



Saints Guide

Full Version

Siena Heights University
Student Code of Conduct
2009-2010

Building on the Four Pillars of Dominican Life



Prayer



Study



Community



Ministry



Siena Heights University is a Catholic, coeducational university offering associate's, bachelor's, master's, and specialist's degrees. The University was founded in 1919 by the Adrian Dominican Sisters.

The mission of the University is to assist people to become **more competent, purposeful and ethical through a teaching and learning environment, which respects the dignity of all.**

In addition to the main campus in Adrian, Siena Heights operates degree completion centers across southern Michigan in Southfield, Ann Arbor, Monroe, Battle Creek, Jackson, Lansing, Kalamazoo and Benton Harbor.

The information contained in this handbook was accurate at the time of printing. Please be advised that there may be changes or additions to this information. Please refer to policy and procedure updates in the *Siena Scene*, Residence Hall Newsletters, and information posted on bulletin boards.

Further academic policies and procedures are listed and described in detail in the current edition of the Siena Heights University Undergraduate Catalog.

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PHONE DIRECTORY AND GUIDE TO CAMPUS SERVICES

<u>OFFICE</u>	<u>LOCATION</u>	<u>PHONE</u>
<i>Academic Advising</i> Rene Teater, Director	SCI 233	7613
<i>Admissions Office</i>	LED 155	7180
<i>Adrian Dominican Mother House</i>	1257 E. Siena Heights Dr.	266-3400
<i>Advancement Office</i> Doug Goodnough, Director of Integrated Marketing	SHH 101 SHH 112	7140 7141
<i>Alumni Office</i> Jennifer Hamlin-Church, Associate VP	SHH 102	7143
<i>Athletic Offices</i> Fred Smith, Athletic Director	FH	7870
<i>ATM</i>	LED Lobby	
<i>Bookstore (Barnes and Noble)</i> Brad Braun, Store Manager	ARCH Ballroom Brad Braun, Store Manager	7911
<i>Buildings & Grounds</i> Brian Bertram, Physical Plant Director	BEN	7676
<i>Maintenance work requests</i>		
<i>Business Management Division</i> Mary Beth Leibold, Chairperson	SHH 408	7620
<i>Business Office</i> Billing questions and making a payment	SHH 206 Mary Kruse, Controller Dr. Lee Johnson, Senior VP of Finance	7110/7111 7112 7108
<i>Campus Ministry Office</i> Tom Puszczewicz, Campus Minister Fr. Tom Helfrich, University Chaplain	LED 159 ARCH 116	7192 7198
<i>Career Services</i> Melissa Growden, Director	SCI 234	7614
<i>College of Arts and Sciences</i> Sr. Sharon Weber, OP, Dean	SHH 202	7103
<i>Computer Center</i>	DOM 300	7653
<i>Computer Help Desk</i> Alan Ballenberger, Coordinator		7655
<i>Computer Services & Systems</i> Bob Metz, Director	DOM 300	7117
<i>Convenience "C" Store</i>	SU First Floor	7124
<i>Counseling Services</i> Joan Ebbitt, Director	LED 197	7193
<i>Division of Computing, Mathematics & Sciences</i> Carl Kaster, Chairperson	SCI 27B	7640
<i>Division of Social & Behavioral Sciences</i> Timothy Leonard, Chairperson	SHH 400	7850
<i>Division of Student Life</i> Trudy McSorley, Dean	LED 191	7600 7601
<i>Financial Aid Office</i> Student Loans	SHH 201 Christian Howard, Director	7130
<i>First Year Experience and Student Activities</i> Rachel Duff Anderson, Director	SCI 233	7929
<i>Food Services</i> Chartwell's	BEN Marsha Dziewit, Manager	7905
<i>Graduate Studies College</i>	SU First Floor	7666
<i>Health Clinic</i> Medical Needs	LED 180 Jenny Spahr, RN, Director	7190

