favor of making a report.

### **Who Must Report**

This policy requires anyone, including any employee who, in the scope of their employment responsibilities, examines, attends, counsels, or treats a child, to report suspected physical or sexual abuse of a child to the appropriate authorities. A report should be made to both the University's Security Department and to law enforcement within 24 hours. All University employees, including but not limited to, faculty, staff, coaches, student employees, and administrators, are required to report any suspected



abuse. If you are not sure whether you are required to report, this policy encourages you to err on the side of caution and report the suspected abuse. You do not need to have proof that the abuse has occurred in order to report.

## **Definitions**

All reporters must report child abuse when they see, know about, or reasonably suspect the abuse of a child. A report should be made within 24 hours after becoming aware of the suspected abuse. This includes reporting any type of abuse of a child including physical or sexual abuse. For the purpose of this policy the following apply:

- “Child” means any person under the age of eighteen (18) years.
- “Physical abuse” means non-accidental acts or admissions that cause or fail to prevent physical injury to a child.
- “Sexual abuse” means the commission of a sexual offense according to Iowa Law, including rape, sexual assault, molestation, incest, indecent exposure, or exploitation of a child in a manner in which the child is used for gratification or sexual enjoyment of another person.

## **Procedures**

In the event of an emergency, first call 9-1-1.

Suspected abuse must be reported to both the St. Ambrose University’s Security Department, phone: 563-333-6104 AND to the Davenport Police Department – phone: 563-326-6154.

When making a report of child abuse under this policy, the reporter shall provide the following information to the best of their knowledge:

- The name of the alleged victim
- The name of the alleged perpetrator
- Time and location of the incidents being reported
- Location where the incidents occurred
- Any additional information that is known about the abuse.

## **Mandatory Reporters**

It is possible that some reporters, as well as others who interact with minors, who are on the University’s campus or participating in off-campus University sponsored programs, may be Mandatory Reporters of child abuse under Iowa Code §232.69. These individuals have additional responsibilities to report all forms of child abuse as described in Iowa Code §232.68(2). Pursuant to §232.69, Mandatory Reporters must report suspected abuse to the Department of Human Services. Child abuse should be reported to the Department of Human Services by calling the toll-free child abuse reporting hotline 24 hours a day at 1-800-362- 2178.

## **Prohibition on Retaliation**

Consistent with Iowa Law, the University will take no retaliatory action against any employee who makes a good faith report of child abuse pursuant to this policy.

The University encourages everybody, including those who are not Mandatory Reporters under Iowa Code 232.69, to report all forms of child abuse to the Department of Human Services in addition to

reporting to the University's Security Department and the Davenport Police Department under this policy.

## Computer Network Policy Overview

For a complete copy of the St. Ambrose computer network policy, visit the Information Technology portal page at [https://mysau.sau.edu/universityservices/information technology/pages/default.aspx](https://mysau.sau.edu/universityservices/information%20technology/pages/default.aspx).

### Copyright Infringement Resolution

This copyright infringement resolution applies to the use of St. Ambrose University computers, networks, and all devices accessing or utilizing such networks (hereinafter "computing equipment") by all faculty, staff, and students, including personal computers or devices accessing the St. Ambrose University networks.

It is the policy of St. Ambrose University to respect the copyright protections given to authors, owners, and publishers under Federal Law. It is against policy for any student, faculty, or staff member to copy, reproduce, display, publish, or distribute any software, music, games, movies or other content on St. Ambrose computing equipment or personal computers or devices accessing or utilizing the St. Ambrose network except as expressly permitted by law, a valid license, or written consent from the appropriate rights holder.

Uploading or downloading works protected by copyright without authority is an infringement of the copyright owner's exclusive rights and anyone found to have infringed a copyrighted work may be liable for statutory damages.

For additional information regarding Copyright Infringement Resolution, please go to <http://www.sau.edu/policies/copyright>

## Compliance with Title IX, Equal Opportunity, Harassment and Non-Discrimination

The University is committed to providing a work and educational environment that is free from discrimination, harassment, and retaliation, and the University complies with the requirements of Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, as amended, Title VII, and all other applicable federal, state, and local laws. The details of this Policy and how reports of any violation of this Policy should be made can be found at <http://www.sau.edu/titleix>

The University has appointed a Title IX Coordinator, who is:

Kevin Carlson  
 Director of University Compliance  
 518 W. Locust St. Davenport, IA 52803 563-333-6070  
[CarlsonKevin@sau.edu](mailto:CarlsonKevin@sau.edu)

All reports of discrimination, harassment, and/or retaliation should be reported to the Office for University Compliance or one of the Deputies as listed below:

Student Issues - Report to Christopher Waugh, Dean of Students, St. Ambrose University, 518 W. Locust St., Davenport IA 52803, 563-333-6258, [WaughChristopherA@sau.edu](mailto:WaughChristopherA@sau.edu)

Athletics Issues - Report to Mike Holmes, Director of Athletics, St. Ambrose University, 518 W. Locust St., Davenport IA 52803, 563-333-6233, [HolmesMichaelS@sau.edu](mailto:HolmesMichaelS@sau.edu)

ADA/504/Student Accessibility Issues – Report to Ryan Saddler, Assoc. Vice President of Diversity, Equity, and Inclusion, St. Ambrose University, 518 W. Locust St., Davenport IA 52803, 563-333-6275, [SaddlerRyanC@sau.edu](mailto:SaddlerRyanC@sau.edu)

University Faculty and Staff Issues – Report to Audrey Blair, Director of Human Resources, St. Ambrose University, 518 W. Locust St., Davenport IA 52803, 563-333-6191.  
[BlairAudreyD@sau.edu](mailto:BlairAudreyD@sau.edu)

If the individual believes that the appropriate Deputy Coordinator is responsible for the conduct that violates this Policy, the individual should immediately report the incident to Kevin Carlson, Director of University Compliance. Reports regarding conduct of the Director of Compliance should be directed to Audrey Blair, Director of Human Resources.

All complaints and reports should be promptly made, and all reports will be acted upon promptly. The University will make every effort to preserve the privacy of reports consistent with conducting an effective investigation.

## **Diversity, Equity, and Inclusion Statement**

Above all, St. Ambrose University as a Catholic institution believes in the inherent God-given dignity and worth of every individual.

As stated in our [Mission and Core Values](#), we affirm that St. Ambrose University seeks to enable all of its students to develop intellectually, spiritually, ethically, socially, artistically, and physically to enrich their own lives and the lives of others.

## **Statement on Diversity, Equity, and Inclusion**

St. Ambrose University commits to ensuring diversity, equity, and inclusion as core priorities as demonstrated by the intentional design of policies, procedures, resource allocations, and practices that respect the God-given dignity and worth of every individual in pursuit of social justice. Inspired by Catholic social teaching, we resolve to foster an environment designed to dismantle all discrimination, whether based on sex, gender identity, sexuality, race, ethnicity, color, ability, language, religion, or socioeconomic status.

## **Definitions and Commitments**

Diversity is a feature of God's creation and enriches the lives of our communities and world. To honor this diversity, we seek understanding and strive to respect the unique differences of each individual. We commit to creating a campus culture willing to explore and respect the multiplicity of identities,

perspectives, and beliefs in our evolving, diverse world.

An Equity framework acknowledges the historical and persistent barriers that certain individuals face and offers them what they need to succeed and thrive. We acknowledge and remain unapologetically responsive to the numerous ways in which social or cultural injustice impede or propel student and employee success. To ensure personal and institutional accountability, we commit to actively pursue initiatives that further social justice causes on campus and in society.

Inclusion is achieved when every individual feels a sense of belonging. To this end, St. Ambrose students, employees, and service partners commit to a campus community where diverse perspectives and populations are welcomed and honored. If you see an incidence of Bias – behavior or conduct (verbal, nonverbal, physical or written) that is discriminatory, hostile, intimidating, harassing, threatening, and is based on a person's identity or group affiliation – report it using the Bias Incident Report Form on the DEI website, [www.sau.edu/DEI](http://www.sau.edu/DEI).

## Political Activity Policy

St. Ambrose University is a 501(c)(3) charitable organization and will not participate or intervene in political campaign activities in support of, or in opposition to, any candidate for public office. Under IRS rules and regulations, the University is prohibited from the following activities:

- Endorsing candidates
- Making campaign contributions
- Engaging in fundraising
- Statements of position (verbal or written) made on behalf of the University in favor or in opposition to any candidates for public office
- Making partisan comments in official University publications or at official functions
- Becoming involved in any other activities that might be beneficial or detrimental to any candidate, including activities that encourage individuals to vote for or against a candidate based on nonpartisan criteria
- Host a debate or forum showing for or against a certain candidate

To this end, the University seal, logos, and name will not be used on any materials intended to support, or be in opposition to, a political campaign. This includes solicitation of funds and utilization of in-kind resources such as, but not limited to, University letterhead, phone lines, email accounts, voicemail systems, duplication machines, computers, fax machines, direct mail, and other materials.

With respect to political and election processes, the University may host, and provide a venue for activities that endorse the engagement of citizens in their right to vote at all times, the University will seek to present a “sufficiently full and fair exposition of the pertinent facts”, as expected by IRS code/ The goal through University initiatives will be to foster an environment for individuals to form educated and independent opinions or conclusions.

Employees of the University may not state orally or in writing that they are speaking on behalf of the University when expressing support for, or opposition to, a political candidate. This prohibition is not intended to restrict free expression on political matters by employees speaking for themselves, as individuals, nor is it intended to prohibit employees from speaking about important issues of public policy. When addressing such issues, employees will take care to clarify personal opinion and to clearly indicate their comments are personal and not intended to represent the views of the University.

In addition:

- No University or employee office may be used as a return address for the solicitation of funds for political campaigns on behalf or against any candidate for public office.
- University web pages may not be used on behalf of, or against, any candidate for public office.
- Employees may not perform tasks in any way related to a political campaign for public office in their capacity as a University employee, nor should any employee be coerced to engage in any type of political activities, including monetary contributions.
- If employees choose to participate in political activity in their individual capacity, such political activity must be performed outside of normal work hours, during a leave of absence without pay taken with the University's approval or within ordinary work hours if the time is charged to paid time off which the employee is entitled to.

## Sexual Misconduct and Sexual Violence Policy

The University will not tolerate any acts of sexual misconduct or sexual violence. The University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion of students for violations of this policy. A full list of sanctions and their definitions begins on p.45 of this handbook. St. Ambrose will treat both the complainant and respondent with respect and make their rights and options clear. The respondent will remain presumed not responsible for any alleged policy violations until a formal determination has been reached or an informal resolution is agreed upon.

### Definition of Consent

Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision and voluntarily agrees to another person or person's proposition or proposal is said to have given consent. Consent assumes a power to act and a reflective, determined, and unencumbered exertion of this power.

Consent may not be given or assumed if the person making the decision is known to be or should be known to be incapacitated, has an intellectual disability which prohibits the individual from consenting or is a minor unable to consent pursuant to applicable state law.

### Medical Amnesty

St. Ambrose University seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety, and welfare of all community members. St. Ambrose strongly encourages students to call Campus Security (563-333-6104 or 911 from campus phones) to provide medical assistance for those who may have been harmed or are dangerously under the influence of drugs or alcohol.

No Student seeking medical treatment for the effects of drug or alcohol use, or who may need assistance while unlawfully under the influence of alcohol or other drugs, will be subject to University discipline for violating the St. Ambrose Code of Conduct as it relates to alcohol and drug use. Should behavior be deemed to violate the code of conduct, emphasis will be placed on affirming individual and collective student well-being first and foremost. However, students may be held responsible or accountable for acts committed while intoxicated, as intoxication will not be viewed as an acceptable excuse to alleviate individuals of responsibility or accountability for a policy violation. Medical amnesty

will be granted to both the intoxicated student and to the student(s) seeking medical assistance on behalf of the intoxicated student.

## **Educational Programs**

St. Ambrose University engages in many programs that promote awareness and prevention of rape, domestic violence, dating violence, sexual assault, and stalking. Primary sources include information in the student handbook including definitions of sexual assault recognizing signs of abuse and bystander intervention. Written information on sexual violence is available in the Dean of Students Office and may be periodically provided to students. Resident advisors and security officers receive training in victim sensitivity and the University's philosophy and procedures in dealing with sexual violence. Student Affairs provides ongoing campus sexual violence awareness programs. Specifically, these include programs offered to all new students and staff on bystander intervention, programs in New Student Seminar that teach recognition, avoidance, and awareness of signs of both sexual assault, and domestic violence along with techniques offered by Student Affairs and the Kinesiology class 125 which is a Rape Aggression Defense course that is available.

These programs are offered each semester and begin with e-mails targeted to students and staff at the beginning of each semester. All University employees involved in the investigation and adjudication of sexual misconduct receive extensive training. Their training materials are posted under the Title IX section of [www.sau.edu/TitleIX](http://www.sau.edu/TitleIX).

## **Sexual Assault Awareness Team (SAAT)**

The St. Ambrose Sexual Assault Awareness Team (SAAT) is comprised of campus community members who have been trained as Advocates to assist students who have experienced sexual violence. SAAT Advocates provide support and help the student explore her/his options and rights. SAAT Advocates can be contacted at <http://www.sau.edu/SAAT>. The SAAT is not affiliated and operates autonomously from the Title IX Coordinator's Office.

## **Rights of Students Involved in Incidents of Alleged Sexual Violence**

St. Ambrose University follows these principles regarding individuals involved in allegations of sexual violence:

1. A student subject to sexual violence is encouraged to report to the Security or Dean of Students Office.
2. Every report of sexual violence will be taken seriously, and prompt action will be taken as appropriate. Students reporting sexual violence (hereafter known as the complainant) have the option of notifying Campus Security and/or the Davenport Police Department. University officials will assist students in contacting the above departments if desired. However, a student is not required to file a report to receive supportive measures and accommodations when reasonable and appropriate.
3. When appropriate the University will issue a timely notice to campus if the incident reported indicates an ongoing risk to the campus community as required by the Clery Act and the Violence Against Women Act. Any release of information will protect the identity of the complainant when notifications are issued. The respondent's (Party alleged to have violated policy) identity will also be protected unless it is deemed necessary to name them for the safety of the campus community.
4. Supporting students involved in allegations of sexual violence is of primary consideration, as are exploring options and protecting the rights of those involved, including the individual's right to



privacy as provided by law and policy and to determine what options to pursue (see the Harassment and Discrimination Policy and Conduct Review Process for more information about maintaining privacy).

5. The University will do everything reasonably possible to provide a climate that is sensitive, respectful, and supportive of individual needs of both the complainant and respondent.
6. During an equity grievance or campus conduct review procedure, the complainant will be free from any suggestion that they are responsible or were “contributorily negligent” or assumed the risk of being assaulted. This right cannot be construed to limit such claims in any criminal or civil action for or against the University. The respondent will be presumed not responsible for any alleged policy violations until a formal determination has been reached or an informal resolution is agreed upon.
7. During an equity grievance or campus conduct review procedure, students will have access to information as outlined in equity grievance and the student conduct review procedures.
8. Involved students will have access to existing campus counseling and support services.
9. If reasonably available, academic and living arrangements may be changed upon student request and no contact directives between involved parties may be issued, regardless of whether a formal report has been filed. See the dean of Students, Counseling Office, or a SAAT member for further assistance.

### **Disciplinary Action for On-Campus Proceedings**

In cases where alleged sexual violence occurs, University conduct review procedures will be followed, and the university will make a determination in accord with the Compliance with Title IX, Equal Opportunity, Harassment, and Non- Discrimination Policy. Additionally, both the complainant and the respondent will be notified of the outcome. For details on conduct review proceedings see the [Conduct Review Procedures Section](#).

### **Sanctions for Sexual Violence**

Possible sanctions for sexual violence and other sex offenses can include, but are not limited to, admonition, warning, restitution, probation, suspension, or expulsion. For definitions of these terms and a more comprehensive list of possible outcomes see the Conduct Review Procedures section starting on page 50.

### **Reporting Sexual Violence**

Any student has the option of, and is encouraged to, go to the hospital, speak with a SAAT member or St. Ambrose Counseling Staff, contact the Quad Cities Rape/Sexual Assault Counseling and Advocacy Program, or notify the Dean of Students Office, Residential Life, Counseling Center, the Security Department and/or the Davenport Police Department. University personnel will provide assistance with all such contact.

Reporting the sexual violence does not commit a student to filing a complaint with the University, but the University may have a duty to investigate any reported incident. If the student chooses to file a formal complaint, the information will be kept confidential to the fullest extent permitted by law and policy, and the University will make every effort to balance “privacy rights” and the “right to know” when making decisions about what information to release to the campus community. The University will investigate all formally reported incidents. In every case, the identity of the accused and the accuser will be protected throughout the process unless disclosure is required to conduct the investigation. The University is required by federal law to provide timely notices to the campus community. Should the facts of a specific assault indicate an ongoing threat, a notice of the facts of the case, without specific

identifying information, will be sent out to the campus community (generally the facts would include date, time, general location, description of the suspect(s), description of the incident, and any specific facts of the incident that may help others to avoid threats).

## Safety Options

Many people do not know where to turn for help or what steps to take after sexual violence has occurred. Although choices about options to explore rest solely with the affected student, St. Ambrose encourages students to take the following steps:

1. Get to a safe place as soon as possible
2. Contact someone you trust such as Campus Security (911 from any campus phone or through the LiveSafe app or a Blue Cap phone), the Davenport Police Department, St. Ambrose Counseling staff or a SAAT member, a friend, resident advisor, an on-call Student Services staff member, and/or the Quad Cities Rape/Sexual Assault Counseling and Advocacy Program (24-hours) 326-9191. Other on-campus resources that may be of assistance include Health Services, or a faculty or staff member. The important thing is to seek out someone you trust and who knows how to help you.
3. Students that have experienced sexual violence are strongly encouraged to seek immediate medical attention, available 24-hours at Genesis West or Genesis East Hospitals (421-1000), or at another medical facility. Costs for providing and administering a “rape kit” are incurred by the Iowa Department of Public Health.
4. If, at all possible, do not change clothes, shower, bathe, douche, or urinate. Testing is still possible even after you have taken these steps; for the preservation of evidence, it is best to seek medical treatment as soon as possible and ideally within 72 hours after the incident, as evidence is best preserved within that time frame.

Emergency room personnel are trained to check for injuries as well as collect physical evidence. It is important to preserve evidence as it may be necessary for proof of criminal sexual assault should you decide to pursue charges through the Davenport Police Department. Please be aware that hospital personnel are obligated to contact both police and the Quad Cities Rape/Sexual Assault Counseling and Advocacy Program (R/SACAP). Hospital policy may also dictate that they contact the University with unidentifiable statistical reporting information. Although not obligated to do so, students that have experienced sexual violence are highly encouraged to take advantage of the free and confidential R/SACAP services to help understand options for off-campus proceedings and to receive counseling specific to your needs.

5. You may choose, immediately or later, to be put into contact with a member of the St. Ambrose Sexual Assault Advocacy Team (SAAT). SAAT members contact information is available in the SAAT brochure provided to students at the beginning of the academic year or by calling the Dean of Students Office at 563- 333-6258, or the Security Operations Center at 563-333-6104, or online at [www.sau.edu/SAAT](http://www.sau.edu/SAAT). The advocate’s role is to listen to you and to support you while you explore your options regarding seeking medical treatment; on- and off-campus counseling resources; what is involved in the law enforcement and judicial processes; and the University process for reporting a sexual assault incident and filing a complaint. SAAT members are not counselors. Rather, they serve as your on-campus supporter, helping you to understand your options and staying with you throughout the University process to assist you in determining the decisions best for you.
6. Remember; you are not alone. The following services can provide you with the assistance and support you need:

Title IX Coordinator: Kevin Carlson 563-333-6070  
 Counseling Center 563-333-6423  
 Security Department 563-333-6104  
 Health Services 563-333-6377  
 Campus Ministry 563-333-6132  
 Quad Cities Rape/Sexual Assault Counseling and Advocacy Program (24-hours) 563-326-9191

### **If someone Reports an Incident of Sexual Violence to You**

- Be supportive.
- Do not blame the victim or offer suggestions as to what you or he/she could have done to prevent the assault. Remember, the victim did not ask to be assaulted.
- Make certain he/she is in a safe place, assist him or her in getting to a safe place.
- Listen and respond to what he/she says and/or needs – not what you think he/she needs.
- Support him/her in getting medical attention and calling for assistance.
- If possible, offer to make phone calls for him/her, offer to drive him/her to the hospital, police station, or rape crisis center.
- If you are comfortable doing so, offer to stay with him/her at the hospital or police station.

### **Timely Notice and Emergency Notification Policy**

In keeping with the requirements of the Jeanne Clery Act, the University will notify the campus community with a “Timely Notice” when it determines a violent or serious crime, as defined by the Clery Act, has occurred and it is reasonable to believe the crime is likely to pose a reoccurring risk to members of the campus community. The intent of this notice is to provide information that promotes safety and allows individuals to protect themselves. When available and reasonable, the notices will contain a general location of the incident, type of incident, description of any suspect and the time of the incident. The notices will not include the name of any victim or witness. Such notices will be sent using the campus email system and posted in visible campus locations.

### **Emergency Notification**

An emergency notification will be issued if the University determines that a situation exists that requires members of the community to take immediate action to protect themselves or that will cause a disruption to the daily operations of the University, such as unexpected closure or delays. These campus alerts will be issued through text messages, cell phones, email, and the University website may be used in certain instances.

### **Confidentiality**

The University will maintain the confidentiality of all involved to the fullest extent possible. The University is charged with balancing the need for the campus to know and be informed and the desire to protect the identity of victims and/or witnesses. To that end, we will generally offer only “on-campus” or “off-campus” as the location, unless we feel it is imperative to notify the community with more detail.

### **Determination to Issue Notices**

The determination to issue a campus timely notice, emergency notification, or incident of concern will be the responsibility of the Student Affairs Division. This determination will generally be made by the members of the Security Department, Dean of Students Office, and when possible, in collaboration with

the Provost and Vice President of Academic and Student Affairs, Communications and Marketing, and any other campus department or police department offering expertise believed necessary to make an appropriate decision.

### **Timing**

Timely notices will be issued using posters and campus email. The institution will issue the timely notices and incidents of concern as soon after the incident as is reasonable and usually within seventy-two (72) hours of an incident or as required by law. At the request of the police, alerts may be delayed so as not to jeopardize an ongoing investigation. Incidents that are reported fifteen (15) or more days after the incident is believed to have occurred will not warrant the creation of a timely notice unless substantive grounds exist to indicate that a threat is on-going. Incidents reported more than sixty (60) days after an incident's occurrence ordinarily will not be considered for issuing a timely notice/ Incidents received solely through third parties will be investigated but may not be used as the sole evidence in determining whether to send a timely notice to campus. Emergency Notifications will be issued as soon as practical/possible and within thirty (30) minutes of the triggering event.

## **Solicitation and Posting Policy**

Any individual or organization including University Departments, soliciting, canvassing, disseminating literature, or using the University as a public forum must receive permission from the Student Activities Office. Violators will be subject to sanctions by the University and/or the local authorities.

Bulletin boards are available around campus for posting material after approval is provided by the Student Activities Office. Posters should not be taped or affixed to doors, windows, or walls. Posters and flyers must be approved and stamped by the Student Activities Office. Postings without stamps and postings hung on windows or walls will be removed. Copies of the complete posting policy are available from the Student Activities Office and will be posted on the St. Ambrose Portal approximately at the end of July, on the Student Activities, Clubs and Organizations, and Rogalski Center pages.

## **Student Code of Conduct**

### **Foundation**

The St. Ambrose Code of Conduct provides a framework for the members of the University community and its guests to fully experience the mission of the institution. All present should be able to experience opportunities for growth and development and are called by our mission to enrich the lives of others. Through this code, the University works to create an environment that will maximize the opportunities for students, faculty, and staff to learn, teach, and conduct research. The code seeks to preserve the right of free expression, peaceful assembly, and orderly protest while recognizing the need for formal University activities to continue uninterrupted.

### **Goals**

The primary goals of the processes outlined in this code are:

- To maintain the safety and well-being of the community

- To foster the education and character development of students
- To facilitate the unhindered operation of the University

In accordance with our mission, the University is charged with fostering the development of good citizens. We hold that being accountable for one's actions and being a positive member of our community are key to this development. Students are expected to demonstrate learning from their behavior and make an honest commitment to choices consistent with University Policy. Any behavior that constitutes a confirmed violation of the Code of Conduct Policy is subject to disciplinary action that may result in outcomes up to and including suspension or dismissal.

Restorative justice in the Code of Conduct is designed to foster an awareness for students that their behavior can negatively impact the community and that they have an obligation to give back. To balance both educational and restorative justice components, the University may use educational sanctions such as writing reflection papers, community discussions, creating bulletin boards, writing letters of re-commitment, and participating in restorative service to the community. The administrative staff will always work with each student to create an outcome that meets the goals of the conduct review process, the mission of the University, and individual developmental needs. In order to help students, determine the boundaries of acceptable behavior, the following guidelines are provided.

These guidelines are not all inclusive and are not intended to supersede the rights and responsibilities of each student. These guidelines may be modified at any time as needed. **Please see the online version at [www.sau.edu/deanofstudents](http://www.sau.edu/deanofstudents) for the most recent updates.**

### **Behavior Intervention Team**

The Behavioral Intervention Team (BIT) is responsible for assessing reports of troubling behavior on the part of students, staff, or faculty and implementing interventions that are in the best interest of the individual and the community.

Assisting students, staff, and faculty so that they may continue to be successful members of the campus community is at the heart of BIT. The BIT is authorized by the University to take necessary actions to ensure the well-being and safety of individuals, the campus, community and to ensure the smooth functioning of the University. This may be accomplished by the involvement of specialists and outside agencies, referral to the student conduct process, Board of Studies, Early Alert, and Human Resources to ensure intervention or actions deemed necessary by the BIT.

## **General Frameworks – Standards of Conduct**

**Expectations** – Students are expected to show respect and thoughtful consideration for others and their property. Students are also expected to show respect for properly constituted authority, and to perform any and all contractual obligations while maintaining a high standard of integrity consistent with Catholic Social Teaching. Finally, students are expected to conduct themselves at all times in a responsible manner consistent with these general guidelines and the mission of the University.

**Code Application** – The University may use the processes outlined in this code anytime students demonstrate behaviors or attitudes on campus property, on University sponsored trips, or in public, that have the potential to interfere with the University Mission or demonstrate behaviors or attitudes that are inconsistent with University regulations or written policies. The code applies to any behaviors (including online, email, and other electronic communication) that impact the University community or its members. The University, at its discretion, may also use the processes outlined in this section for

violations that occur off campus property by students with active enrollment status. Such instances include, but are not limited to, when confronted by local law enforcement, when such actions off-campus affect campus life, or when actions threaten the general welfare and safety of the campus community. Process decisions will be made by the Title IX Coordinator, Dean of Students and/or their designee. For the purpose of these processes, any behaviors demonstrated by a student that are found to be contrary to the tenants of behavior are cumulative for the duration of a student's standing. All reports and outcomes may remain part of a student's conduct review file maintained in the Dean of Students Office.

**Enforcement** – A University staff member may confront any situation during which they perceive a policy may be being violated. If policy violations are suspected, the University reserves the right to enter University owned property including student rooms and to search the rooms and property.

**Conduct Review Process** – The University seeks to provide a process for handling conduct deemed to be inconsistent with University policies, procedures, and expectations. The conduct review process is to be both educational in nature, thus individualized to each student, and concerned with overall community welfare. The University maintains that a student is responsible for what they think, feel, or do. Additionally, under this code of conduct the student may also be held accountable for what they create, promote, or allow to happen.

**Risks to Well Being** – The University holds that in order to provide the greatest opportunity for growth, students must be free to express themselves without fear of injury or reprisal. Students are expected to treat all others with dignity and respect.

The behaviors described in this section are viewed as creating the greatest risk to the well-being of the community and outcomes for any of these acts are likely to include: parental notification, restorative service, and possible suspension or dismissal from the University. Incidents involving bodily injury are likely to involve interim suspension and/or removal from the University.

- **Possession of Weapons or Explosives:** All weapons such as knives (see Davenport city Ordinances for current legal limits but no knife with over a 5-inch blade; Note: kitchen knife in a food preparation area being used appropriately are excepted from this provision), guns, soft pellet guns, sling shots, swords, martial arts weapons or any item defined by the Director of Security as such are prohibited from being in campus structures or vehicles on campus. "Look-alike" or non-functional weapons are also prohibited. All explosive devices or materials including hazardous and flammable materials, such as dynamite, fireworks (unless given special permission by the Director of Security or his/her designee, for an event), and any improvised explosive devices are prohibited from campus.
- **Hazing:** A person commits an act of hazing when that person intentionally or recklessly engages in any act or acts involving forced activity\* which endangers the physical health or safety of another student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, alcohol use, or any other forced activity which endangers the physical health or safety of another student.

*\*For purposes of this section, "forced activity" means any activity which a condition of initiation or admission into is, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.*

- **Harassment:** Behavior that is unwelcome and sufficiently severe, persistent, or pervasive that unreasonably interferes with, limits, or denies someone's ability to participate in or benefit from



the University's educational programs and/or activities and is motivated by a recognized bias.

- **Unwanted/Disturbing Communication:** Any form of communication that threatens or endangers the health or safety of another person or is known or should be known to be unwelcome. This includes all inappropriate communication through nonverbal language, verbal, written, electronic exchange or posting (including but not limited to blogging, IM, e-communities, chat rooms, and all forms of social media). This includes profane, insulting or offensive language or behavior. This also includes any form of behavior used to retaliate against another or which is prohibited as part of a disciplinary process. This does not include behavior resulting in any form of physical contact.
- **Intimidation:** To place another person in reasonable fear of bodily harm, through the use of threatening words and/or conduct but without displaying a weapon or subjecting the person to bodily attack.
- **Mutual Combat:** Any student who resorts to physical or verbally abusive means to resolve a conflict, dispute, or disagreement. This would include acts of self-defense where the victim chooses not to disengage or responds in a manner that is not proportionate to the attack.
- **Assault:** Conduct that threatens or endangers the health or safety of another person.
- **Aggravated Assault:** An attack by one or more persons upon another for the purpose of inflicting severe or aggravated bodily injury.
- **Behavior with Injury:** Any behavior, whether intentional or not, that has an outcome of, or is associated with an injury to another individual.
- **Sexual Violence, Abuse, or Misconduct:** Includes sexual contact done by force, by the threat of force or non-forcibly, but without the consent of the another. Also included is sexual contact while the victim is under the influence of alcohol/drug-induced sleep, unconsciousness or lacks the mental capacity to make a rational decision (such as incapacitation due to alcohol or drug use). It is not necessary for the victim to have physically resisted in order to establish an act of sexual abuse/assault was committed. See the University Policy on Compliance with Title IX, Equal Opportunity, Harassment, and Nondiscrimination for complete description. The University will not tolerate any acts of sexual misconduct or sexual violence. State law defines certain conduct as rising to the level of crimes. The University reserves the right to impose any level of sanction, ranging from a reprimand up to, and including, suspension or expulsion/termination of students, and termination of employment for employees, for violation of these laws. Specific violations include:
  - Sexual Harassment (as defined in detail in the Title IX, Equal Opportunity, Harassment, and Non-Discrimination Policy <http://www.sau.edu/titleix>)
  - Sexual Abuse- any sex act between persons is sexual abuse by either of the person when the act is performed with the other person in any of the following circumstances:
    - The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under influence of a drug induced sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
    - Such other person is suffering from a mental defect or incapacity which precludes giving consent or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
    - Such other person is a child.
- **Sex Act:** The term "sex act" is defined as any sexual contact between two or more persons by penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, except in the course of examination or treatment by a person licensed pursuant to Iowa Law; ejaculation onto the person of another; or by use of artificial sexual organs or substitutes therefore in

contact with the genitalia or anus. Furthermore, an act that is against the will of a person, need not be established by physical resistance, but all circumstances surrounding the action shall be considered in making such a determination.

- Additional acts of sexual violence include:
  - Sexual Exploitation: Refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of sexual harassment, non-consensual intercourse or non-consensual sexual contact. Examples of sexual exploitation include, but are not limited to:
    - Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).
    - Taking pictures, or video, or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person's consent)
    - Prostitution
    - Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further including administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.
  - Domestic Abuse: Occurs between those in an intimate relationship to each other, and when a person commits assault between family or household members residing together at the time of the assault, between separated or divorced spouses not residing together at the time of the assault between persons who are parents of the same minor child, or between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault.
  - Dating Violence: Includes any form of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - Stalking: Includes a person purposefully engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person's immediate family; and the alleged perpetrator has knowledge or should have knowledge that the specific person will be place in reasonable fear of bodily injury, or the death of, that specific person or a member of the specific person's immediate family by the course of conduct. Generally consisting of a pattern of at least two incidents. Stalkers may use a variety of tactics, including (but not limited to): unwanted contact including phone calls, texts, and contact via social media, unwanted gifts, showing up/ approaching an individual or their family/friend, monitoring, surveillance, property damage, and threats.
- Homicide: The willful killing of one human being by another.
- Retaliation: Taking adverse action against an individual that affects the person's

employment, advancement, scholarship, performance, habitation, and/or property because the person has, in good faith, reported instances of policy violations or provided information in support of a complaint.

- **Trespassing-Private Area:** Entering any private residence on campus without permission or after permission to enter an area has been revoked by the assigned resident or responsible party. This includes entering someone else's room or apartment such as a room assigned to a suitemate, another resident, or the living area of a staff member residing in University-owned housing. The University believes an academic environment can only flourish when every student adheres to the highest level of integrity. Violation of the behaviors outlined in this section may result in suspension from the University.
- **Providing False Information:** Knowingly furnishing false, incomplete, or misleading information to the University Officials or on official records, altering official records, alternating official records, or violating copyrights.
- **False Identification:** Possessing or using any form of false identification
- **Academic Dishonesty:** Students using unauthorized information in taking exams; submitting the work, themes, reports, drawings, laboratory notes, or products prepared by another person as his/her own. It also includes knowingly assisting another student in obtaining or using unauthorized materials. See the Academic Integrity section for a description of the procedures outlining how such allegations are resolved.
- **Violation of Sanction:** The act of not completing a sanction, completing a sanction late, not honoring the sanction, or not upholding one's word given in a recommitment letter regarding future behavior.
- **Violation of Residential Contract:** Any violation of residential policy as outlined in the Residential Contract and/or any published policies.
- **Fraud:** The intentional perversion of the truth for the purpose of inducing another person or entity to surrender something of value or to surrender a right.
- **Conspiracy:** Choosing to help with the planning or implementation of any violation of the Code of Conduct will be treated as committing the violation and carry the same outcome.
- **Bribery:** The offering, giving, receiving, or soliciting of anything of value to sway the judgment or action of a person in a position of trust or influence.
- **Forgery:** The unauthorized use of signatures, protected material, or licensed marks.
- **Gambling:** The dealing, playing, conducting, betting on, or providing facilities for games involving cards, dice, and other devices for money, checks, credit, or representations of value, is prohibited. This includes but is not limited to the games. Texas Hold 'Em, Blackjack, Poker, and other card games, craps, roulette, and other comparable games when these games are played for monetary gain. University sponsored raffles and games are exempted from this policy.
- **Aiding/Abetting:** Any student choosing to allow, even through omission or inaction, or assisting in the commission of any policy violation will be considered accountable for that violation.

## Risks from Disruption

The functions of the University must be able to proceed without disruption in order to maximize the educational impact. Acts that create disruption or disorder undermine the University mission. Disruptions that are created in such a way that a reasonable person would feel endangered may result in the suspension or dismissal of the responsible person(s).

- **Compliance/Respect:** Any student refusing the lawful request of a University official in the performance of the official's duties or who responds to said request with inappropriate remarks or language is demonstrating behavior contrary to what it means to be a member of our community and has violated a basic expectation of behavior.
- **Failure to Produce Identification:** Any student on campus without a proper picture identification or refusing to show said identification card when requested by a University official, is in violation of this standard.
- **False Report of an Emergency:** Participating in the creation of any action that would cause reasonable persons to believe their safety is in jeopardy and/or requires the University to respond and perform a threat analysis. This would include, but is not limited to, sending or facilitating in the creation of bomb threats, threats of violence, or activating a fire alarm system when a fire is not present.
- **Tampering with Fire Safety Equipment:** The disabling of fire safety equipment such as discharging a fire extinguisher, taking apart smoke detectors, or otherwise impeding their functions, is prohibited.
- **Disruption:** Participating in the creation of any action that disrupts the orderly processes of the University by any means. This includes but is not limited to attempts to obstruct or deny access to University services, facilities, or programs by those entitled to use them; to interfere with the rights of other persons on campus, or to interfere with the rights of other persons on campus, or to interfere with emergency evacuation procedures prescribed for any University building. Inciting others to attempt such act(s) is also prohibited.
- **Solicitation:** Distributing flyers, or posters, or selling products that are for groups, businesses, or organizations not affiliated with the University or approved by Student Activities is not permitted in a campus building or on campus property.
- **Excessive Noise/Disturbing the Peace:** Creating or participating in the creation of any level of sound that can reasonably be expected to disrupt members of the University community. Note these standards will follow closely on posted quiet hours in the area of residential housing.
- **Excessive Parking Violations:** Accruing more than six (6) un-responded to, or ten (10) total parking violations in one academic year constitutes a disruption of the orderly processes of the institution.
- **Violation of Animal Policy:** Any violation of the signed contract between an approved animal owner and the Accessibility Resource Center (ARC) and Residence Life.

## Risks to General Security

Any action that will likely place others at risk is counterproductive to the community's ability to work, learn, and grow. Actions that place others at risk are not tolerated at the University and may result in immediate removal from University housing, suspension, and/or fines in addition to the other outcomes listed in our code.

- **Propping/Disabling/Misuse of Door:** Participating in any action that results in the inability to close/open or lock/unlock doors places everyone in that facility at risk. This includes leaving room doors

unlocked and propping or disabling any exterior doors for any length of time

- **Trespassing – Public Area:** Entering any area of campus without permission or after permission to enter an area has been revoked by a University official. This includes both public areas and semi-private areas (such as lounges or other common areas in residence halls) in property owned or being operated by the University.
- **Unauthorized Entry/Exit:** Entering any room or building through a means other than an authorized door is prohibited. This includes climbing in or out of windows or passing objects through windows or other openings. This also includes using unauthorized doors, being in a residential facility when buildings are closed without permission or holding a locked door to allow an unauthorized person to enter.
- **Unauthorized Use of Windows:** Windows are to provide ventilation and light. Removal of screens or throwing or passing items through the window may result in a \$100 fine and/or relocation of the student.
- **Unauthorized Use of Roofs and Ledges:** Participating in any actions that result in being on roofs, ledges, or fire escapes is prohibited. These actions may result in immediate loss of University housing, a \$100 fine and/or relocation of campus housing.
- **Tampering with a Lock or Card Access:** The tampering with or disabling of any lock system, including opening or taking apart a card access lock or otherwise impeding its function, is prohibited. Residential students found responsible for violating this policy may be immediately removed from University housing and may be held financially responsible for any losses or the cost of re-keying or changing all effected locks.
- **Misuse of Key or Key Access Card (BeeCard):** Students must immediately report the loss of any University issued key(s)/card. The unauthorized possession, lending, loaning, or copying of University key(s)/card is prohibited. Residential students found responsible for violating this policy may be immediately removed from University housing and may be held financially responsible for any losses or the cost of re- keying all effected locks.
- **Unauthorized Guests:** Housing a guest without proper permission or during periods when guests are not allowed (e/g/, break periods) undermines the University's ability to maintain a safe and secure environment and is not allowed. See the Residence Life Visitation section for more detail.
- **Unauthorized Property:** Possession of any property in a campus facility that is deemed to create a significantly increased risk of fire hazard. See the Residence Life Fire Hazards section for specific items.
- **Unauthorized use of Property:** Using the property of the University of another individual without their consent, permission, legal claim, or using it after permission or privilege has been withdrawn or expired.
- **Failure to Report:** All members of the campus community have a responsibility to report dangerous suspicious situations and policy violations. Failure to report such acts places the community at risk and is itself a violation.