<i>Humanities Division</i>	SHH 308	7672
Mark Schersten, Chairperson		
<i>Human Resources</i>	SHH 203	7106
Mike Karabetsos, Director		
<i>Library</i>	SCI	7150
Robert Gordon, Director		
<i>Math Tutoring Lab</i>	SCI	7882
<i>Non-Traditional Student Programming</i>	SCI	7666
Jeanne Lefebvre, OP		
<i>President's Office</i>	SHH 202	7100
Sr. Peg Albert, OP, Ph.D., President		
<i>Public Safety/Information Desk and Campus Event Management</i>	LED Lobby	7800
Cindy Birdwell, Director	LED First floor	7194
Peter Ossmann, Assistant Director	DOM First floor	7617
<i>Registrar's Office</i>	SHH 205	7120/7121
Brenda Doremus, Registrar		
<i>Residence Life Office</i>	LED 157	7170
Michael Orlando, Director		7172
Samantha Thacker, Assistant Director		7171
Whitney Puckey, Graduate Hall Director		7170
<i>Ronald E. McNair Program (TRIO)</i>	SHH 303	7165
Dr. Patricia Wallace, Director		
<i>Saints Café & Snack Bar</i>	SU Main floor	7907
<i>Spectra (Student Newspaper)</i>	SHH 307	7669
Davin Heckman, Advisor		
<i>Student Activities</i>	ARCH 100B	7607
Deanna Wagner, Director		
<i>Student Support Services (TRIO)</i>	SHH 304	7630
Michele Buku, Director		
B. Celestino Carreón, Coordinator		7616
<i>SHU Switchboard</i>	LED Lobby	0
<i>Theatre Box Office</i>	PAC	7840
<i>Tutoring Lab-Academic</i>	SHH 304	7616
<i>Upward Bound (TRIO)</i>	SU Upper level	7161
Annita Aranda, Director		
<i>Visual & Performing Arts & Education</i>	PAC	7890
Mark DiPietro, Chairperson		
<i>Weber Center</i>	1257 E. Siena Heights Dr.	266-4000
<i>Writing Center</i>	SCI 232	7638
College of Professional Studies	Deb Carter, Dean	7189
Jackson Center	2111 Emmons Rd., Jackson, MI 49201	517-796-8672
Kellogg Center	450 North Ave., Battle Creek, MI 49017-3397	269-965-3931
Lake Michigan Center	2755 E. Napier Ave., Benton Harbor, MI 49022	269-927-8100
Lansing Center	Mail Code 2000A, PO Box 40010, Lansing, MI 48901	517-483-9726
Metro Detroit Center	19675 W. 10 Mile Rd, Southfield, MI 48075	248-799-5490
Monroe Center	1555 S. Raisinville Rd., Monroe, MI 48161	734-384-4133
Port Huron Center	St. Clair County Community College	810-985-5365
Ann Arbor Center	Washtenaw Community College	517-264-7195
Distance Learning Program	Lori Timmis, Director	517-264-7195

LOCATION ABBREVIATION KEY

ARCH – Archangelus Hall	PAC – Verheyden Performing Arts Center
BEN – Benincasa Dining Hall	SCI – Science Building
DOM – Dominican Hall	SHH – Sacred Heart Hall
FH – Field House	STU – Studio Angelico
LED – Ledwidge Hall	SU – Sage Union

Siena Heights University History and Traditions at a Glance

University Name

St. Catherine of Siena, Italy, Patroness of the College, embodied the virtues of contemplation and the reflective life, with active political involvement within the Roman Catholic Church and society of her time. Catherine was a member of the Third Order of St. Dominic during Italy's turbulent fourteenth century. After years of reflections, during which Catherine came to know herself, her times, and her God, she began to address the problems of a war between the Italian city-states and the corruption and division within the church. That her active life continued to be accompanied by prayer and contemplation is confirmed by the fact that towards the end of her life she dictated the "Dialogues" - a record of her conversations with the Lord. Quotes from the "Dialogues" as well as scenes depicting Catherine's early life are contained in the fresco outside Benincasa Dining Hall.

Historical Perspective

A Catholic liberal arts college founded in 1919 by the Adrian Dominican Sisters, Siena Heights was originally named St. Joseph College, and enrolled many of the graduates of neighboring St. Joseph Academy, founded some years earlier by the Adrian Dominicans. In 1939, St. Joseph College was renamed Siena Heights College, in honor of Catherine of Siena, a 14th century Italian Dominican who dedicated her life to a quest for truth and social responsibility, and in recognition of the college's location on the highest land in the surrounding area. On July 1, 1998, the school's name was changed to Siena Heights University in order to accurately reflect the kind of institution Siena Heights is today. Throughout its history, Siena has built a proud tradition of innovative response to changing social needs. Originally, a college for women who intended to become teachers, Siena broadened its offerings over the years and by the 1950s was recognized as one of the nation's ten best liberal arts colleges for women.

During the late 1960s, Siena Heights became coeducational and expanded its curriculum to include programs in business and human services. In the 1970s Siena Heights took a leading role in providing opportunities for adult students by offering evening and weekend classes and opening degree-completion centers in Southfield, Michigan, and Toledo, Ohio. At present, the University offers evening courses at the Adrian campus and operates degree-completion centers in eight locations across southern Michigan: Metropolitan Detroit Program headquartered in Southfield, Monroe at Monroe County Community College, Battle Creek at Kellogg Community College, Jackson at Jackson Community College, Lansing at Lansing Community College, Kalamazoo at Hackett Catholic Central, Benton Harbor at Lake Michigan Community College, and Ypsilanti at Washtenaw Community College.