## **Risks to Property**

The property of the University and the property of members or guests of the community must be respected if people are to focus their attention on learning and growing. Any behavior that jeopardizes property impacts the University's ability to perform its mission and can negatively impact participant's ability to learn and grow.

Any behaviors that affect the property, disrupt the University, or place persons in danger may result in suspension or dismissal from the University.

- **Damage/Vandalism:** Participating in any activity/action or facilitating any actions that result in



damage to personal or University property. Those responsible will pay the repair/replacement cost for any damage and are subject to additional fines of twenty-five percent (25%) of the damage cost or \$25.00, whichever is greater. Students found responsible may receive sanctions that include being restricted to only attending classes and may be banned from all other locations. Students found responsible may also receive sanctions that include the immediate loss of University housing, suspension, or dismissal.

- ❑ **Computer and Information System Misuse:** Unauthorized or inappropriate use of computers is prohibited. This includes damaging or altering records or programs; furnishing false information; invading the privacy of another user by using files, programs, or data without permission, or in an unauthorized manner; engaging in annoying or disruptive behavior; engaging in copyright violations and any unauthorized use of computer hardware, software, accounts, or passwords. For additional information see the Network Policy Overview in the University Policy section and the Abuse section of the Code of Conduct.
- ❑ **Receiving Property of Another:** Receiving any property or item that a reasonable person would believe was originally stolen or given by a person without authorization to give prohibited.
- ❑ **Theft:** Taking or removing property from the possession of another person or of the University without authorization, permission or legal claim. This also includes theft of intellectual property.
- ❑ **Copyright Infringement:** Copying, reproducing, or distributing any software, music, games, or movies on St. Ambrose computing equipment except as expressly permitted by law, a valid license, or written consent. Copying, copyright owner's exclusive rights and anyone found to have infringed a copyright work may also be liable for statutory damages through civil courts (see <http://www.sau.edu/policies/copyright> for the complete explanation of policy and resolution procedures. These vary from, but are consistent with, the processes outlined in this section).
- ❑ **Burglary:** The unauthorized entry of a structure to commit a felony or theft.
- ❑ **Robbery:** Taking or attempting to take anything of value from the care, control, or custody of a person by force, a threat of force or violence.
- ❑ **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- ❑ **Arson:** Any willful or malicious burning or attempt to burn a dwelling house, public building, motor vehicle, or personal property of another, etc.
- ❑ **Fires/Open Flames:** Fires (including fire rings, bonfires, pits and wood fires) are prohibited on campus property without the special permission of the Director of Security and/or his/her designee. Such permissions will generally only be granted for campus events, such as bonfires for homecoming and will be hosted and monitored throughout the event by a University affiliated organization.

## **Risks from Self-Abusive Behaviors**

The University holds that students are free to make individual choices and further holds these choices are critical to learning and growth. However, choices and behaviors violate the university Code of Conduct when these choices violate accepted behavior established through law, ordinances or policies, and/or when this behavior negatively impacts the community or individuals within the community.

Students demonstrating a pattern of poor choices or choices that may create harm to themselves or others can expect the University to respond by notifying parents, providing educational opportunities, or where necessary, limiting their participation in University sponsored living and events. In cases involving repeated behaviors, in those resulting in serious risk of bodily harm, or resulting in serious bodily harm, the University is likely to remove the student from campus housing.

Behaviors that fall into this section include but are not limited to:

- ❑ **Misuse of Tobacco:** The use of any tobacco or tobacco-like products (such as vapes, electronic cigarettes, smokeless tobacco) by anyone on any grounds owned or operated by the University or in campus buildings including student residences is prohibited. See the Alcohol and Other Drug Policy section for additional information.



- **Misuse of Alcohol:** Behavior that includes underage possession or consumption, allows for open containers of alcohol in public areas, facilitates access to alcohol for underage persons, facilitates the excessive consumption of alcohol, or the consumption of alcohol in areas restricted by the University (which generally includes all traditional housing) and or demonstrating behaviors that a reasonable person would interpret as public intoxication. Other behaviors violating this policy include being present at a social gathering with alcohol where it is prohibited. Alcohol must not be used in ways that harm or degrade individuals or the University community.
- **Misuse of Controlled Substances:** The possession without a doctor's prescription that is recognized and legal in Iowa, manufacture, use, sale or distribution of any controlled substance, or the possession of paraphernalia commonly associated with the use of a controlled substance is not allowed on any college owned or operated property. Prohibited actions under this section would also include knowingly allowing the use or storage of these substances, misusing legal medications, or using someone else's prescription.
- **Self-Abusive Behaviors:** Any student participating in behavior that causes physical, mental, or emotional harm to themselves is violating this section of the Code of Conduct. Examples of qualifying behavior would include cutting and burning or participating in any behavior that would cause a reasonable person to believe that they are in crisis and require immediate help to maintain their safety.
- **Incapacitated Persons:** Incapacitated individuals are those who are not in a state to care for themselves, who cannot walk, communicate or may be unconscious due to intoxication or other circumstances. Individuals who are found on campus in an incapacitated state will be detained by Residence Life or Security staff until the Residence Life staff member on call can respond to the situation. Emergency medical personnel may also be called to assess the individual(s) of concern. The primary concern is for the health and well-being of the incapacitated individual. Disciplinary action may follow depending upon the circumstances involved in the situation. Because of their condition, individuals may be transported to a hospital by ambulance at their expense.
- **Indecent or Lewd Behavior:** This would include any behavior involving public urination, any sexual acts in a public area, or any exposure in public of body parts generally covered by a swimsuit. The public display of lewd materials (e.g., pornographic images or dolls) is also prohibited. Additionally, any violation of the rationale or guidelines explained in the visitation policy is addressed by this policy

## Conduct Review Process

### General Guidelines

This conduct review process will contain two distinct phases. The first is to determine (the individual's) responsibility and/or accountability for an alleged policy violation. The second, as determined appropriate is to apply educational sanctions to facilitate the restoration of dynamics to the community negatively impacted by the student behavior. Additionally, the process also seeks to affirm with each student, a deeper sense of their personal values, the University values, and a renewed commitment to the campus community.

Specifically, the purpose of the Student Conduct Review process is to:

1. Uphold and maintain the rights and responsibilities of the students of St. Ambrose University.
2. Address behavior inconsistent with the University expectations and cause of such behavior.
3. Maintain the safety and well-being of the community.
4. Contribute to the educational mission and learning outcomes of the student experience.
5. Reduce the likelihood of behavior inconsistent with University expectation from reoccurring in the future.

## Definitions

- Respondent: Any student suspected of violating a University Policy.
- Reporting Person: Any student negatively impacted or victimized by a policy violation. If there is no immediate student reporting person, the university community will be considered the victim of a specific act.
- Victim: Any person who experiences a loss of health, general and reasonable well-being, or property. This person does not have to make or file a complaint or report with the University to be considered the victim of a specific act.
- Witness: Any person who through direct sensory input is aware of behavior that is considered a risk under or contrary to the Code of Conduct, and who did not create, promote or allow the action.
- Conduct Review Officer: Any professional staff member with experience or appropriate training in the type of student conduct review process that will be heard by them. The Hearing Officer must also be free from any known biases toward those involved in the incident or the type of incident under consideration.
- Reasonable Effort to Communicate: It will be considered a reasonable effort to contact a student if the University staff/faculty has attempted to contact a student through their SAU email and one voice mail.
- Review: A structured meeting designed to elicit the information needed to reach a decision about a policy violation while providing the Respondent with the ability to challenge statements and evidence.
- Evidence: Any information submitted to a review. This may include but is not limited to written reports, written statements, audio recordings, video recordings, and photographs.
- Standard of Proof: The University bases all conduct related to decisions on a preponderance of evidence which means simply that based on the evidence it is more likely that not that a violation has occurred.
- Sanction: Any outcome from a conduct review process that is meant to educate a student, restore the community from the impact of an incident, and/or reduce the likelihood of subsequent violations.
- Substantive Grounds: Direct or verifiable information a reasonable person would use to form a basis for the supposition that either a policy violation occurred or that a respondent was responsible for the violation.
- Responsible for: A student may be held responsible for any violation of policy he or she creates, promotes or allows to happen.
- Prompt Time Frame: The University will strive to complete all steps of the conduct process within sixty (60) days from the date the University is first notified. This timeline can be extended or impacted by breaks and by students leaving and then returning the University.

## **Rights and Responsibilities of Students**

Depending on their role in the process, St. Ambrose University holds that students are entitled to the following minimum rights throughout the process. Students also have the right to waive some of these rights verbally or in writing to the appropriate hearing officer for the purpose of advancing the review process.

### **Rights of Respondents**

1. To have adequate notice of proceedings or reviews (interpreted by the University to be no less than two (2) business days), and the procedures, prior to the date of such proceedings.
2. To have knowledge of the alleged violation(s).
3. Upon request, to have reasonable accommodations to enhance safety and well-being. These may include but are not limited to changing rooms, changing class(es), and/or an escort on campus.
4. To have an advisor present at all reviews and conduct meetings. (This person may be legal counsel retained at the expense of the respondent, but such counsel may not act for the respondent in University proceedings).
5. To have an opportunity to provide additional information or context to the statements of reporting person(s) and witness(es).
6. To have an opportunity to provide additional information or context to witness(es) and evidence.
7. To have written notification of the outcome (generally within five (5) business days).
8. To present an impact statement to the Conduct Review Officer, Panel, or Board.
9. To appeal any decision within five (5) days of written notification of the outcome being sent (see the Appeals section for more details).

### **Rights of Reporting Person(s)**

1. To have adequate notice of proceedings or reviews (interpreted by the University to be no less than two (2) business days) and procedures.
2. To have knowledge of the charge(s).
3. Upon request, to have reasonable accommodations to enhance safety and well-being. These may include but are not limited to changing rooms, changing class(es), and/or an escort on campus.
4. To have an advisor present at all reviews and conduct meetings. (This person may be legal counsel retained at the expense of the reporting person, but such counsel may not represent the reporting person in University proceedings).
5. To have an opportunity to provide additional information or context to the statements of the respondent(s) and witness(es).
6. To have an opportunity to provide additional information or context to witness(es) and evidence.
7. To have the opportunity to include witness(es) information and other evidence.
8. In cases of violations that fall under Risks to Well-being, the reporting person(s) and victim(s) will receive written notification of the outcome. This notification will be simultaneous to that received by the respondent (generally within five (5) business days).
9. To present a victim impact statement to the hearing officer, panel or board.
10. To appeal any decision within five (5) business days of written notification of the outcome being sent (see the Appeals section for more details).

### **Responsibilities of Respondent(s)**

1. To thoroughly read the Conduct Review Process section of the most current Student Handbook

and ask the designated hearing officer any questions they have about the process.

2. To respond to any and all reasonable requests from staff managing the process and hearing officer or board member in a timely fashion.
3. A student will not be compelled to participate; however, they may not ignore communications from staff. There are five (5) times in the process that students must communicate, even if choosing not to participate in the process. See procedures for details

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2. To respond to any and all reasonable requests from staff managing the process and hearing officer or board members in a timely fashion.
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### **Enforcement**

While all faculty, staff, and students are encouraged to report any policy violations, the University employs staff to patrol and monitor campus property. Part of their role is to address and mitigate any perceived policy violations. Additionally, allegations of policy violations may be made by any student, faculty, or staff member by contacting Campus Security (563•333-6104), Residence Life (563-333-6258), by submitting an online CARE report or submitting a written concern to these offices or to the Dean of Students office.

All reports, statements, and letters are the sole property of St. Ambrose University. Reports will only be released in compliance with properly served court orders and in compliance with the standards set forth in FERPA and the Clery Act. Reports may also be made available at the involved person(s)' request to insurance companies, and to reporting persons and respondents involved in the conduct review process.

In cases where intimidation, violence, and/or coercion are likely and/or where statements cannot be issued without jeopardizing the identity of the witness(es), a summary statement of pertinent facts may be substituted at the University's discretion/ In the case of potentially dangerous behavior, the University reserves the right to release any and all information necessary to help preserve safety.

### **Investigation**

The University employs staff in Student Affairs to address concerns of policy violations. The institution will investigate all allegations of policy violations. The University reserves the right to utilize 1st person and 2nd person accounts as well as reports from 3rd persons as sufficient evidence to begin an investigation. Note: While the University will investigate 2nd person accounts and statements from third parties, the nature of these reports may hinder the ability of the University to accurately substantiate policy violations.

As stated in the responsibility's sections above, students will not be compelled to participate in an investigation if there is any concern they may provide self-incriminating evidence of wrong doing. However, students must respond to requests from investigators within two (2) business days clearly noting their intention not to participate. Failure to respond may result in a separate charge of compliance/respect.

During the response and investigative process, the institution also reserves the right to search if there is a suspicion that the property contains material prohibited by University Policy or contains items that may be used to violate University Policy. This includes, but is not limited to, backpacks, purses, handbags, and vehicles.

An investigation will generally consist of interviewing known involved parties and gathering physical evidence.

Whenever possible and practical, written or recorded narratives will be gathered from involved parties. Every effort will be made to complete this phase of the investigation as soon as possible but gathering evidence and narratives can take several weeks or longer (University breaks and incidents involving non-students may increase the time needed). The investigator assigned will provide regular updates on the status and timeline to the reporting person(s), victim(s), and respondent(s).

Once the allegation has been investigated the University will respond and attempt to resolve the situation. In cases where the reporting person requests to maintain his/her confidentiality from the respondent or where the reporting person requests that an investigation or process not be pursued, the University staff will make every effort to comply with reporting person(s) request where such actions do not reasonably place others in jeopardy or jeopardize safety of the campus community. The University will use the following questions to determine ability to comply with such requests:

- The reporting person's age
- The seriousness of the alleged incident
- Whether there have been other similar complaints about the respondent(s)
- The respondent's right to receive information about the reporting person

## **Resolution**

A concern will be forwarded to a Conduct Review Officer if, based on the complaint or preliminary investigation, substantive grounds exist to indicate that a policy violation has occurred on campus property or been committed by a student (Note: In the case of respondents who are athletes, the appropriate coach will also receive information on the alleged violation. An exception to this automatic notification will be incidents involving possible violations of a sensitive nature such as sexual violence).

The Conduct Review Officer will review the information gathered and contact the student(s) as necessary to provide detail on the conduct review and resolution process. In situations where a student has violated policy(ies) and is found responsible by willingly accepting responsibility, the University has the greatest range of resources to offer toward resolving an incident. Under these conditions and with the agreement of all necessary individuals, the University may offer mediation or provide elements of a conduct review. This resolution will include a review of any past policy violations, as all such violations are cumulative for the duration of attendance at the University. In the case of a break longer than seven (7) years this review will only consider previous behavior that was considered to be a serious violation.

The responsibility to attend conduct meetings lies with the individual student. Students will not be compelled to participate in the resolution process but must clearly communicate their intent not to participate to the Conduct Officer within forty-eight (48) hours of said contact. Failure to attend meetings may result in necessary information not being available to reach an appropriate outcome and can subject the student to additional charges of violating the Code of Conduct. In cases where a student leaves the University while conduct action is pending, the University may choose to proceed

with the review process absent the student's input. Minimally, a letter noting that the student's records will not allow the student to be readmitted until the issue(s) raised in the incident are resolved to the satisfaction of the Dean of Students or his/her designee. Note: For student athletes, Coaches and the Athletic Director will be notified of all potential policy violation and the Athletic Department may provide additional responses to policy violations, up to and including suspension/removal from team.

## **Mediation**

Mediation is a process to help the parties involved in a dispute to reach a resolution to their disagreement. Mediation does not involve charges being filed through the conduct review system, and the resolution being decided by a Conduct Review Officer, panel or board. It has been successfully used in resolving disputes between roommates, and friends who are willing to talk through an issue with the help and guidance of a trained mediator.

This process may be requested by a Student Affairs professional or any student who is directly involved in an incident.

Directly involved will mean any student who has participated in an incident or was directly impacted by the incident in question. Mediation is only offered where all directly involved persons agree, and only when trained personnel are available. The mediator will ensure that they are not directly involved in the incident and will review the list of involved persons to avoid any biases. If either of these conditions cannot be met the mediator will disqualify him/herself and another is selected.

A time for the mediation will be set using input from all the involved person. Generally, mediation will occur between two people. Everyone will meet at the appropriate time and complete the mediation agreement. The mediator will facilitate a discussion between those involved. All persons will have an opportunity to be heard and provide input toward a resolution. When offered, mediation will be in the form of either a reporting person/respondent mediation or a talking circle. Mediation will not be used to resolve sexual violence complaints. Mediation is a voluntary process, and both parties must agree to engage in the process.

If the parties do not agree to an outcome during the mediation process, the complaining party may request a review of the complaint through the formal conduct review process. The right to pursue formal conduct review charges will depend on the complaint. If the parties agree to a resolution, no appeal is permitted. Before selecting this option, students understand that in a mediation a compromise is generally created and that no party will be guaranteed a specific outcome or result. Additionally, subject to mediation appropriateness, this option may not always be available. All records pertaining to the mediation are considered conduct records and the property of the University.

## **Conduct Review**

St. Ambrose University makes every effort to resolve concerns through administrative means. A Conduct Review Officer(s) will contact a student believed to be responsible for a violation and select a review option. All conduct review or related meetings may be recorded to assist the process and protect the person involved. All such tapes and documents are solely the property of the University.

Conduct review and resolution may occur through the following:

1. Notification of Violation: If a violation is reported without sufficient time to meet with a student or if a city official notifies the University of a student committing policy violations off campus a



Conduct Review Officer may elect to send a letter notifying the student alleged to be responsible, of the report and informing him/her that the letter will be filed in the student's conduct file/ If the student feels that they are not responsible for violating University policy, then they may request a meeting with the Conduct Review Officer and a conduct review will be held.

2. **Administrative Review:** If the Conduct Review Office and the student(s) agree regarding the facts of an alleged policy violation and the student's involvement in an incident, a determination is made and a decision can be reached in the present or subsequent meetings. In instances where the facts are not disputed the student may request an Administrative Review by a Conduct Review Officer other than the one assigned and hosting the original meeting to enhance perceived fundamental fairness. This type of review will be an informal process but will provide a formal decision regarding whether the student is responsible for the charge and any remedies, it will be documented as such without a formal hearing. This decision may be appealed following the appeal procedures.
3. **Administrative Review with Oversight:** An administrative referral will be made if the Conduct Review Officer and student(s) agree as to the responsibility of an alleged policy violation but the Conduct Review Officer believes that additional input from another hearing officer, senior administrator, or members of the conduct review committee is needed. A tentative agreement will be documented pending appropriate review as determined by the Conduct Review Officer. At any time, a Conduct Review Officer may ask for review of a pending resolution by the members of a Conduct Review Board or Panel. Times, where this review may be requested include, but are not limited to, when a behavior constitutes the third violation of unrelated policies or is a repeated violation of unrelated policies or is a repeated violation of the same policy. As with a standard administrative review, these decisions may be appealed following the appeal procedures.
4. **Conduct Review Board:** A Conduct Review Board may be called to make a decision if the material facts or the student's involvement in an incident are disputed or in question. A Conduct Review Board will make a decision regarding the responsibility of an alleged policy violation and resolution of a finding of a violation, with disciplinary consequences. A Conduct Review Board may be convened if a student and Conduct Review Officer disagree with regard to the material facts, responsibility or outcome of an alleged policy violation, when there is conflicting evidence regarding whether a violation occurred, if a student can articulate that additional information exists to indicate the student is not responsible, or if a student believes information has not been properly weighed by the assigned hearing officer. A board review is an administrative process that seeks to gather information, make determinations, and render a decision in a manner consistent with University policy and procedure.

The Conduct Review Board will consist of one (1) specially trained faculty or staff member serving as a nonvoting chairperson who will be the Conduct Review Officer, along with a combination of three (3) faculty, staff, or students properly appointed by the Student Affairs Division. The voting members of the Conduct Review board may not contain anyone serving as an investigator of the incident in question. This process does not seek to approximate civil or criminal proceedings and may be appealed pursuant to the appeal procedures. The chairperson will follow the general procedures outline of a conduct review board/Panel below and may direct proceedings as deemed appropriate to reach a resolution.

5. **Conduct Review Panel:** When deemed necessary by the University to protect the well-being of the student involved and during the first three (3) or last three (3) weeks of the semester, summer, or during other times that a Conduct Review Board cannot be convened, this

procedure is the only option available. A panel review is an administrative process that seeks to gather information, make determinations, and render a decision in a manner consistent with University Policy. This is an administrative process chaired by a specially trained non-voting staff member. The Conduct Review Panel will consist of three (3) trained and appointed University personnel. The voting members of the Conduct Review Panel may not contain anyone serving as an investigator of the incident in question. This process does not seek to approximate civil or criminal proceedings and may be appealed pursuant to the appeal procedures. The chairperson will follow the general procedures outline of a Conduct Review Board /Panel below.

6. Special Provisions at the end of semesters: During the last three (3) weeks of a semester, if a Conduct Officer believes that a Review Board or Panel may be needed, the review can be scheduled in advance to facilitate the timely processing of the incident. The student will then be notified that if they select a board/panel for resolution it will be held on the specified date and time. The student is not compelled to use this option, but it will be made available to allow for adequate notice under this policy.

### **Review Board/Panel Procedure**

Participants may include the non-voting Chair (who will be a trained staff/faculty member of the University), the three (3) members of the board/panel, the investigator(s) who conducted the investigation, the reporting party/complainants, and responding party(ies) or three (3) organizational representatives in a case where an organization is charged), advisors to the parties and any called witnesses or other involved parties. The Chair will ensure the parties (including any party choosing to actively participate in the process) have been provided (via SAU email) the names of witnesses to be called by the investigator(s) (University), Responding Party, or Reporting Party/complainants, the names of all members of the board/panel, all pertinent documentary evidence and any written findings from the investigator(s) will be emailed to the SAU email account(s) or otherwise sent at least two (2) business days in advance of the hearing. Should either (any) party object to the panelist, he/she must raise all objections, in writing, to the Chair immediately (and prior to the scheduled Review).

Board/Panel/ members will only be unseated if the Chair concludes that bias precludes an impartial hearing of the grievance. Additionally, any board member, panelist or Chair who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and request clarification of all presented information during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired (Blackboard Collaborate, screens, video conferencing, questions directed through the Chair, etc.), the parties should request them from the Chair at least two business days prior to the hearing.

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first and be subject to questioning by the parties and board members/panelists. The investigator(s) will be present during the entire hearing process, except during deliberations. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once the investigator(s) is/are questioned, the board/panel will permit questioning of and by the parties. Witnesses may then be presented to give

information and testimony; witnesses are subject to questioning by the board/panel or EGP panels and parties. Questions should be directed through the panel at the discretion of the Chair.

Formal rules of evidence will not apply. Any evidence that the board/panel believes is relevant and credible may be considered, including history and pattern. The Chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on his/her own behalf.

Unless the Chair determines it is appropriate, no one will present information or raise questions concerning (1) incidents not directly related to the possible violation, unless they show a pattern or (2) the sexual history of or the character of the victim/party bringing a grievance.

There will be no observers in the review. At times as deemed appropriate by the chairperson, additional University or safety personnel may be present to assist with facilitation of process flow. The Chair may allow witnesses who have relevant information to appear at a portion of the review in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses but will accept up to 2 letters supporting the character of the individuals involved.

With reviews involving more than one Respondent or in which there are two reporting parties for the same individual of substantially similar conduct, the standard procedure will be to hear the grievances jointly; however, the designated Chair may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to University consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose and should discuss doing so with their advisors.

Hearings are recorded for purposes of review in the event of an appeal. Board/Panel, the parties and/or the persons who initiated the action, and appropriate administrative officers of the University, will be allowed to listen to the recording in a location determined by designee. No person will be given or be allowed to make a copy of the recording without permission of the Dean of Students. Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording.

## **Decisions**

The board/panel will deliberate in closed session (which will not be recorded) to determine whether the Responding Party is responsible or not responsible for the violation(s) in question. The board/panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual responding party or organization is found responsible by a majority of the panel, the panel will recommend appropriate sanctions. Once a finding of 'responsible' is determined, the board/panel can then receive any Behavior Intervention Team (BIT) information to determine sanctions.

The Chair will prepare a written deliberation report and the report will be delivered to the Dean of Students or his/her designee. The report will detail the finding, how each member voted, the information cited by the panel in support of its recommendation and any information the hearing

panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report will be submitted to the appropriate party as defined above within five (5) business days of the end of deliberations.

- In all cases, the respondent and reporting person and other appropriate parties will be notified in writing simultaneously by the board/panel chair within five (5) days of decision and sanction have been finalized.
- Special Conditions for student's graduating or leaving the institution. If a student who is graduating or leaving the University is found responsible for a violation that would normally result in probation or suspension, a "Hold" will be placed on the student's records indicating that for a comparable period of time the student will be considered in poor conduct standing with the institution.

## Appeals

An appeal is a method where the respondent or reporting person can challenge the decision(s) or sanctions of the conduct review process facilitated by administrative, board, or panel personnel. The appeal is not to provide a new process/hearing, although such may happen when it appears there has been a violation of the University's procedures.

Appeals may be submitted for the following reasons:

- To determine if the original process was performed in accordance with the policies and procedures outline by the University (only recognized reason for appeal of a mediation\*).
- To determine whether the decision was reached using the preponderance of evidence as the standard of proof that is required by the University.
- To determine if the hearing officer was biased.
- To determine if the sanction imposed was appropriate based on both the violation and the respondents conduct history.
- To examine new information that was not available at the time of the hearing

*Note: The results of Mediation are binding and may not be appealed.*

The respondent or reporting person may appeal any conduct review process. A student wishing to appeal must submit a written statement outlining the reasons for the appeal within five (5) business days of the written sanction being sent to them unless additional time is provided by the designated appeal officer (noted below). Appeals should be to the appropriate administrative officer as outlined in the written sanction letter. See the Dean of Students for details.

Upon receipt of a written appeal, the reviewer will determine if sufficient grounds for a review exist. If grounds for an appeal are confirmed, all information, including evidence and any recordings, will be provided to the reviewer for a final decision on appeal. A reviewer may modify the outcome, overturn the outcome, or in the case of founded process related concerns may have the incident reviewed by a panel or board. The reviewer may contact other individuals, including respondents or reporting persons regarding concerns raised on appeal; these individuals may be provided an opportunity to submit additional information for reconsideration. If opposing parties request an appeal on different grounds, the appeal will be consolidated into one reconsideration. The reporting person(s) and the respondent(s) and other affected parties will then be simultaneously notified within a timely manner of decision.

**The Title IX, Equal Opportunity, Harassment, and Non-Discrimination Policy provides details and will govern the Conduct Review process concerning sexual discrimination, abuse, harassment, exploitation, or other sexual act or violation. The policy can be found at <https://www.sau.edu/titleIX>.**

## Sanctions

Various outcomes of reviews, panels, or hearings are meant to influence the modification of the respondent's behavior/ Students who do not complete assigned sanctions by the designated completion date may be subject to additional sanctions and restrictions.

- **Admonition:** an oral statement to the student offender that the University's rules or policies have been violated. **Warning:** Written notice to the student explaining that a violation has occurred and the further violation of the Code of Conduct will result in a more severe disciplinary action.
- **Recommitment Letter:** A letter created by the Respondent that outlines how they will learn from an experience and how they understand their responsibility to themselves and their community.
- **Restorative Service:** Community based service to be completed without pay by the individual sanctioned. Following completion of the service, the student will reflect on his/her learning from the service and share this with the process administrator. Community service hours are tracked on the Service Hours Form provided by the staff member sanctioning the hours. The University reserves the right to deem such service already required through another commitment (such as a course or athletics) to not meet hours required through disciplinary sanctions.
- **Educational Sanction:** An intentional exercise or experience designed to resolve a policy violation and/or to foster greater reflection or insight for a student so that behavior of concern is improved or not repeated. An example of an educational sanction is a mediated conversation between students.
- **Parental Notification:** The University reserves the right to notify parents or guardians at any time that a student's health, safety, or general well-being becomes of concern. Instances that would require such an action might include, but are not limited to, policy violations and behavior that indicates one's safety may be threatened. Each incident will be evaluated separately prior to making this contact and will be done in accordance with FERPA guidelines.
- **Coach Notification:** The University reserves the right to notify the coach of any athlete who is suspected of violating University policy.
- **Mandated Classes:** Attendance and responsibility for any fees at a specified class that has a direct impact on the behavior being addressed.
- **Referral for Counseling:** The student must schedule and attend a session with a University counselor. The Student is also compelled to release the counselor to notify the hearing officer that the appointment was completed.
- **Restitution:** Reimbursement for damage to, or misappropriation of, the property or expenses of the University. Reimbursement may take the form of monetary payment or, at the discretion of the University, payment through a work service agreement.
- **Loss of Parking:** Loss of the privilege to park or operate a motor vehicle on campus property.
- **Restrictions or Orders of No Contact:** Specific behavior contracts limiting contact with specific individuals or groups or limiting the ability to be in certain places on campus. This



restriction typically includes having no verbal, written, electronic, or physical contact. It extends to phone, email, instant messaging, or any other form of communication. It also views any contact from another person “on behalf” of the offender as a violation of the restriction.

- **Deferred Loss of Privileges:** A designated time period during which time another violation of policy may result in the immediate loss of certain privileges such as hosting guests or gatherings.
- **Deferred Loss of Housing:** A designated time period during which time another violation of policy may result in the immediate loss of University housing privileges.
- **Loss of Privileges:** Loss of certain privileges such as hosting guests, alcohol privileges, being unable to visit certain facilities, or having permission to be in residence over a break period.
- **Relocation of Living Space:** Students may be moved to a different residential facility, floor, or room.
- **Removal from Housing:** Loss of the privilege to live in University housing for a specified period of time.
- **Probation:** A more serious warning for inappropriate behavior that is enacted for a specific period of time and may or may not include exclusion from participation in extracurricular activities such as athletics, clubs and leadership positions at the University. This status would demonstrate that further violations will require that additional and generally more severe sanctions are needed to modify behavior for a defined period of time.
- **Deferred Suspension:** A designated time period during which any subsequent violation of policy or violation of the specific policy will result in immediate suspension. The outcome of this sanction may be enacted immediately pending hearing or appeal process.
- **Suspension:** Exclusion from classes and or other privileges or activities for a definite period of time as set forth in a notice of suspension, and/or until the satisfaction of conditions determined at the time of suspension. The student will withdraw from classes and be prohibited from properties owned or operated by the University.
- **Dismissal:** Termination of student status for an indefinite period, with the loss of rights to be on campus property or in attendance at campus-sponsored events.
- **Fines:** Monetary sanction that will depend upon the offense for the total amount sanctioned. Fines can also be determined by the value of restorative service at a rate comparable to the Iowa State minimum wage for service hours. Fines resulting from alcohol policy violations are \$50.00 for personal behavior and more for hosting. Such fines will be deposited into an alcohol-free programming account from which any student can request money to host an event.
- **Withholding Diploma:** The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a conduct review pending, or as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.
- **Other Actions:** In addition to, or in place of, the above sanctions, the University may assign any other sanctions as deemed appropriate.
- **Deferred Judgment:** At the discretion of the University the consequences of a sanction may be withheld for a specified period of time or until the conclusion of a specific activity. After



this time the sanction will remain on file pending further violation.

- **Interim Remedial Action:** The University will generally apply sanctions as an outcome of a hearing or review. However, when facts dictate that an ongoing risk to the campus community or its members exist, actions may be taken in the interim between the report and the review/conclusion of the process. Typically, these interim actions take the form of immediate removal from campus housing, restrictions on a person's ability to participate in certain activities, access to certain forms of technology, or immediate suspension of all contact with the campus and its community. When an interim action is taken efforts will be made to minimize the impact to the accused student.

## **Student Conduct Sanction Impact on Academic Record**

When a student is required to complete sanctions for his/her violation of policy a deadline is provided by which the sanctions must be completed. If the sanction is not completed by the deadline, the University places a restriction on the student's account that will prevent the student from completing any official action with University, including the adding or dropping of a course, registering for the next semester, submitting a housing contract, and requesting transcripts. When the student completes the sanction, the restriction is removed.

This restriction will remain on the student account indefinitely, even if the student leaves the University. When a former student requests a restriction to be released, the University will hold the person responsible for the sanction. In the case of some sanctions (i.e., restorative service hours), the University may elect to convert the hours to a monetary fine at the rate of minimum wage for each hour sanctioned (i.e., ten (10) hours' worth of restorative service could convert to a \$75 fine). In cases where there has been a lapse in time between when the sanction occurred and the respondent is no longer a student, the University may administratively review and drop restorative service requirements should it be determined the original educational outcomes are diminished or nonexistent.

## **Student Conduct Record Availability**

All student conduct records are part of the student's institutional record and may be released or discovered through releases, legal requests, and pursuant to some employment verifications. These records will be maintained for a period of at least seven (7) years after a student leaves the institution or may be maintained indefinitely when violent acts were committed.

## **Consequence Guidelines**

The following lists are provided to illustrate possible sanctions or consequences for violating University policy. No two incidents are exactly the same. Every incident is evaluated individually so the outcomes may vary among the same types of incidents and among students involved in the same incident.

### *Level I: First Time, Less Serious Violations*

Examples of conduct violation:

First Alcohol Violation  
 Possession of drugs and/or paraphernalia  
 Quiet Hours Violation  
 Visitation Violation

Level I Common consequences (may include none, any, and/or all the following):

Notice of Violation  
 Warning (verbal, written)  
 Educational Component (e.g., online class, bulletin board creation, etc.)  
 Warning placed in file  
 Restorative Service and Reflection  
 Coach Notification  
 Parental Notification  
 Probation  
 Fines ranging from \$10 to \$100

*Level II: Repeated, Less Serious or Serious Violations*

Examples of conduct violation:

Repeated Alcohol Violations or Housing an event or gathering where alcohol violations occur  
 Less Serious Sexual Contact Offenses  
 Compliance and Respect  
 Destruction of Property  
 Possession of Drugs and/or Paraphernalia

Level II: Common consequences (may include none, any, and/or all the following):

Educational Component (e.g., online class, bulletin board creation, etc.)  
 Referral to St. Ambrose Counseling Center  
 Peer Monitoring  
 Loss of ½ Housing Priority Point  
 Restorative Service and Reflection  
 Coach notification  
 Parental Notification  
 Letter of Recommitment/Reflection  
 Probation (with loss of privileges such as participating in extracurricular activities  
 Deferred Loss of Housing  
 Deferred Suspension  
 Fines ranging from \$10 to \$100 or more if hosting an event or gathering where multiple alcohol violations occur)

*Level III: Serious Violations*

Examples of conduct violation:

Possession of Drugs and/or paraphernalia with intent to distribute  
 Burglary  
 Assault  
 Multiple Alcohol Violations  
 Hate Crimes  
 Premeditated Acts of Violence  
 Sexual Violence Offenses: Sexual violence with intercourse consequences are likely to include suspension or expulsion.

Level III: Common consequences (may include none, any, and/or all the following):

Referral to St. Ambrose Counseling Center  
 Educational Component (e.g., online class, bulletin board creation, etc.)  
 Loss of ½ (or more) Housing Priority Point  
 Relocation from Specific Housing Community  
 Faculty/Staff Impact Interview  
 Restriction from Certain People or Areas of Privileges  
 Probation  
 Suspension or Expulsion  
 Restorative Service and Reflection  
 Coach notification  
 Parental Notification  
 Letter of Recommitment/Reflection  
 Fines ranging from \$10 to \$100

#### *Level IV: Aggravated Violations*

Examples of conduct violation:

Sexual Assault with Intercourse  
 Aggravated Assault with Planned Violence  
 Patterned Violence

Level IV: Common consequences (may include none, any, and/or all the following):

Suspension  
 Dismissal/Expulsion

## Parking and Transportation Services

### **Vehicle Use and Parking Regulations**

Using a vehicle and parking at St. Ambrose is a privilege and not a right. All drivers should use proper care and caution while operating a motor vehicle on campus property. All students are expected to use campus parking lots and are discouraged from parking in the neighborhoods surrounding campus unless you live on the street you are parking on or have written permission from the home owner. Parking is prohibited on Rogalski Dr., Pleasant St., and Ripley St. (adjacent to the Cosgrove lot).

Every motor vehicle operated by a student in the city of Davenport must be registered with the Security Department. Every motor vehicle used or parked on campus (including all lots, roadways, behind University houses, and driveways) by students must be registered with the Security Department and must display a current valid permit.

### **Parking Privileges**

While the parking privilege for registered vehicles can be protected (through enforcement of rules), it cannot be guaranteed. The University reserves the right to suspend parking privileges at any time.

From time to time, special meetings and situations may demand the use of certain university parking lots or spaces (i.e., Board of Trustees meetings, Commencement, construction, snow removal, etc.). Advance notice of such events will be given whenever possible to reduce inconvenience to regular users of designated lots.

## **Campus Parking**

Campus parking is limited to designated parking spaces in lots and is available on a first come, first-served basis. All other areas within the parking lots, such as hashed lines, yellow curbs, sidewalks, and grass/dirt are not to be used for parking, loading, or unloading. The lots are frequently patrolled, though the University assumes no responsibility for the loss or damage of items or vehicles parked on University property. Report all suspicious activity or incidents to the Security Department.

## **Campus Parking for Students**

Parking for students is available in lots designated Zone 1, Zone 2, Zone 3, or CHSE with the appropriate valid permit. A permit does not guarantee that space will be available but instead gives the owner the right to park if space is available.

If in doubt, always check with the Security Department to confirm whether a particular parking area on campus is restricted. [www.sau.edu/parking](http://www.sau.edu/parking)

**CHSE** is defined as student parking in rented spaces on the Genesis West campus (rows are marked). Permit cost is \$85.00 per semester. This permit is valid only on the Genesis property. If there is a need to park on the main campus purchase of an additional Zone 1 or Zone 2 permit will be required.

**Zone 1** is defined as all student parking lots bound by Locust, Gaines, Lombard, and Harrison Streets respectively. Permits are required in these lots 24 hours per day/7 days per week. Permits for this area are \$130 per year or \$65 per semester, subject to availability. All Zone 1 permit holders may also park in any Zone 2 lot.