Today Siena Heights continues its long tradition of integrating liberal arts and career education. The student's total development as an intellectually, socially, and spiritually responsible human being is the basis of Siena's educational philosophy. The University provides an education that will help the students create meaning in their lives and inspire others by their aspirations and achievements. Siena Heights believes that caring people are the key to creating peace and justice in the world. Sister Peg Albert, OP, PhD is the University's tenth and current president.

Philosophy

Siena Heights University is a private, post-secondary institution, which seeks to identify and respond to the educational needs of the people at varying stages of their lives. The University believes that education in contemporary society should be based upon clearly defined goals. Since Siena Heights has developed within the framework of Catholicism as lived out in the Adrian Dominican tradition, it believes that the individual educational goals should grow out of an encounter with the values, which are part of this tradition. Specifically, these are the values of the reflective life, the free exploration of ultimate questions, the imperative to witness one's values to the world, the concern for justice in human relationships, and participation in communal celebration. Inherent in these values is the acceptance of the authenticity of other traditions and their experiences of God. The University is also committed to the idea that goals must develop in light of career possibilities and the realities of society.



The Siena Heights University Seal

The Siena Heights University seal was designed by Sister Helene O'Connor in the year 1939, at the time that the name of the University was changed from St. Joseph College to Siena Heights College. It is derived from the Escutcheon of the Adrian Dominican Congregation, which was also designed by Sister Helene O'Connor and is based on the original Dominican Shield, centuries old.

The University shield includes the wavy line across the left side, which symbolizes the Heights - highs and lows. The open book on the left represents the University and the pursuit of knowledge. On July 1, 1998, Siena Heights College became Siena Heights University and the seal was updated to reflect this name change. Previous to 1939, the University used the St. Joseph College Seal.

The Siena Heights Athletic Logo

The Siena Heights Athletics logo, revealed in June 2008, is a distinctive mark created to unify the tradition of great athletics at Siena Heights University.

The logo in the "SAINTS" lettering is superscripted with a star imbedded in a halo.. The halo represents the University's "Saints" nickname, while the star can symbolize "one university" or the institution's tagline of "Think Higher."



At birth, Saint Dominic was said to have a star appear on his forehead, which lends a subtle, yet appropriate, reference to our Dominican, Catholic heritage. For more info on University Athletics, visit www.shusaints.com

Student Goals

In light of its mission statement (found on the front inside cover), Siena Heights has devised a set of specific educational goals. The University:

1. provides for the development of skills necessary for individual survival and success in post-industrial society. These are the skills of conflict resolution, forecasting, systematic thinking, creative management, information usage, problem solving, decision-making, group facilitation, leadership, and independent learning.
2. commits itself to challenge each of its students to expand his/her abilities in the primary realms of communication (reading, writing, listening, and speaking), and in the computational area.
3. provides encounters in which each of its students will be asked to examine the assumptions upon which they live.
4. maintains a process through which students explore career options and clarify their own career expectations.
5. provides encounters with moral dilemmas for its students in hopes that these lead to greater ethical sensitivity.
6. believes that each graduate should have mastered a variety of challenges, which require the use of skills gained in his or her educational program.
7. endeavors to provide in-depth educational programs in selected disciplines and professions. The University believes that each in-depth program should be characterized by statements of outcomes, which should characterize a graduate of that particular program.
8. believes in the education of the total person and will adjust its curriculum to provide for the holistic developmental needs of its students.

Institutional Goals

In light of its Mission Statement, Siena Heights has devised a set of specific institutional goals. To maintain institutional viability, the University:

1. identifies the personal needs of local and regional communities and prepares the professionals and paraprofessionals needed in these areas;
2. places emphasis on quality instruction and maintains a standard of excellence. The University commits itself to utilize periodic program and faculty evaluations in developing high quality instruction;
3. strives to locate highly qualified faculty and staff members for each position, as it becomes available;
4. intends to be an experimenting institution. It seeks continually to deliver education more effectively through the creative employment of new teaching styles and learning environments;
5. seeks to gain national attention for its educational approaches so that it might make an institutional impact upon the continuing national debate about the nature and purposes of contemporary post-secondary education;
6. epitomizes in its own structure and practices a society in which each individual involved may have maximum opportunities both for personal growth and for participation in the life of the university community;
7. is an "enabling" institution, which seeks to develop cooperative arrangements with a wide variety of individuals and institutions in the interest of creating effective learning encounters and environments.