**Zone 2** is defined by the parking lots West of Gaines St. and includes the lot East of McCarthy Hall. Permits are required in these lots Monday through Friday from 7 a.m. to 3 p.m. Permits for Zone 2 are \$70 per year or \$35 per semester. All Zone 2 permit holders are limited to parking in Zone 2 only.

Note: The lot at the corner of Locust St. and Marquette St. is reserved and an additional special permit is required.

**Zone 3** student parking is a free parking zone option available for St. Ambrose students who do not typically use their cars on a daily basis. This Zone 3 lot is on the university's St. Vincent Athletics Center property located north of Central Park Avenue near the Gaines Street intersection, about four blocks north of campus. On-demand transportation to and from the Zone 3 lot will be provided free of charge via a Campus Security vehicle between 6 a.m. and 11 p.m.

During the overnight hours from 11 p.m. to 6 a.m. transport will only be provided from (not to) this lot. Daily use of the lot is prohibited. The functional purpose is as a storage lot for students who only use their vehicles occasionally.

## **Special Parking Provisions**

Reserved spaces are parking areas defined by a sign in front of the space that identifies it as reserved. Examples of these would be: Office of the President, Vice President, Chapel parking. Unless otherwise labeled, these spaces may be enforced 24 hours per day, 7 days per week, and may only be used by the person identified on the sign.

Program of Study parking provisions: Students in programs at the Center for Health Sciences Education and the Center for Communication and Social Development are prohibited from parking in the neighborhoods surrounding these buildings unless they live on the street in question or have written permission of a property owner. Students in these programs found parking in unauthorized areas are considered in violation of the Student Code of Conduct and may face consequences associated with their programs' assessment of professional behaviors.

## **Escort Service**

Campus Security provides a walking escort 24 hours per day, 7 days per week from any main campus location to any other main campus location. Call 563-333-6104 to request an escort.

## **General Parking Lot Regulations**

### **Temporary Vehicles**

If you have a permit but have a need to bring a different vehicle to campus, temporary permits are available free of charge from the Security Department. Generally, temporary permits will not be issued for longer than 2 weeks. You may also add a temporary vehicle to your permit in the online system. Please note that a second physical permit is not issued, and you must give 24 hours for the change to be posted to your record.

### **Unloading/Loading**

If you need to carry something heavy or bulky to your room, you may use the closest lot as long as you have your flashers on and do not leave your car unattended for longer than 30 minutes. You may not use disabled, or reserved spaces or visitor spaces for loading and unloading.

### **Vehicle Breakdown**

If your vehicle breaks down or will not start, call Security and ask for assistance. If the vehicle is not operable, the Security officer will place an orange disabled sticker on your windshield. This will help prevent tickets. All disabled vehicles should be moved within 24 hours unless special arrangements have been made through the Security Office. The operator is responsible for any tickets received for vehicles without a disabled sticker.

### **Temporary Permits**

Temporary student permits may be purchased for Zone 1 parking for \$7/day or \$15/week. Temporary Zone 2 permits are available for \$3/day or \$6/week at the parking window in Security. Stop into Security or call 563-333-6104 and request an officer to assist you. Temporary permits will generally not be issued for longer than 2 weeks.

## **Parents Visiting Campus**

If your parents are coming to campus and will be here for 2 hours or less, they may use visitor parking. If they will be here longer than 2 hours, contact Campus Security for a free temporary parking pass good for the duration of their visit.

## **Visitor Parking**

Visitor parking is available in the lots east of Cosgrove Hall and in designated spaces in the Rogalski Center. If these areas are full or you are planning a visit longer than 2 hours contact the Security Department. Currently enrolled students may not park in visitor areas even if on campus for some purpose other than classes, or for loading or unloading Monday through Friday between the hours of 7 a.m. and 3 p.m.

## **Leaving Cars on Campus Over Breaks**

Special permits are not required for summer sessions, winter break, and spring break. However, students must contact Security to arrange for break parking if they are leaving their car for an extended period of time, such as attending study abroad trips or leaving their vehicles while they travel home over a break. Contacting Security allows us to better monitor vehicles left in the lots during non-peak times and will help avoid parking citations.

## **Disabled Parking**

Disabled parking is available and conspicuously marked in most lots. All vehicles parking in these areas must display a current student permit and disabled placard/plate. When vehicles are found parked in these spaces without a proper permit the Davenport Police may be notified and asked to ticket the vehicle. At the officer's discretion, a University citation may be issued instead of notifying the Davenport Police Department.

Reasonable efforts will be made to identify and contact the person responsible for the vehicle so it can be immediately moved/ If the driver cannot be found, the vehicle is subject to towing at the owner's expense/ For information about temporary campus disabled placards contact the Student Disability Services Office.

St. Ambrose University disabled permits will generally not be issued for longer than 60 days, and only 1 permit will be issued per calendar year for the same disability.

## **Motor Vehicle Registration and Permits Purchase**

All vehicles operated by students within the City of Davenport must be registered using the online system. A permit does not have to be purchased and there is no charge to register a vehicle. Any vehicle operated by a student that is not registered will subject the operator to a \$20 service fee and University conduct review. All vehicles that may be operated on campus must be registered and a valid permit must be purchased from the online system. Registration and permit purchases may be made at [www.sau.permitstore.com](http://www.sau.permitstore.com). Please select the appropriate permit for the entire year as we do not provide refunds.

Permits are not required for summer sessions, winter break, and spring break. However, students must contact Security to arrange for break parking (see Leaving Cars on Campus over Breaks). Only 1 vehicle may be registered to 1 permit, and the vehicle must be operated solely by the owner of the permit. Permits may not be transferred, loaned, shared, or sold by parties



other than St. Ambrose University Security Department. To register for a permit, you will need to have the following: an active email address; your student ID number; vehicle make, model and color information; and, license plate information. Online registration is available 24 hours per day, 7 days per week. Students parking on campus must select the permit that appropriately reflects their choice of zone. It is the owner's responsibility to ensure that all vehicle information is kept up to date and accurate. Changes to vehicle or owner information may be made on line at [www.sau.thepermitstore.com](http://www.sau.thepermitstore.com) by entering the account created when a permit is ordered.

### **Graduate Assistant Parking**

Graduate assistants are required to register and display a permit as outlined above, however, graduate assistants working 30 hours or more per week will be issued a complimentary Zone 2 permit with verification from a supervisor. Zone 1 parking is available to Graduate Assistants through the standard process and rate

### **Parking Citations**

Parking policies are enforced 24 hours per day, 7 days per week, as outlined above. A citation may be issued anytime a vehicle is parked in a manner that negatively impacts the operation of the University. Citations may be issued once every 8 hours until the vehicle is moved, towed, or immobilized. This means that vehicles inappropriately parked in Zone 1, or reserved spaces, may receive up to 3 citations per day.

Some reasons for citations include but are not limited to: no permit, expired permit, parked blocking garage doors, parked on hashed lines, parked on the grass, parked in a fire lane, taking more than one space, or not parked in a space. Owners of unregistered vehicles issued parking citations will be issued a \$15.00 service charge in addition to the fine. This charge is only issued once per year per vehicle to cover the cost of researching owner information.

Fines generally range from \$40 to \$200. Unpaid citations will be transferred to the student's account. Failure to pay parking citations can result in a restriction on the individual's record. University students are responsible for their guest's parking violation(s). Receiving three or more citations in any academic year will be considered a violation of the student code of conduct for non-compliance.

Citations may be paid online at [www.scapay.com](http://www.scapay.com) or by taking the ticket to the Student Accounts office.

### **Towing/Immobilizing Policy**

Unauthorized vehicles in disabled spaces, fire lanes, vehicles with 2 or more citations (paid or unpaid for parking in reserved spots (identified by a specific sign) or blocking roadways and garage doors may be towed at the owner's expense. Additionally, vehicles with \$200 or more in citations (paid or unpaid) in a single academic year are subject to being towed. Once a vehicle is towed it will be placed on a list and towed for each subsequent violation. Vehicles without a current permit that have \$200 or more in unpaid fines may be immobilized at the University's discretion. Immobilized vehicles can be released during normal business hours by presenting the Parking Manager or his/her designee or the Director of Security with a receipt showing all fines have been paid. After hours release of immobilized vehicles can only be made after a photocopy of the driver's license has been made and a form indicating agreement to pay all outstanding parking fines has been completed. A vehicle may only be released after hours once per academic year.

## Appealing Parking Citations

Parking citations may be appealed online at [www.scapay.com](http://www.scapay.com). Throughout the academic year, appeals are generally reviewed by the Parking Appeals Board consisting of faculty, staff, and student(s). At times deemed appropriate by the University, such as during the first 10 days and last 10 days of any semester, appeals may be reviewed by the Parking Manager or his/her designee. Appeals for citations older than 10 days will not be considered unless extenuating circumstances can be demonstrated and stated in the appeal. The Appeal Board's decision is final unless mitigating evidence or circumstances can be demonstrated to overturn the Appeal Board decision. Mitigating evidence or circumstances must be presented to the Parking Manager or his/her designee within 10 days of the appeal decision. If the petitioner has not responded within 10 days, the Appeal Board decision is final, and the matter is closed.

## Transportation

### Bicycles

- All bicycles must be registered with the City of Davenport in accordance with all rules and regulations. For details see [https://www.davenportiowa.com/services/licenses/bicycle\\_license\\_application](https://www.davenportiowa.com/services/licenses/bicycle_license_application)
- Bicycles do not have to be registered with Campus Security.
- Bicycles must also be parked in a means as to not hinder the flow of pedestrian traffic within the parking lot or sidewalk.
- Bicycles may not be locked to or parked at utility poles, trees, bollards, railings, sign posts, or fences.
- Bicycles may not be stored in campus hallways.
- The University assumes no liability for any lost, stolen or damaged bicycle locked to a campus bike rack.
- For information on how to properly secure your bicycle please see <http://www.sau.edu/parking>

### Bus Service

Student ID cards can be used as a bus pass on any city bus. Information on times and routes are available at [https://www.davenportiowa.com/services/citibus\\_transit](https://www.davenportiowa.com/services/citibus_transit).

### Motorcycles, Mopeds

For the purposes of University parking policy, motorcycles, motor scooters, and mopeds are categorized and referred to as motorcycles.

- Students desiring on-campus parking for a motorcycle are required to have a parking permit.
- Motorcycles will be required to park in designated lots and locations.
- They must be parked in a manner that will not interfere with the flow of traffic or pedestrians walking through campus
- Motorcycles may not park in any other areas, including the University's fire lanes, disabled spaces, loading zones, construction areas, disabled access aisles, driveways, lawns, sidewalks, or bicycle racks.
- Motorcycles are subject to towing in accordance with the Towing Policy outlined in the parking policy.

## Student Representation on University Committees

### Academic Support

The Academic Support Committee serves students, faculty and the administration as a forum for the exchange of ideas about policies relating to academic support. The committee addresses concerns raised by members of the campus community in areas that support the general or liberal education process and makes policy recommendations to the appropriate officers and directors. Offices and areas reviewed are: Admissions, Bookstore, Career Center, Financial Aid, General Accounting, Information Technology, Library, Office of the Registrar, Student Accounts, and Student Success Center.

### Athletic Board

The Athletic Board monitors the interaction between the athletic programs and the administrative and academic functions of the University. It assists the Athletic Director in the planning and evaluation of the performances of the program.

### The Board of Student Publications

The board should consist of a faculty representative chosen by election or appointment, the communication center director, the Dean of Students, *The Buzz* advisor, the *Quercus* advisor, and a student representative chosen by SGA/GSGA.

### Board of Studies

The Board of Studies serves three (3) functions. 1) monitors each student's progress toward a degree and where appropriate administers academic sanctions; 2) serves as an appeals board for students seeking exceptions to academic policies and requirements; and 3) reviews and determines sanctions regarding student violations of the Academic Integrity Policy

### Conduct Review Board

The Conduct Review Board's chief function is to review student conduct and to uphold and maintain the community standards of the students of St. Ambrose. Membership includes the Dean of Students or designee (who votes only in the case of a tie), faculty and students. See Conduct Review Board in Student Code of Conduct section.

### Educational Policy Committee

This committee formulates, interprets and coordinates curricular policy. Final recommendations and proposals to the committee are made through the dean of the appropriate college. Voting members include ten faculty members and three students selected from students in good academic standing, one from each of the colleges; and one of whom must be a graduate student. Non-voting, ex-officio members include the Chief Academic Officer (who may vote to break ties) and the Director of General Education.

## University Life Committee

The University Life Committee provides students, faculty, and administration the opportunity to meet, address concerns, exchange ideas, and develop constructive suggestions and policies in the area of student life. The University Life committee generally concerns itself with aspects of student lives outside the classroom that enhance or detract from student learning, growth, and livelihood. Specifically, the following offices or areas are reviewed: Student Activities, Security, Health Services, Residence Life, Wellness and Recreation, Counseling Services, and Campus Ministry.

## Department Policies

### Residence Life General Information

A residence hall is more than a place to live; it is a place to learn awareness, consideration, acceptance, and compromise. Residence halls also provide recreational, educational, spiritual and cultural programs to enhance students' learning experience and to contribute to their overall growth and personal development.

Full-time students are required to live on campus until they have completed two years of post-high school studies at St. Ambrose or another accredited institution of higher education (community college, college or university). Students who live with a parent or legal guardian within 50 miles of campus can be exempted from the residency requirement. Students who begin college more than one year after graduating from high school may be eligible to have the residency requirement waived.

Students living on campus must maintain full-time student status (12 or more undergraduate/9 or more graduate credits) in order to maintain on-campus residence eligibility. Exceptions to this are given when the student is in her/his final semester before graduation.

Students living in the residence halls are expected to maintain a standard of conduct consistent with the educational objectives and priorities of St. Ambrose. Respect and consideration for the rights of others, including the need for study time and rest, must receive priority. The residence hall staff helps create an atmosphere conducive to studying, socializing and learning to live with other individuals. Each resident is expected to respond appropriately to requests from staff and fellow residents concerning behavior that does not honor this priority. Residents are also responsible for the conduct of their guests. Rooms will be inspected or assessed at any time a University official suspects illegal, dangerous or threatening behavior is occurring in a student's room.

### Consideration for Fellow Students

As part of a residence hall community, students are reminded to be considerate of others. The following guidelines outline basic study rights free from undue noise and other distractions inhibit this right.

- The right to sleep without undue disturbance from noise, guests of roommates or neighbors.
- The right to expect a roommate will respect one's personal belongings.
- The right to a clean-living environment.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to privacy.

- The right for redress of grievances. Residence hall staff is available for assistance in settling conflicts.
- The right to be free from intimidation and physical or emotional harm.
- The right to expect reasonable cooperation in the use of “room-shared” items (refrigerator, furniture, etc.) and a commitment to honor agreed upon payment procedures.
- The right to be free from peer pressure or ridicule.

To be a mature adult is to accept responsibility for the welfare of others. Only you can assure you and your roommate enjoys these rights.

## **Contract**

Resident students pay a housing deposit and sign a residence hall room and board contract, which is kept on file digitally in the Residence Life office. This deposit/fee details the rights and responsibilities of both students and the University. By signing it, students agree to abide by its terms and conditions. Contracts apply to the entire academic year.

EFFECTIVE 10-1-2020: In the event that a student's housing deposit was requested to be held for the next term and then was canceled for that future term, the decision to forfeit or refund the deposit will be reviewed by Residence Life staff. That staff will recommend either a refund or forfeiture, regardless of the timing (on time or late) of the future term cancellation. It remains the discretion of the University to refund or forfeit the housing deposit when a student leaves University housing (through student cancellation or University termination of contract) prior to the end of the contract period. Any student that lives on campus (prior to or after) the stated contract period is subject to disciplinary action on grounds of theft of service, the removal from housing, and having daily housing charges (the conference housing rates) applied to the student account. Additionally, any student who allows a roommate to move in early is also subject to the same sanctions and charges.

St. Ambrose assumes no liability for loss or damage to residents' personal property and does not carry insurance on personal property/ Residents should determine if their property is covered by parents' homeowner policies and purchase whatever property insurance to the level that is desired.

## **Food Service**

Any member of the University community may participate in the food services program. Resident students are required to participate in one of the five meal plans. Contact the Food or Residence Life offices for prices and registration materials. Students may lower or appeal meal plans only during the first two weeks of each semester.

To gain admission to the dining room, students need to show their current student ID. Diners are responsible for clearing tables and disposing of all debris and trash. Students who remove food or articles, (i.e., dishes), owned by Food Services from the dining room will be subject to 5 hours/\$25 of restorative service plus the replacement cost. Students who do not bus their table may receive a \$5 fine, and students who throw food or engage in any activity that results in food being propelled at or near someone or something will receive a minimum of 5 hours/\$25 of restorative service charge.

## **Food Service Committee**

The Food Services Committee's primary function is to serve as a liaison between the student body, the University, and Sodexo Food Service. The committee purpose is to review campus food services, address any student concerns, and make recommendations

to improve the service on campus for students. The Committee consists of the Sodexo General Manager and personnel, Residence Life personnel, a representative from the Student Government Association, and other students willing to serve on the committee.

### **Appealing a Meal Plan**

Students wishing to appeal a meal plan must complete the appropriate online form which can be found on the Residence Life Portal Site. The deadline to submit a meal plan appeal is the two weeks after the first day of classes. Appeals are only accepted for medical reasons, as financial reasons are addressed through the Financial Hardship Assistance process detailed <http://www.sau.edu/admissions-and-aid>. Below are additional guidelines to follow based on the concern warranting a medical appeal:

**Medical:** Appeals based on medical reasons must provide a medical diagnosis to the Office of Health Services with dietary recommendations, restrictions/guidelines from a healthcare provider. After this information is received, the appellant will need to schedule a meeting with the Operations Manager of Sodexo Food Services. Special dietary needs will be reviewed, and a recommendation sent back to Health Services. A follow-up meeting must be scheduled with Health Services to discuss the findings. Upon completion, Health Services will then submit a recommendation to the Food Services Committee.

### **Health Concerns and Special Needs**

Resident students with a health concern or disability needing special consideration should contact the Health Services. Student health insurance information is available on the Health Services website at [www.sau.edu/health-services](http://www.sau.edu/health-services)

### **Housekeeping**

The housekeeping staff cleans residence hall bathrooms and public areas as well as bathroom and kitchen areas of townhouses and houses on a weekly basis unless notified otherwise. Residents are responsible for their own rooms and other common area spaces. Students bear the responsibility for any excessive cleaning costs and/or the repair/replacement of University property damaged by vandalism or carelessness.

Additionally, the inability of resident(s) to prepare their unit for cleaning by housekeeping or continued need for excessive cleaning can result in the suspension of housekeeping services, disciplinary follow-up, and/or relocation of housing.

### **Housekeeping Cleanliness Standards & Follow-up Protocol**

- For the first documented issue of failing to prepare or of excessive cleaning needs, the Area Coordinator and/or 2 student staff members, will inspect the area and take photos to document the issue. Residents will be given 72 hours to correct the issue, at which time the Area Coordinator and/or 2 student staff members will inspect and take updated photos.
- If the space has been appropriately remedied, the issue is resolved, and no further action will be needed.
- If the space has not been appropriately remedied, the photos will be sent to housekeeping and the issue documented. Students will be subjected to paying additional cleaning fees,



weekly inspections, and will go through the student conduct process with their Area Coordinator.

- Students who have 4 successful weekly inspections in a row, will end the weekly inspection.
- For the second documented issue that takes place after the cleared initial follow-up inspection, residents will be documented and go through the student conduct process with their Area Coordinator. Students will be subject to additional cleaning fees.
- Residents will again be given 72 hours to remedy the issue.
- Weekly inspections will take place for 4 successive weeks at minimum. Students must have 4 weeks in a row in which they pass these inspections, before the inspections are ended.
- For a third documented issue, students will go through the student conduct process with their Area Coordinator as well as a Residence Life Manager, to discuss the issue.
- Students will be subject to excessive fees, loss of housekeeping services, and/or relocation.