Campus Facilities and Hours of Operation

Campus Facilities

Adrian Dominican Motherhouse Complex

The complex of buildings adjoining the University serves as the headquarters for the Adrian Dominican Sisters of the Congregation of the Most Holy Rosary. Adrian Dominican Sisters welcome the Siena community to participate in events scheduled in the complex

Benincasa Dining Hall

The campus dining hall is used predominately by resident students, but is also open for use by all other members of the Siena Heights community at a per meal charge. Located between Archangelus Hall and Sacred Heart and the Science Buildings, this building has the murals depicting the life of St. Catherine of Siena in the hallway just outside the front entrance. State health regulations **require** anyone entering Benincasa to have on a shirt and shoes.

Business Office

Located on the second floor of Sacred Heart Hall, this is where students pay their tuition, room and board, and other charges. Registration is not complete until all fees are paid or until you have arranged for payment of these fees. All financial obligations due to the University must be paid before transcripts and diplomas can be released. Students showing their University I.D. may cash checks from their own or parent's account in the Business Office for \$20 or less during regular office hours.

Campus Village at Siena

Campus Village at Siena is a 154-bed apartment building located west of the Dominican Hall parking lot. A variety of living options are available including 2-bedroom, 3-bedroom, and 4-bedroom apartments. Each resident here has a private bathroom and bedroom as well as a shared kitchen, living room, and washer and dryer. Third year students and beyond are eligible to live in Campus Village provided they purchase a full meal plan. Students who have lived in the residence halls for at least two years have first priority in selecting apartments. For more information on Campus Village, contact Campus Village Communities via email siena@campusvillage.com or visit their office.

Computer Center

The Merillat Foundation Computer Center is located on the third floor of Dominican Hall. This center consists of two teaching labs: one with 19 Macintosh computers and one with 26 Windows based PCs. The teaching labs are available for instruction and general use when classes are not in session. In addition to the teaching labs, there is an open lab with 12 Windows based PCs. This lab is open for use by all students. See Hours of Operation for hours. A lab assistant is on duty at all times. Lab assistants are knowledgeable of the programs that are available to students or know how to find out the information needed. We encourage ALL students to come in and use our facilities. *Note: The Macintosh Lab is scheduled to be relocated to Studio Angelico in Winter 2009.

Dominican Hall

Dominican Hall was dedicated in the fall of 1994; it houses a 150-seat auditorium, an office, three conference rooms, and a large lobby where student art exhibits are often displayed. On the second floor are classrooms, and seminar rooms; on the third is the Computing Center. To reserve the auditorium and/or conference rooms, contact Campus Event Management at 7617.

Fieldhouse

The newly renovated Fieldhouse is the center of intra-mural and inter-collegiate athletics at Siena Heights. Besides containing the Athletic Department Offices and locker rooms, it also boasts a training room, six basketball courts, four volleyball courts, two tennis courts, a 200-meter track, and the Dawson Fitness Center.

Open recreation in the Fieldhouse for students, faculty and staff will be posted. Schedule is subject to change due to intercollegiate competitions, practices, events, or other activities. The Athletic Department does not provide athletic sporting equipment or towels to individuals.

The Dawson Fitness Center is a 3600 square foot area designed to improve, condition, and strengthen the Siena Heights University athletes and students. Faculty and staff can also improve their quality of life through health and fitness by taking advantage of the Center. From 3:00pm-6:00pm, the Center is reserved for varsity team use. There are other times when varsity teams need to use the Center, but this should not interfere with others using the facility.

Financial Aid Office

The Financial Aid Office is located in Sacred Heart Hall, Room 201. All federal, state and institutional financial assistance programs are administered through this office. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) online annually. Additionally, students may access printable forms and online applications on the financial aid page of the University website:
<http://www.sienaheights.edu/~faid/>.

Library

The Siena Heights University Library has a capacity of 170,000 volumes with a collection of more than 153,000 books, bound periodicals, microforms, audio-visual material, and a paperback collection. The Library was renovated in 1981 and 1982 through funding from the Commitment to Excellence fund raising campaign when new holdings and a new building were added. The library is completely air conditioned and secured through a video alarm system that monitors emergency doors. The library is fully automated through Sirsi/Dynix Library Services.