### **Laundry**

Washers and dryers are located in all halls, most houses, and are free-vend (no cost). Contact your Area Coordinator with concerns. Due to the damage they can cause by becoming stuck, laundry towelettes (e.g., 3- in-1 color catcher) are not allowed in University washing machines; only liquid or powder laundry detergents are approved for use.

### **Programs**

St. Ambrose encourages comprehensive programming encompassing social, spiritual, intellectual, life planning, diversity, and physical/emotional health issues. Programs are developed by resident advisors with the help of students. Students are encouraged to help choose the type of programs offered for their residential living area.

### **Relocation of Living Space**

Students may be moved to a different room, floor or residential facility if it is deemed more appropriate for helping that student achieve his or her academic goals, to establish more positive behavioral patterns, and/or to create a more appropriate environment for learning and living. In such cases, billing may be adjusted at the discretion of the facilitating administrator.

### **Removal from Residence Hall**

Students may be removed from campus housing at any time if it is determined their behavior is disruptive to University functions; directly or substantially impedes the lawful and rightful activities of others; causes damage to property or presents a threat of harm to themselves or others. Such removal will occur as outlined in the student conduct review process. Guests of resident students will be asked to leave if they are involved in any violation of St. Ambrose policies. If a guest is under age 18, the guest's guardian will be contacted.

### **Residence Life Staff**

Resident Advisors (RA), Hall Advisors (HA), and Student Hall Managers (SHM) are peer advisors trained to assist students with academic, personal or behavioral concerns. RAs, HAs, and SHMs are students selected because of experience, leadership ability and interest in helping others. They help residents grow socially and academically by maintaining a close relationship with each student and by fostering an effective living-learning environment. All students are encouraged to get to know their RA and HA/SHM and to ask for assistance whenever needed. The HAs, RAs, and SHMs are supervised by a full-time Area Coordinator.

### **Room Check-In and Check-Out**

All students must check into their residence hall space by signing a room condition report with their RA. All students must be checked out of their residence hall space by the RA (or complete an Express Check-out) when moving out. This check-out takes place only after the student's personal possessions have been removed from the room/

Additional charges are assessed if students fail to:

- Properly sign and date the room check-out form;
- Dispose of trash and unwanted articles in a designated area;
- Dry dust-mop or vacuum the floor of the room and dust/clean all surfaces;
- Leave the residence hall by designated closing time; and/or
- Return their room key.

The University requires students to leave the residence halls within 24 hours after their last final exam and, at the latest, as designated on Friday night of finals week each semester. The University reserves the right to remove students immediately if their actions jeopardize the rights of others to prepare for exams. Personal belongings left behind after moving will be donated to a charity of Residence Life's choice after staff makes attempts to contact the rightful owner. No belongings will be kept longer than 30 days.

### **Room Condition/Damage Assessment**

Residents are responsible for any damage done to their rooms or any other part of the residence hall/townhouse/house and its equipment. Residents should note very carefully not only the inventory of furniture but also the condition of the room because they will be charged for any damages not noted on the check-in form. If the damage charges are not paid, action will be taken, which may include withholding transcripts and not allowing registration for the next semester.

Residents are responsible for the room to which they are assigned. Simple health habits and respect for roommates, suitemates, housemates, and neighbors will promote good living conditions for all residents. In order to help residents keep their rooms neat and attractive, cleaning equipment (mops, brooms, dustpans, and vacuums) is available. Trash, dirt, and lint are not to be swept into the halls. Students are liable for charges for any unusual housekeeping service, such as cleaning rooms left dirty when moving out. Damage charges are assessed equally against all occupants of a room/townhouse/house unless personal liability can be determined.

Damaged furniture may be repaired only by University personnel. Students are responsible for damage caused by tacks or nails as well as adhesives, such as mounting tape, scotch tape, or self-adhesive fixtures. Students are also responsible for the condition of their room door.

In addition to the care of their own rooms, residents are responsible for the condition of the hallways

and common areas. Hallways, stairways, recreation areas, lobbies, study rooms, and bathrooms are to be kept clean and orderly at all times. Although the maintenance staff is responsible for the upkeep of these areas, student cooperation is necessary. The bulletin boards on each floor are to be used to post approved signs, pamphlets, and other literature. Such items should not be posted on the walls by anyone except a residence hall staff member.

For Residential students prior to Fall 2022: When students submit their residence hall room and board contract, they pay a \$250 housing deposit, which is returned upon application for a refund when they permanently move, provided no damage exists, no excessive housekeeping is mandated, and the full contract period is fulfilled. Beginning with Spring 2023, the housing deposit is not refunded. Students should report any accidental damage to their RA immediately. Unclaimed damage will be billed to all the residents of a particular floor, house, or hall.

### **Room Changes, Consolidation, Open Spaces**

Any situation calling for a room change should first be directed to the RA for informal or formal mediation. The University reserves the right to reassign residents in order to make the most effective use of available accommodations. Students in double rooms without roommates will be asked to consolidate with other students. If space is available, students without roommates may be offered the option of keeping their room as a single for the semester at the Super Single room rate. Based on space availability, students may also request a Super Single as a housing assignment. Contact our office for more details. If a unit's occupancy (e.g. suite, apartment, house) drops below capacity, students may be asked to consolidate into other housing.

The University can receive contracts at any time or need to resolve housing conflicts and needs to ensure that any open space is ready and welcoming. Therefore, a resident with an open space in their room/unit is asked to make sure that all furniture is clear of belongings and ready to receive a roommate. In such cases, Residence Life will typically contact the spokesperson and/or the roommate of the unit when we receive a contract for someone interested in the open space but there may be times that we will need to move students as the need arises.

### **Room Entry**

The University reserves the right to enter and inspect student rooms for the following reasons:

- 1) required maintenance and repairs;
- 2) health and student safety matters;
- 3) emergency procedures;
- 4) articulated suspicion of violation of University policies; and/or
- 5) routine safety checks.

### **Room Selection**

St. Ambrose attempts to accommodate roommate and housing option preferences when assigning rooms to students. Rooms are first assigned to returning students based on a priority point system. Room assignments are made based on total priority points for a group or for an individual. One priority point per semester is earned for full-time enrollment in any college, fall/spring semesters only. It is the responsibility of each individual student who has lost priority points through the conduct review process to share this information with their group members.

Assignments for new students are based on the date their contract and deposit are received by the Residence Life office. Specific information regarding the housing assignment process for returning

students is published during the spring semester. Residence Life reserves the right to assign rooms based on needs of the University.

### **Vending Refunds**

Contact the Bee Central office (Ambrose Hall) within 5 business days with concerns and/or to receive refunds.

### **Residence Hall Policies Alcohol in Residence Areas**

Students living in traditional residence halls such as Bechtel, Cosgrove, Davis, and Franklin, along with the traditional areas in Rohlman and North Halls may not possess or consume alcohol in the residence halls regardless of age. A \$50/day fine will result.

In preferred housing, students under age 21 are not allowed to possess or consume alcohol. If both roommates are under 21 in Preferred Housing and Davis Hall, no one may possess or consume alcohol in their room. If one roommate is of legal drinking age and the other is under 21, the individual who is of legal age may possess and consume alcohol. The individual of legal drinking age may not provide alcohol or let those under 21 possess or consume alcohol in the room, townhouse, or house. Violators will be subject to conduct review which may include sanctions of a minimum 5 hours/\$25 of restorative service and other educational outcomes listed in the alcohol policy, including the loss of campus housing privileges for hosting a party.

Students who are found with kegs, pony kegs, or other common sources of alcohol in residence halls, preferred housing, or elsewhere on campus will be subject to conduct review which may include sanctions of \$100 of restorative service and other educational outcomes listed in the alcohol policy. The containers noted above will be confiscated and not returned. Bars are also prohibited.

Informal gatherings of reasonable size are allowed in campus residential facilities, but hosts are responsible for the actions and safety of their guests.

### **Animals**

Animals, other than fish, are not permitted in any SAU operated residential facility. Any aquarium larger than a 20-gallon tank will need approval from the Area Coordinator. Students keeping animals in violation must immediately remove the animal and will be subject to disciplinary action (including a \$50 fine or restorative service). Severe or repeated violations may result in the termination of housing privileges. Per the Fair Housing Act (FHA) and the Americans with Disabilities Act (ADA) guidelines, Emotional Support Animals may be approved for residential living through the Accessibility Resource Center (ARC). For more information please contact the Accessibility Resource Center at [arc@sau.edu](mailto:arc@sau.edu).

Owners of approved animals must have a signed contract on file with both the Accessibility Resource Center (ARC) and Residence Life during the period their approved animal resides on campus. That contract establishes additional expectations and policies for the animal(s) and the owner. Any violation of that contract is managed as a code of conduct violation (See "Risks from Disruption" section of this handbook) as well as a contract violation.

Any community member with an animal outside on SAU campus property must maintain control of the animal at all times.

In the case of dogs, the owner must use a leash that is no longer than six (6) feet in length.

Furthermore, we recommend the use of a traffic handle on the leash to provide greater control and protection for the owner, animal, and community members. Sometimes referred to as a “Traffic Leash,” they have a second handle close to where it attaches to your dog’s collar. This allows you to have rapid control of your dog when needed. Source: [iheartdogs.com](http://iheartdogs.com)

The City of Davenport’s leash law requires all dogs (and cats) remain on a leash when being walked within city limits.

## **Damage or Vandalism**

Individuals, who damage campus or personal property, whether through vandalism, irresponsible accidents, or fights, will be subject to conduct review. University property includes equipment rented, leased, or placed on the campus by the University, and University-owned equipment not located on campus.

Students responsible for damage to University property will pay repair/replacement costs (as determined by Physical Plant) and are subject to additional fines of \$25 or one-quarter (25%) of the cost of damage, whichever is greater.

Resident students may be required to move off campus immediately, as outlined in the student conduct review process.

Residents of a particular floor or building are responsible for the cost of repairs for any public area (including elevators, University wireless routers, and hallways) if the offender does not claim responsibility. These damages will be assessed by Residence Life staff in consultation with Physical Plant and/or IT and divided equally by the total number of residents. Any appeals of such damages need to be received in writing within 90 days of posting to the student account(s).

Students are also responsible for keeping their student residences and the area around them clean. Students bear the responsibility for any excessive cleaning costs. If damage occurs in your residence, please contact Residence Life so it can be attended to.

Rooms need to be left in the original move-in condition — clean, with beds bunked or lofted and all personal items removed. Students who damage the room with nail holes or tape marks will pay for the repairs when moving out. Students who paint their rooms will pay the cost of repainting the room.

## **Electrical Appliances/Devices**

Students are not allowed to have halogen lamps or cooking appliances with exposed elements, such as hot plates and Pizza Pizzazz® or toaster ovens, in the halls. Microwaves over 700 watts or 0.7 cubic feet and refrigerators over four cubic feet are not permitted. Due to their inability to function properly with the University system and network policy, personal wireless internet routers are not allowed.

Students may not provide their own air conditioning units in their rooms. The fine for this offense is \$25 and the device will be confiscated until the end of the academic term. Students with severe medical conditions (such as asthma or severe allergies) may submit a note from their physician stating their medical condition to the Area Coordinator. Students with legitimate medical needs may be granted permission to bring their own air conditioning unit (less than 700 watts), provided the Physical Plant Department oversees its proper installation.

Students should not use extension cords due to their inability to protect against surges of electricity.

Rather, residential students are encouraged to use surge protector strips that have a UL rating of at least 330 Volts and a Joule rating of at least 200 to 400. Failure to use such protection could mean that preventable damage could occur to electronic devices in residential areas. Such damage is not the University's responsibility.

### **Fires/Fire Pits**

See "Fires/Open Flames" under Risks to Property section of Code of Conduct.

### **Fire Alarms**

To make sure all buildings are as safe as possible, the University conducts periodic fire drills. Each alarm should be considered an actual alarm, and each student is responsible for exiting the building in a safe and orderly manner.

Individuals who do not evacuate the building or cooperate during a fire alarm will be subject to disciplinary action. These offenses also violate state law and offenders may be referred to local authorities for further action.

The following are prohibited:

- tampering with fire safety equipment on campus, igniting fires in or on University property, calling in or setting false fire alarms on campus, using potentially hazardous flammable materials, and misuse of emergency exits.

Tampering with any fire safety equipment is a serious matter. Pulling false fire alarms, expelling fire extinguishers, and tampering with smoke detectors, sprinkler heads, or other safety equipment results in a minimum of \$100 of restorative service per incident in addition to any clean-up costs. In addition, resident students will lose their residence hall living privileges and nonresident students will be restricted from campus property.

### **Fire Hazards**

Any items that may create a safety or fire hazard, including halogen lamps, candles, incense and non-surge suppressed power strips, are not allowed in student housing and will be confiscated. Initial confiscated items will be returned to the resident for removal from campus, though items from any future violations may not be returned. Cooking equipment with exposed heating elements is not allowed in campus residential facilities and will be confiscated.

Electrical circuits can be easily overloaded by simultaneous operation of hair dryers, stereos, televisions, refrigerators, and other equipment. Overloaded circuits are a fire hazard/ Intentional violators are subject to \$100 worth of restorative service. Residents using outdoor grilling/cooking equipment must locate and use their grills a safe distance from the house/hall to ensure no damage from heat, smoke or risk of fire to the unit. Grills are not allowed to be used on a wooden deck.

Additionally, hover boards/self-balancing scooters are not permitted on campus property (see Hover board policy in the Security section for details).

### **Furniture**

Furniture provided by the University at check-in, including furniture in public areas, must remain in the same location (i.e., room, townhouse, and house). Items not designed for outdoor use such as furniture



made of fabric, wood furniture, stuffed furniture, beds, mattresses, etc., are not allowed to be placed outdoors whether or not it is owned by the University. Removing furniture from rooms or public areas will result in a minimum of \$5 per day per item “rental fee,” possible restorative service and replacement costs (when applicable). Waterbeds are not allowed in campus residences. All personal furniture must be removed from campus at the end of the year.

To combat issues with pests, no soft furniture (i.e., cushioned or upholstered) may be brought into campus residential facilities. Only University provided beds/mattresses are allowed in residential facilities unless an accommodation is approved through the Accessibility Resource Center (ARC). In that event, the approved mattress must be new or wrapped to avoid pest issues. Students with an approved bed/mattress must remove these items at the end of the Spring Semesters as SAU accepts no liability nor offers storage for them.

To avoid the risk of splitting the bed ends, University metal bed frames with the hook & pin adjustment must NOT be placed in either of the top two hook positions.

### **Gender Inclusive Housing Policy Statement**

St. Ambrose University is an independent, comprehensive, and Catholic diocesan university firmly grounded in the liberal arts and Catholic identity and values. In accordance with our core values, we believe in the inherent God-given dignity and worth of every person. St. Ambrose adheres to all federal and state civil rights laws prohibiting discrimination on the basis of sex, gender, sexual orientation, or gender identity. Society’s views and understanding of gender, gender identity, sex, and sexual orientation have significantly evolved in recent years. The legal landscape is also transforming as it relates to gender identity, sexual orientation, and similar issues, especially in the context of providing expanded legal rights.

Students arrive at St. Ambrose University at various stages of gender identity awareness and transition. Residence Life is committed to working with all students to meet their housing needs in an environment that values diversity and promotes the dignity of all people. To inquire further about options, please contact the Residence Life Office at 563-333-6258 or by email at [ResLife@sau.edu](mailto:ResLife@sau.edu).

### **Guest Policy**

Please See Visitation

### **Heating**

Students are responsible for controlling the environment within their respective rooms. Heating pipes may freeze and break if windows are left open or heat is turned off during cold weather. Students will be held responsible for any damages to their residence that results from such negligence. Students may not provide their own space heaters.

### **Keys**

Resident students receive a room key when they check into their room and are responsible for it. If a key is permanently lost, the core(s) will be changed at a cost to the student of \$60. An additional \$20 charge will be assessed for each additional lock that needs to be changed in the residence. The preferred housing cost is higher due to the number of locks that need to be changed. Residents must contact the residence life staff if a key is permanently lost. Students may not loan their key to any person, have unauthorized possession, duplicate, or misuse keys that permit access to University vehicles or facilities, including residence hall rooms.

## **Lead Based Paint Disclosure**

In accordance with City of Davenport code, St. Ambrose University hereby discloses that single-family dwellings (i.e., campus owned houses) built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women.

Before agreeing to pre-1978 housing, St. Ambrose must disclose the possible presence of lead-based paint and/or lead-based paint hazards in the dwelling. Students assigned to campus owned houses may also receive, by requesting from the Residence Life Office, a federally approved pamphlet on lead poisoning prevention.

## **Lockouts**

If students are locked out of their room, they should contact Security. There is no charge for the first or second unlocks of each semester. There is a \$5 charge for each subsequent unlock. On the third occasion, the Residence Life Staff will be notified that there may be a missing key.

## **Lofts**

Students wanting to loft their beds in single rooms in Davis, Hagen or North Hall must use the materials provided in their rooms. Beds provided in the townhouses may not be lofted. Students living in all other University housing must use lofting materials rented from College Products at [www.collegeproducts.com/bees](http://www.collegeproducts.com/bees).

## **Internet Access/Wireless Routers**

Due to the wireless technology provided on campus by the university, the use of personal wireless routers is prohibited, as they interfere with the university's signal and disrupt system operation/

## **Internet File Sharing – Campus Houses (Also see Computer Network Policy Overview)**

The internet connection in the off-campus houses is provided by Mediacom. While the University pays for this service, we are not the service provider. Mediacom monitors the traffic for signs of copyright infringement. A copyright infringement is the posting, transmitting, or sharing with others of any copyrighted material without the permission of the owner. The most frequent copyright infringements occur with movies, television shows, and music.

When a violation occurs, Mediacom or another agency sends a letter to the University regarding the offending residence. Mediacom is able to give us the address of the offender, but they are not able to tell us the specific device, which is sharing the files. The University reserves the right to treat the entire residence as one in regard to copyright violations.

The residents are responsible for all visitors given access. Mediacom or any other agency responding is also able to tell us the filename of the copyrighted material and the date & time the offense was reported.

A copyright infringement is against the St. Ambrose University Copyright Infringement policy, Mediacom Acceptable Use Policy (in the case of a campus house) and violates the Digital Millennium Copyright

Act (DMCA). It also violates the St. Ambrose University Network Policy. For students residing in an on-campus house, Mediacom requires that all access to files specified and any other copyrighted files being shared must be immediately removed or disabled.

## **Personal Property**

St. Ambrose University assumes no liability for theft, damage, or loss of money, valuables, or other personal effects of any student or guest caused by fire, water, steam, insufficient heat, power failure or surge, the elements, neglect, theft or the actions of a third party that occur in university housing or on University property.

St. Ambrose University does not endorse any individual insurance program. Students are encouraged to confirm that their property is covered by their family's homeowners' insurance or to carry personal property insurance (e.g. renter's insurance) with the protection they desire for student property. Not all homeowner's policies cover everything that students bring to school. Most companies will provide some coverage but have limitations on certain property. Students should check with their insurance agency and request a written note on items such as electronics, jewelry, and musical instruments. Separate coverage may be recommended by your provider.

If you have damage to your personal property that you feel was caused by St. Ambrose University negligence, you may petition the Director of Residence Life, if the loss occurred in university housing, or the Director of Physical Plant, if the loss occurred at any other location on campus, for consideration of reimbursement. St. Ambrose University has the discretion to determine whether to reimburse and whether to seek additional information before making a final determination. A final determination will consider any such additional information provided as well as any failure to provide such information.

## **Personal Security (Also see Unsecured Rooms)**

Students can increase their personal security by: 1) locking the room when they leave or are asleep, 2) calling security if they notice any suspicious activity on campus, 3) following the visitation policy, 4) walking in groups at night, 5) using the campus escort service, 6) being aware of the surroundings, 7) not leaving doors propped open, and 8) being aware of Blue Cap phone locations.

## **Political Signs**

Recognizing that a student's room is her/his "space", the SAU Political Activity Policy on political signs does allow for political signs to be posted in residence hall rooms, including in windows facing out, as long as they are in good taste and not offensive. Individuals living in campus owned houses may not place signs on their lawns. (Please see the complete SAU Political Activity Policy for more details).

## **Preferred Housing Guidelines**

Preferred housing includes Hagen Hall, the townhouses, McCarthy Hall, Tiedemann Hall, North Hall apartments, the houses, and other designated areas.

- **Alcohol:** Students of legal drinking age are allowed to consume alcohol within preferred housing. Alcohol must remain indoors but may be on patios or porches except during quiet hours. Violations of the alcohol policy (especially hosting) may result in the loss of privileges for the entire unit, even if not all residents were present/involved.
- **Glass Containers Prohibited:** Due to the risk to the community from broken glass, only non-glass containers are allowed on porches or patios.

- **Basements and Attics:** Basements and attics are not for general student use or student storage. Fire code also prohibits the storage of personal items in stairwells. Basements with laundry facilities should be used only for this purpose.
- **Cleanliness:** All residents are responsible for the cleanliness and maintenance of their unit/house. Common area damages and excessive cleaning will be billed to all residents. Bedroom damage will be billed to residents of that specific bedroom. To avoid possible pest problems and charges for trash removal, please limit food waste inside your unit and take trash to the receptacles provided. Rinsing out and promptly returning empty cans and bottles will also diminish the attraction of pests. There is a \$10 per bag charge if maintenance or housekeeping staff must take out the garbage.
- **Exterior Doors:** To conserve energy and for your safety and the security of your belongings, always keep exterior doors closed and locked.
- **Furniture:** Per City of Davenport code, inside furniture is prohibited from being outside on porches or patios.
- **Grills/Outdoor Cooking Equipment:** Students using outdoor grilling/cooking equipment must locate and use their grills a safe distance from the house/hall to ensure no damage from heat, smoke or risk of fire to the unit. Grills are not allowed to be used on a wooden deck.
- **Lights:** Tampering with security lights is strictly prohibited.
- **Noise:** Students in preferred housing are unique in that they are not only part of the University but are also part of the broader community of Davenport residents. Please respect the rights of all your neighbors. Excessive noise and other disruptive behaviors will not be tolerated.
- **Overnight Guests:** Policies for overnight guests are the same as in other residence halls. Hosts are responsible for their guests' behavior.
- **Visitation Policy:** Preferred housing residents may establish a policy that may include 24-hour visitation for common living areas only.
- **Quiet/Consideration Hours:** Certain times of the day have been designated "quiet hours." These are Sunday–Thursday, 10 p.m. to 8 a.m.; and Friday and Saturday, midnight to 10 a.m. During all established quiet hours, noise may not be heard outside the resident's room or window. Thematic Housing residents have the opportunity to expand quiet hours for their communities. Violators will receive 5 hours/\$25 worth of restorative service or a fine of \$25/ During finals week, 24-hour quiet hours are in effect. Violators will receive 10 hours/\$50 worth of restorative service or a fine of \$50 during 24-hour quiet hours. While these are standard quiet hour guidelines, all noise will be kept to a reasonable minimum level 24 hours a day. This is a general courtesy to others.

## **Residency Requirement Policy**

Full-time students are required to live on campus until they have completed two years of post-high school studies at St. Ambrose or another accredited institution of higher education (community college, college or university). Students who live with a parent or legal guardian within 50 miles of campus can be exempted from the residency requirement. Students who begin college more than one year after graduating from high school may be eligible to have the residency requirement waived.

## **Sports in Residential Facilities**

No type of outdoor sport or athletic activity is permitted in student residential facilities. Such activities include but are not limited to: football, hockey, playing catch, rollerblading, cycling, playing Frisbee, having/using a pool of any sort, and golf. Such activities are not appropriate for inside the residence halls/townhouses/houses as they endanger others and may result in damage to the facility. Violators

are subject to 5 hours/\$25 worth of restorative service, repair of damages, and equipment will be confiscated.

## **Telephones**

Phone jacks and local phone service is available for students who wish to use the service with a \$25/per year set-up fee. Students must provide their own phones. Students may request a long-distance calling code from the Student Accounts Services office. Any student using a code supplied by St. Ambrose is responsible for prompt payment of all long-distance charges. Unauthorized use of the telephone and the long-distance calling code will result in a \$50 fine plus the cost of the telephone calls. Repeat offenders will lose their telephone privileges.

## **Thematic Housing**

These communities enhance the college experience by bringing together residents to focus more intentionally on a specific aspect of University life. The residents of these communities work together, with Residence Life staff, to create the goals, expectations and programming opportunities for their community. Campus house and townhouses can be specifically themed by application each year. Those chosen for Themed Housing chose their housing earlier than the General Lottery process. The communities are:

Academic Community (North Hall) – All Students (Freshmen, Sophomore, Preferred)  
International Community (McCarthy Hall) – Preferred Students

For more information on thematic housing contact the Residence Life office or check out:

<https://www.sau.edu/student-life/residence-life/housing>

## **Unsecured Rooms and Windows**

Unlocked rooms threaten the safety and property of all residents in the unit. No rooms, apartments, or houses may be left unlocked and unattended. Students are encouraged to keep their rooms locked even when they are present.

Additionally, it is the responsibility of students to keep their window screens in place and secured at all times. If a screen is out or missing, the student must report it to Residence Life, Security or Physical Plant to have it reinstalled.

## **Visitation**

Campus residential facilities at St. Ambrose should reflect the values of the institution and its students. Personal conduct and behavior should be reflective of the Mission and Core Values of St. Ambrose. As a Catholic University, St. Ambrose believes the complete and genuine expression of love through sex requires the commitment to marriage. Therefore, premarital sex is in no way condoned, and the visitation policy is, in part, informed by that value.

Campus residential facilities should most importantly maintain an academic atmosphere with sufficient quiet, space and privacy. Rules regarding quiet hours and visitation ensure the opportunity for study. Students should be free from harassment and know that harassment will not be tolerated. All students and their guests are expected to respect other people and their property.

In order to maintain a safe, pleasant living environment for students, and to respect the mission of St. Ambrose, a guest policy has been established for university housing.

A guest is defined as anyone who is visiting a St. Ambrose student overnight, including other St. Ambrose students staying anywhere other than their assigned living space. A guest is allowed to stay on campus for up to 4 consecutive nights and not more than a total of 10 nights per semester. Guests are not allowed to sleep in lounges or other common areas.

No living unit can more than double the designed capacity (i.e., a double room is limited to two guests) based on fire code and building manageability. [Please see Area Coordinator for details].

The University reserves the right to limit visitation privileges further at specific times throughout the year. Resident students acting as host or guest are responsible for abiding by the visitation policy.

Residents must escort guests at all times. Policy violations by the guest or the host will result in the immediate termination of the visit and/or guest pass. If the guest is under 18, his or her guardian will be contacted to come to campus and escort the guest home. Violation of the visitation policy will also result in disciplinary action.

The following regulations apply to non-St. Ambrose University guests on campus and in the residence halls:

- Guests on campus must conform to the rules of the residence halls and the provisions of the St. Ambrose University Student Code of Conduct. If a guest violates university policies or disturbs other residents of the hall, guest privileges may be revoked.
- Students are responsible for the conduct of their guests. A student host may be charged when their guest violates the Student Code.
- Any student hosting a non-St. Ambrose overnight guest on-campus (defined as a guest who stays after 12 o'clock, midnight) must register the guest with Residence Life. Currently, students may access the online form on the Residence Life Portal page at <https://mysau.sau.edu/StudentLife/ResidenceLife/guestpass/Pages/default.aspx>.
- A Guest Pass will be issued, which must be in the guest's possession at all times and shown upon request. Residence Life reserves the right to charge a \$50 fee and/or deny emergency guest passes (late requests).

## Security

The Department of Security, in partnership with all members of the campus community, strives to create and maintain a safe environment conducive to the educational mission of the University. This is achieved through proactive educational and crime prevention programming, intervention, policy enforcement, and emergency response.

The Security Department is staffed and personnel are available to assist anyone on campus 24 hours a day, 7 days a week. The department consists of non-sworn professional officers provided by Per Mar Security Services, and student employees, who provide campus patrols and respond to emergencies and requests for assistance. These efforts are supplemented with the use of state certified officers from the Davenport Police Department and Scott County Sheriff's Department. These sworn officers are used during key times and special events. This allows a sworn officer to be present and reduces the response time should response be necessary. It also simplifies the process of reporting crimes for members of the campus community.

The Security Office is located in the Rogalski Center. For routine business, call security at 333-6104.



For more information on security policies, procedures and services, contact the director at 563-333-6260.

### **Access to Campus Facilities**

Controlling access to campus facilities is the first tier in providing safety and security for the members of the campus community, and protecting all property owned by the University. To that end, it is the responsibility of every campus member to make certain that doors are not propped and that visitors/guests and residents use only designated entrances and exits while following the guidelines listed below:

- Bechtel, Cosgrove, Davis, Franklin, Hagen, Rohlman, McCarthy, North, and Tiedemann Halls will remain locked 24 hours per day and are monitored through an electronic access control system.
- On campus residents will have access to all residence halls from 7 a.m. to 11:00 p.m. daily.
- Beginning at 11:00 p.m. only the residents of each building will be granted access.
- St. Ambrose students and visitors to the buildings must follow the appropriate procedures as outlined in the visitation policy.

The visitation policy requires all guests to leave the building (except in preferred housing) by 2 a.m., with the exception of properly signed-in same gender guests. Both host and guest are held responsible for violations of the visitation policy.

Residents of the townhouses and individual campus houses are not required to sign in their guests and have a more open visitation policy. All residential facilities are patrolled frequently by Security and Residence Life personnel.

Academic buildings are generally secured by the Security Department at 10 p.m. and reopened at 7 a.m. Routine patrols are made of all areas and campus grounds by Security staff. Students and employees are encouraged to report safety concerns such as inadequate lighting and door/lock problems to the security desk.

Some campus facilities, such as the Wellness and Recreation Center and/or labs, require additional levels of security to ensure that facilities are being used by authorized individuals. These measures include showing your campus issued picture ID upon entry and/or using an access control device to gain entry. The University reserves the right to modify access requirements into facilities as necessary to ensure the safety of the users and the smooth efficient operation of the facility. The University will make reasonable efforts to inform the community of any requirements and changes. Such efforts will include email communication, portal announcements, and/or signs at the entrance to the facility.

Members of the Ambrose community who are experiencing issues with the use of the BeeCard (access controlled) doors or entry points should contact BeeCard Services at 563-333-6257, [BeeCard@sau.edu](mailto:BeeCard@sau.edu) or if after business hours, Security at 563-333-6104 for assistance. Students who have lost their BeeCard are responsible for immediately reporting the loss via the GET app or website <http://www.sau.edu/beecard>

### **Clery Disclosure Campus Crime Report and Annual Fire Safety Report**

St Ambrose University complies with the Jeanne Clery Disclosure of Campus Security Policy and

Campus Crime Statistics Act by making the following information available:

- Current policies on reporting criminal activity and other emergencies;
- Current policies on sexual assault;
- Current policies on alcohol and drug use;
- Currently offered educational programs and their frequency; and
- Crime statistics for the last three years.

The Director of Security in cooperation with the Davenport Police Department and other campus officials compiles this information annually. This information is available at <http://www.sau.edu/cleryreport>. Those wishing to obtain a paper copy of this report should contact the Communications and Marketing Department at 563-333-6295.

### **Campus Emergency Notification**

St. Ambrose University anticipates using multiple methods to notify the campus of emergency conditions. As part of its emergency notification system, St. Ambrose University has partnered with LiveSafe to provide immediate emergency alerts to employees, students, and parents. This system will allow the University to provide alerts when there is a need to close the campus or when it is reasonable to assume that campus community members need to take immediate action in order to protect themselves or their belongings (every effort will be made to send these alerts within 30 minutes of an incident requiring immediate action to prevent a danger to life). The campus will continue to provide timely notice of criminal activity through campus e-mail accounts and posters unless there is a substantive reason to believe that immediate protective action is required (see Timely Notice Policy for additional information).

Currently, the emergency notification system provides options to receive an alert via text message and/or email. All students will automatically receive alerts; to opt out of alerts, complete the form at <http://www.sau.edu/Alerts>.

### **Closed Circuit Television Cameras**

In an effort to enhance the protection of the people and property of the St. Ambrose community, closed circuit television cameras (CCTV) are located at various locations around campus. While increasing surveillance is a common tool used to combat crime, maintaining a sense of privacy among community members is also important to maintaining a healthy environment. In order to ensure the privacy of community members, the cameras will only monitor generally accepted public areas, and the images will only be available to law enforcement and University personnel. This system will provide the ability to review images should crimes be reported in these areas, and it may also be used to monitor suspicious behavior reported on the campus grounds.

### **Crime Log**

In accordance with federal regulations, a crime log is available for review by anyone. This log is available in the security director's office and may be reviewed during normal business hours. Please call 563-333-6104 to set up a time to review the log. This log contains only basic information in order to protect the confidentiality of those involved.

### **Educational Programs**

The Department of Security offers several programs to raise security consciousness and overall safety

for members of the University community. Programs include campus safety and risk reduction, personal protection, Rape Aggression Defense (RAD), travel safety, building security audits, alcohol and drug awareness, and workplace violence. Additional programs can be added as requested by students and staff.

## Emergency Preparedness

### **Emergency Kits:**

In keeping with recommendations from the Department of Homeland Security and Red Cross, all students are advised to have a first aid kit, flash light, and drinking water in their room.

### **Fires in Campus Buildings:**

Every student, faculty and staff member should know the location of the nearest fire exit and fire fighting equipment.

In the case of fire, the following recommendations will help ensure safe and efficient evacuation from the building.

1. Isolate fire by closing any doors
2. Pull nearest fire alarm
3. Evacuate the building immediately and stay at least 75 feet away
4. Follow all staff instructions
5. Call to report fire

If the door is too hot to touch:

- 1) Do not try to open the door. Remain in the room.
- 2) Wedge towels or clothes under the door to keep smoke out.
- 3) Open a window and wave a sheet or towel.
- 4) Stay low, breathe fresh air near a window.
- 5) If possible, dial 911 and report your situation and location.

If the door is cool and hallway clear:

- 1) Exit via nearest stairwell.
- 2) Close all doors as you leave.
- 3) If there is heavy smoke in a stairwell, go back and try another exit.
- 4) If all exits are blocked, go back to your room. Close your door and signal for help from the window.

### **Severe Weather:**

In the event of severe weather tune into local radio or television stations to monitor the severity. Personnel permitting, Campus Security will work with Residence Life to notify persons in the event of a tornado warning. If a tornado warning is indicated, take steps to minimize potential damage, and heed instructions from University officials and emergency personnel. Generally, it is safer on the ground floor or basements of buildings, especially in rooms without windows. If such an area is not available, hallways or bathrooms provide some coverage. For additional protection, get under a piece of sturdy furniture such as a workbench, desk, or heavy table. Remain in the protected area until the warning has been canceled.

### **Flooding on Campus:**

In the event flooding occurs on campus, it is generally small scale and will not require evacuation; however, Campus Security will monitor the situation and communicate with the campus as needed.

During severe weather, please tune into local radio or television stations to monitor the situation. Please follow the instructions of staff and emergency services personnel. If you have to be out during heavy rain remember the following guidelines: Avoid flood waters as these may be contaminated with chemicals or sewage. Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

The following are important points to remember if you must drive during flood conditions: Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling. A foot of water will float many vehicles. Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUVs) and trucks.

### **Acts of Violence on Campus**

While there is no one way to prevent violent acts on campus, please be alert to your surroundings and immediately report any persons acting suspiciously to Security.

If you believe you have heard the sounds of weapons firing in a building you are in, prepare to defend yourself and determine whether you should immediately evacuate the building or go into a room and lock the door. Stay away from windows and doors and keep low to the ground. Only you can determine whether to evacuate, stay or defend yourself.

In the event of a shooting, the Security Department will be working closely with the Davenport Police Department to isolate and resolve the situation. The Davenport Police Department will determine the best time and routes for evacuation. Campus Security will also work as quickly as possible to lock the doors into our buildings and to communicate with the campus community. (see Campus Emergency Notification Section)

### **Weapons of Mass Destruction**

In the event a threat of large-scale destruction, such as a bomb threat, is made to the campus community the Security Department will work with the Davenport Police and Fire Departments to evaluate the threat and respond appropriately. This response may or may not include evacuating buildings or sections of campus. Campus Security will then work to communicate with the campus community.

### **Hover Boards**

Hover boards/self-balancing scooters are not permitted on campus property. This policy is in response to the danger posed by hover boards/self-balancing scooters (which led to their recall by all major manufacturers) due to the fact that the lithium-ion battery packs in the self-balancing scooters/hover boards can overheat, posing a risk of the products smoking, catching fire and/or exploding.

### **Incident Reporting**

Suspicious and criminal activity, along with safety concerns, should be reported to the Security

Department. For emergencies, Blue Cap phones are located around campus and every student is encouraged to download and use the LiveSafe app. This application provides the ability for anonymous reporting, incident reporting, security escort requests, and other useful information. Activation of any of these phones opens a direct line between the caller and the 24-hour security desk. A strobe light on the top of the phone is also activated, directing attention to the caller.

Security also can be reached by calling 911 from any campus phone; by using elevator phones; or red emergency phones in the lobbies of Hayes and Lewis Halls, Galvin Fine Arts Center, and the Beehive. The call will ring directly to the security desk and receive an immediate response from the security staff. If the incident is criminal in nature, the victim/reporting person is encouraged to report the incident to the Davenport Police Department. The Security Department will assist by serving as an advocate for the victim/reporting person as they complete the report filing process.

### **Lost & Found or Confiscated Items**

Any property found on campus should be brought to the Security office in the Rogalski Center as soon as possible. Reasonable effort will be made to contact the owner. All found/confiscated property will be kept for 30 days from the date it is turned in or two weeks after the close of any semester. In order to assist with recovery, all lost items of value should be reported to the Security office.

### **Personal Security**

The Security Department is dedicated to maintaining a safe environment for all students, employees, and visitors. Part of its mission is to enhance the security of members of the University community by reducing the likelihood of crime, and the fear of crime by providing patrol and emergency intervention, campus escort/unlock services, and education. The Security staff feels a strong responsibility to inform every one of the steps they can take to reduce risk: Lock rooms, offices, and cars when you leave, even for a few minutes. Do not leave belongings unattended in public areas. Thieves can enter an area, take property and be gone in a matter of seconds. Keep first-floor windows locked and curtains closed when you are not there.

There is safety in numbers. When possible, travel in groups. When this is not an option, call the campus escort service at 333-6104 for an escort to any place on campus. This service is provided 24 hours a day, seven days a week. Be aware of your surroundings. Take the time to avoid potentially dangerous situations or persons. Trusting your instincts and using common sense are your best protective techniques.

Any time you notice suspicious activity or persons, report it by calling security staff as soon as possible.

### **Public Property Reported Crime**

The Davenport Police Department generally notifies the University when students are involved in off-campus incidents and these incidents impact the University community.

### **Reporting a Missing Student**

Students are encouraged to report any student who has been missing for at least 24 hours to Campus Security. You may also report this information to any Resident Assistant (RA), Assistant Hall Director (AHD), Student Hall Manager (SHM), or Area Coordinator (AC), or to the Dean of Students Office. All residential students may contact the Campus Security Department to register a confidential contact person in the event they are missing. This information will only be available to authorized campus

officials and law enforcement officers investigating the missing person report. All reports of missing students should be immediately forwarded to the Security Department. Upon receiving a report of a missing student every effort will be made to contact the RA, roommates, suitemate, the Area Coordinator, and professors to ascertain the subject's whereabouts. If the subject has not been seen, the Davenport Police Department will be notified. If the subject is under the age of 18, or when deemed appropriate by the University, parents and guardians will also be notified.

## Student Activities

Through individual and collaborative efforts, the Department of Student Activities is dedicated to the appreciation and understanding of community through social, cultural, leadership development, and co-curricular opportunities that enrich the lives of students.

### Statement on Student Organizations

Students who have programming ideas or would like to start a new organization on campus are encouraged to stop by, call, or email ([studentactivities@sau.edu](mailto:studentactivities@sau.edu)) the Student Activities Office in the Rogalski Center. Additional information regarding student activities can be obtained on the SAU Portal. St. Ambrose welcomes groups of students who wish to create and register formal organizations, and it encourages free discussion of issues as part of the educational process.

### Student Organization Recognition/Registration

A recognized student organization is defined as a group of students joined together in the interest of a common purpose with a faculty/staff advisor, an approved constitution, that has completed a petition and information update sheet, and that has been formally recognized by the Student Government Association (SGA) and Department of Student Activities. Student organizations should be open to all students as outlined in the Equal Opportunity/Non-Discrimination policy contained in the Harassment and Discrimination Policy section.

Continuing organizations must register for recognition each semester with Student Activities. To register, organizations must have a faculty/staff advisor, have students to serve as officers, have on file an organizational constitution, and complete an official annual report. The Student Activities staff is available to consult with groups about areas such as constitution and by-law development, leadership, motivation, fund raising, recruitment, and meeting management. To remain in good standing, an organization must follow applicable policies and procedures.

In recognizing a student organization, the University acknowledges it has complied with registration procedures. The University grants all rights and privileges to every registered organization. Recognition does not mean the University endorses the views of the organization's members or the views expressed at meetings. Only officially registered St. Ambrose organizations in good standing, will be authorized to use University facilities and services, request funds from SGA, and identify themselves with the University name. Student organizations are required to know and follow all policies listed in the Student Handbook. Further information on student organization policies and procedures is available in the Student Activities office.



The University reserves the right to review the activities of student organizations and to monitor compliance with University policies and procedures. To participate in any and all clubs and organizations, a student must be in good standing with the University.

Promotional materials including, but not limited to, T-shirts, hats, cups, shorts, jackets, posters, and flyers, must reflect the beliefs of the University, regardless if the St. Ambrose name, logo or likeness is used on the material.

To avoid any problems or conflicts, promotional materials must be reviewed by the Director of Student Engagement prior to printing. If the artwork or message is perceived to be vulgar, degrading, offensive or in violation of University policies, the organization may be required to discontinue selling or distributing the product at the organization's expense. The organization may also jeopardize its University standing.

### **Student Organizations**

For more information and listing of Student Organizations, please visit the [Club and Organizations Portal Page](#) or <http://www.sau.edu/student-life/clubs-and-organizations>

## Campus Directory

### Accessibility Resource Center

Located in Cosgrove Hall, Lower Level. Students with disabilities have access to a variety of accommodations, academic modifications or adjustments. Students who want to request an accommodation, academic modification or adjustment must contact the ARC office and identify themselves as having a disability or believe there may be a disabling condition present.

Accommodations, academic modifications, or adjustments include, but are not limited to: readers, scribes, note-takers, sign language interpreters, alternate exam arrangements, advocacy, books in alternative format, voice recognition software, and screening for disability. Students are provided assistance in selecting reasonable and appropriate accommodation, academic modification, or adjustment to their disability.

333-6275

Hours: Monday – Thursday 8:00 a.m. – 6:00 p.m.

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

### Admissions

Admissions and Welcome Center, 310 W. Locust St. (corner of Harrison and Locust)  
Where prospective students and families may visit with counselors for a wealth of information. Counselors are available to offer guidance on the admission process and answer questions.

333-6300

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

### Alumni Engagement

Alumni House is located at 1527 N. Brady Street. Advancement and Alumni Engagement supports the people and projects that fulfill the mission of St. Ambrose University by informing, involving, and engaging Alumni and their families, faculty and staff, students, friends, and the greater community.

333-6290

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

## BeeCard Services

333-6358

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

Located in the Security Suite on the 2nd floor of Rogalski Center.

## Bee Central

Located in Ambrose Hall on the 1st Floor/ Bee Central is your “one-stop” to handle all your Financial Aid, Student Accounts, and Registration inquiries. You can also send email inquiries to [beecentral@sau.edu](mailto:beecentral@sau.edu)

333-5775

Academic School Year Hours: M, Tu, Th, Fr, 8:00 a.m. – 4:30 p.m. and Wed 8 a.m.-6 p.m.

When classes are NOT in session: Monday – Friday, 8:00a.m. – 4:30 p.m.

## Behavioral Intervention Team

The Behavioral Intervention Team (BIT) is responsible for assessing reports of troubling behavior on the part of students, staff, or faculty and implementing interventions that are in the best interest of the individual and the community. Assisting students, staff, and faculty so that they may continue to be successful members of the campus community is at the heart of BIT. The BIT is authorized by the University to take necessary actions to ensure the well• being and safety of individuals, the campus community, and to ensure the smooth functioning of the University. This may be accomplished by the involvement of specialists and outside agencies, referral to the student conduct process, Board of Studies, Early Alert, and Human Resources to ensure intervention or actions deemed necessary by the BIT. Please use the following link if you have concerns regarding another individual.

[https://sau-advocate.symplicity.com/care\\_report/index.php](https://sau-advocate.symplicity.com/care_report/index.php)

## SAU Bookstore

Rogalski Center, 1st & 2nd Floors. The Bookstore sells and rents new and used textbooks for St. Ambrose courses. It also provides school supplies, greeting cards, general reading books, SAU clothing, and gift items. Student IDs are required for textbook buy-back. Book buy-backs are available every day with special buy-backs during finals week. Online orders can be placed at [www.stambrosestore.com](http://www.stambrosestore.com)

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

Saturday 10:00 a.m. – 2:00 p.m.

Summer hours: Monday - Friday 9:00 a.m. – 5:00 p.m.

## Campus Ministry

Chapel, lower level. Programs and services include regular worship services, retreats, social activities, ongoing service opportunities, service trips, social justice activities, bible study, prayer groups, marriage preparation, RCIA, sacrament of reconciliation, and other spiritual and pastoral counseling. Campus Ministry serves all students, regardless of their faith denomination. For those wishing to attend worship services in a church of their own denomination, information on times and locations is available at [www.sau.edu/campus-ministry](http://www.sau.edu/campus-ministry).

333-6132

## Career Center

Rogalski Center, 2nd Floor. Professional staff provides services to students and alumni. Career counseling, assistance with resume writing, job search strategies, part- and full-time job listings, information on work study and on-campus positions, on-campus interviewing, cover letter review, and internships are available. Students can attend career fairs, mock interviews, etiquette dinners, and seminars on career topics. Resources include career planning guides, graduate school information, Major Maps, graduate school information, Handshake, and employer information.

333-6399

Hours: Monday –Thursday 8:00 a.m.–6:00 p.m.  
Friday 8:00 a.m. – 4:30 p.m.

## Center for Academic Advising

Ambrose Hall, 1st Floor. The Advising Center is a team of professional advisors who advise undergraduate students on course and degree planning, degree progression, major discernment, and ways to be academically successful at SAU. Walk-Ins are welcome, or you may schedule an appointment.

333-6126

Hours: Monday – Thursday 8:00 a.m. – 4:30 p.m. or by appointment.

## Chapel

Christ the King Chapel is the spiritual home for all members of the St. Ambrose University community. Masses and other religious services are offered for students, faculty, staff, and families. All, regardless of religious denomination, are invited to use the chapel for quiet prayer and reflection. The chapel is open daily 7 a.m.-10:30 p.m.

Mass (during academic year)

Sundays 10:00 a.m. & 6:30 p.m.

Monday Noon

Tuesday and Thursday 4:30 p.m.

Wednesday 9:15 p.m.

Chapel is OPEN daily 7:00 a.m. – 10:30 p.m.

## Children's Campus

1301 W. Lombard Street

The Children's Campus is licensed to care for children ages 6 weeks through 6 years old/ Child care services are available for a fee to students, staff, faculty, and the general public. Space is limited.

333-5799

Hours: 7 a.m.-5:30 p.m.

## Coffeeshop

Ambrose Hall, BeeHive. The coffee shop offers a wide variety of specialty Starbucks® coffees, desserts, and lunch selections. It is open to the campus and the general public.

333-6465

## Compliance Office

You may access the Title IX page at <http://www.sau.edu/TitleIX>

333-6070

## Computer Labs

Information Technology maintains seven computer labs. The Galvin 139 Lab contains iMacs. Ambrose 413c and 24-hour Cosgrove Lab contain PCs running Windows 10. All labs offer internet access, MS Office Products, and course-specific software. Printing is available. Lab availability varies with class schedules. Open times are posted on all Lab doors. Scanning and color printing are available. The Library also has computers and printers available during Library hours.

## Counseling Center

Rogalski Center, 2nd Floor. The Counseling Center is available to all enrolled SAU students. Counseling Center services are free and confidential. Many of our students experience anxiety, depression, feeling stressed and overwhelmed or having problems adjusting. We encourage any student who is struggling to reach out and let us help make a plan for your mental health. [www.sau.edu/counseling](http://www.sau.edu/counseling) and CounselingCenter@sau.edu

333-6423

Hours: Monday – Friday      8:00 a.m. - 4:30 p.m. (evenings available upon request)

## Dean of Students

Rogalski Center, 2nd Floor

Student Affairs staff are dedicated to enhancing the quality of lives and personal development of all students attending St. Ambrose University. Through the Student Affairs Division, the Dean of Students – with the offices of Academic and Career Planning, Counseling, Health Services, Wellness and Recreation, Residence Life, Security, and Student Activities – seeks to meet the academic, physical, spiritual, social, and emotional needs of all students.

333-6258

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

## Educator Preparation Program (Teacher Education)

Ambrose Hall, Room 212

This office serves students interested in pursuing a career in teaching at the early childhood, elementary, and secondary levels and can also answer questions regarding teacher certification/licensure and student teaching.

333-6116

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

## Financial Aid

Ambrose Hall, 1st Floor

The office helps students find sources of financial aid, prepares financial aid packages, and monitors eligibility. Staff members are available for personal and confidential consultation and guidance by appointment. Walk-In services are provided by the Bee Central Office.

333-5775

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

## Food Services (Sodexo)

Sodexo Food Service provides meals in the dining room, located in Cosgrove Hall on the 1st floor, while classes are in session and during examination periods. It also staffs the Rogalski Center food court and catering services.

Food Court & C-Store (Sodexo) Rogalski Center      333-6397



Food Court Office (Sodexo) Rogalski Center 333-6006  
 Food Service Catering Office (Sodexo) 333-6013

## Galvin Fine Arts Center

Galvin Fine Arts Center is a fully equipped performing arts facility providing professional services to St. Ambrose and the community. It coordinates a yearly season subscription series including acclaimed professional arts events and theatrical productions. The facility also supports fine arts programming including music, choir, and jazz concerts, department lectures, and student activities.  
[www.sau.edu/Galvin](http://www.sau.edu/Galvin)

333-6251

Ticket Office Hours during academic sessions:

Monday - Thursday 9:00 a.m. – 8:00 p.m.

Friday 9:00 a.m. – 4:00 p.m.

## Health Services

Rogalski Center, 2nd Floor. Health Services is staffed by a registered nurse who provides care for students. The nurse will assess the health needs of clients and make appropriate referrals when necessary. [www.sau.edu/healthservices](http://www.sau.edu/healthservices)

333-6423

Hours (August 1 – May 31) Monday - Friday 8:00 a.m. – 4:30 p.m.

## Information Technology (IT) Services

Library, Lower Level. The Information Technology Department provides network and email accounts to all students and provides assistance with connecting to the Internet. The staff also maintains all computer labs and multimedia rooms on campus. If students bring devices needing network access, please review information on our Portal page of allowed devices and requirements for required registration. This applies to both PCs and Mac computers. All other devices needing internet access must be registered on our networks as well. Contact the IT Office for more information or assistance.  
[www.sau.edu/IT](http://www.sau.edu/IT)

For help with resetting passwords: 333-6368 or [ITSupport@sau.edu](mailto:ITSupport@sau.edu)

## KALA-FM Radio Station

Broadcasts at 10,000 watts to the campus and Eastern Iowa/Western Illinois region at 88.5 FM, plus serves the metro Quad Cities at 106.1 FM. These stations stream audio online as well. Additionally, KALA operates the student programmed online station, "The Stinger." All three stations need disc jockeys, sports announcers, copywriters, and production assistants. Contact us for more information.

333-6219  
Request Line: 333-6126

## Library

St. Ambrose University Library offers collections that support the curriculum and information needs of the SAU community. It provides an environment that encourages study, intellectual and cultural endeavors, and personal growth.

Students use a valid BeeCard to enter the library and to check out materials. Students have full responsibility for library and interlibrary loan items they borrow and for payment of fines and fees for overdue, damaged or lost items. Overdue notifications are sent automatically to a student's SAU email. Students can avoid fines and fees by returning library items on time or asking for a renewal. Students have on and off-campus access to print and electronic books, articles, and videos. Multimedia workstations, study rooms, the makerspace IDEA Lab, and the podcasting/recording Sound Lab are available for student use.

333-6246

Hours Vary: See the Library website at [www.sau.edu/Library](http://www.sau.edu/Library)

## Office of Academic and Student Affairs

Ambrose Hall, 1st Floor

Our role is to ensure that we provide students with effective learning environments both in and out of the classroom. We strongly believe that learning is at the heart of the student experience at St. Ambrose University and occurs in multiple contexts, including academic curriculum; student services; clubs and organizations; and athletics in local, national, and international communities. We invite you to join us on this journey! Do not hesitate to contact us as you prepare for your future.

Provost & Vice President for Academic and Student Affairs, Paul C. Koch, Ph.D.  
Executive Assistant to the Provost & Vice President, Kimberly Raap

333-6212

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. (other hours by appointment)

## Office of the Registrar

Ambrose Hall, 1st Floor

The Office of the Registrar is responsible for maintenance of academic records, sets policy and procedure for the responsible use; maintains up-to-date course schedules, catalogs, final examination schedules; manages efficient use of classrooms; supervises and maintains the degree audit system, evaluates transfer coursework, and credit by exams; and certifies NAIA/Athletic eligibility. Our staff handles questions about enrollment verification, loan deferment, withdrawing from school, petitioning for academic exception, applying for graduation, and transcript request. The Registrar counsels and

advises students, faculty, and staff on academic matters and interprets and enforces policies and regulations of the University and FERPA.

<https://www.sau.edu/Registrar>

333-6204

Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

## Post Office

Rogalski Center, 2nd Floor

The Post Office receives mail, sells stamps, weighs packages, and provides basic postal services. All resident students are assigned a post box. Notary public services are also available. A fax machine (563-333-6243) is available for student use during regular hours. Call the switchboard at 333-6000 or “0” on campus for more information on fax or notary public services.

333-6000

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

## Residence Life

Rogalski Center, 2nd Floor

This office helps provide a “home away from home” for resident students. Resident Advisors (RAs), Assistant Hall Directors (AHDs), and Student Hall Managers (SHMs) are student staff who live in the halls, are trained to assist students with problems, provide floor activities, and create a sense of community. RAs, AHDs, and SHMs are supervised by full-time professional Area Coordinators.

333-6258

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

## Rogalski Center

Rogalski Center, 1st Floor. The Rogalski Center is a University Center for the students, faculty, staff, alumni, and Quad Cities community. The 64,000 sq. ft. center includes extensive, dedicated space for the Student Government Association, Campus Activities Board, Student Clubs and Organizations, the Post Office, Book Store, Career Center, Residence Life, and other Student Affairs Offices.

If wishing to schedule an event or meeting, the Rogalski Center can accommodate small groups of 10 or large gatherings of up to 500 guests. The facility has a spacious ballroom that can be divided into smaller areas to fit the specified occasion. The space can be used for lectures, socials, conferences, benefits, award ceremonies, and wedding receptions.

All catering is contracted through Sodexo Food Services whose award-winning chefs provide a menu with a variety of selections. If catering services are not required, the building also houses a food court area.

333-6253

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

## SAUtv

Located in Galvin Fine Arts Center, St. Ambrose's broadcast-quality television studio has a 24-hour cable channel (Mediacom digital channel 81). The station carries educational, international, Catholic, public service, news, sports programming, and produces a range of local programs.  
[www.sau.edu/SAUtv](http://www.sau.edu/SAUtv)

333-6222

## Security

Rogalski Center, 2nd Floor. The Security Department provides parking stickers, 24-hour campus escort services, BeeCard services and conducts campus rounds to check for safety and fire hazards. Security members staff a 24- hour desk. During evening hours, security covers additional desks in Bechtel, Cosgrove, Davis, Franklin, McCarthy, North, Rohlman, and the Tiedemann/Hagen Link.  
[www.sau.edu/security](http://www.sau.edu/security)

24-Hour Desk: 333-6104

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

## Student Activities

Rogalski Center, 1st Floor. This office provides leadership and administrative coordination for all campus student activities, leadership programs, clubs, organizations, the game room, and Themed Weeks. The office staff works closely with Clubs and Organizations, the BeeHive Game Room, and Campus Activities Board to provide high-quality programming. Examples of our involvement include: Campus Activity Board (CAB), Dance Marathon, Student Government Association (SGA), Late Night @SAU, Students Trained as Role Models (STARS), and New Student Seminar Peer Assistants. Check us out on the Portal!

333-6023

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

## Student Success Center (SSC)

Ambrose Hall, 1st Floor

The SSC provides academic support to all St. Ambrose University undergraduate students in a low-

pressure setting at no cost. Peer tutoring is available for most 100 – 300 level courses, as well as help with reading and study skills. Writing tutorials can help with papers for any undergraduate class. Study groups and Supplemental Instruction are also coordinated through the Student Success Center.

Stop in to schedule an appointment or schedule online at <https://www.sau.edu/SSC>

333-6331

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

### Title IX Coordinator/Compliance Office

Reports of sexual misconduct and/or discrimination can be made to the Title IX Coordinator. Reporting forms and additional resources can be found at: <http://www.sau.edu/TitleIX>

333-6070

Hours: Monday – Thursday   8:00 a.m. – 4:30 p.m.

### Wellness and Recreation

The Wellness and Recreation Center (WRC) – Home of the Fighting Bees – has 80,000 sq. ft., 56,000 sq. ft. field house, with 200 – meter, 6-lane competition track, pole vault areas, long and triple-jump pits, 4 basketball/volleyball courts (two wooden floor courts, two resilient flooring courts); 5,200 sq. ft. 2-story cardio/weightlifting workout center, 2,200 sq. ft. group exercise room, 1,200 sq. ft. club room and houses office suites for Athletics, Wellness and Recreation Departments. WRC events and programs enhance skills, foster life-long friendships, and teach the understanding of true sportsmanship while promoting healthy lifestyles. A valid SAU ID is required to enter the facility.

Hours:

Monday – Friday, 6:00 a.m. - 11:00 p.m.

Saturdays, 8:00 a.m. – 10:00 p.m.

Sundays, Noon – 11:00 p.m.