Books from the stacks may be taken out for three weeks, and audio-visual materials circulate for one week. Audio-visual equipment (hardware) is available for preview purposes in the library's AV collection room or the adjacent projector room. The photo ID card will also serve as the Library card once activated by the library and the bar code is attached. Books and media on reserve are to be checked out according to the directions of the individual instructor; checkout periods vary with courses and with instructors. There is no food or drink allowed in the Library. To enter the Library, individuals must wear shoes and a shirt. Cell phones are permitted in the lobby only.

Lumen Ecclesiae Chapel

Our University chapel's full name is Lumen Ecclesiae or Light of the Church. It comes from the title the church bestowed on St. Dominic himself. The blazing gold mosaic surrounding the crucifix forms the setting for eight incidents connected with Dominic's life. One of these shows Dominic organizing women at Prouille, France as the first Dominicans. Another reveals Dominic alone before the altar during his frequent nocturnal vigils spent in prayer and meditation.

Public Safety

The Department of Public Safety is responsible for security and emergency response at Siena Heights University. The department provides safety services tailored to the specific needs of the Siena Community. The Department of Public Safety is located in the main lobby of Ledwidge Hall. The Director of Public Safety's office is also located in Ledwidge Hall across from the Admissions office.

There is a trained public safety officer and dispatch/phone operators available 24 hours a day, 365 days a year. The officers are trained in many aspects of crime prevention and community service. All officers are certified in Standard First Aid, CPR, and AED. Siena Heights University Public Safety Officers do not have arrest authority. They cooperate and work closely with the Adrian Police Department to coordinate any necessary police response or arrests made on campus.

In case of an accident or emergency dial extension **"0", "7800" or (517) 264-7800** and state the nature and location of the emergency. You can also call 911 directly, **9-911** from a university phone. If 911 is called directly, please inform Public Safety immediately. University personnel will be sent to assist and are trained to assist with emergency response personnel. For information on the campus' crime statistics, please view our website at www.sienaheights.edu.

The Department of Public Safety is responsible for enforcing the parking rules and regulations. All vehicles on the Adrian campus of Siena Heights University must be registered with the Department of Public Safety. Parking permit applications are available at the Information desk in Ledwidge lobby or via the web at www.sienaheights.edu.

SHU Alerts - Siena Heights University's state-of-the-art notification system which instantly sends emergency messages to faculty, staff, students, parents and alumni. Once registered for SHU Alerts, users will receive alerts via mobile phones (via SMS text message), Blackberry's, wireless PDA's, text pagers, University and/or personal e-mail accounts, the University web page, personal portals such as My Yahoo, iGoogle, or My AOL pages, and RSS readers. The SHU Alert system will allow the University to quickly and efficiently contact every registered member of the University in the event of an emergency, crisis, school closing or other events requiring emergency notifications. SHU Alerts are available for all of the Siena Heights University campuses located throughout Michigan. Siena Heights University strongly encourages faculty, staff, students, parents and alumni to register – it only takes a minute. Users sign up for this service at no cost to the user unless their wireless service agreement charges for receiving text messages. This service is completely confidential; no information will be shared or sold. For more information, check it out at <http://www.sienaheights.edu/CampusSafety.aspx>

Registrar's Office

The Office of the Registrar, located on the second floor of Sacred Heart, maintains student academic records, conducts registration for classes, processes athletic eligibility, teacher certification, loan deferments, and graduation reviews. This office also oversees the publication of the University catalog and the schedule of classes on the Adrian campus, oversees all graduation and commencement activities involving diplomas and posting of records, processes all state and federal reports for the University, oversees the academic calendar, and issues all dean and achievement letters and probation and suspension letters.

Sacred Heart Hall

The following offices are located in Sacred Heart Hall: Alumni Relations, Business Office, Career Planning & Placement, University Advancement, Dean of the College of Arts and Sciences, Financial Aid, Human Resources, President of the University, Integrated Marketing, Registrar, Ronald E. McNair Post Baccalaureate Achievement Program, Sage Counseling Lab, Student Support Services, First-Year Experience, and Academic Advising. Also located in Sacred Heart Hall are the divisional offices of: Business Administration and Management, Social & Behavioral Sciences, and Humanities. The Library is also housed in Sacred Heart Hall.

Sage Union

Sage Union, named after former Siena Heights trustee Robert Sage, provides a central place for students, faculty, and staff to meet in an informal setting. The Union contains the following offices and services: Upward Bound, Commuter Student Lockers, Sage Stage Café and Snack Bar, Student Organizations, International Student Services, and the Graduate College.

Studio Angelico

Studio Angelico, Named after the great Renaissance artist, Fra Angelico, is the home to the Art department. It houses Klemm Gallery, art faculty offices, a lecture hall and all art studio/classrooms except Graphics, which is located in the Computing Center in Dominican Hall.

Verheyden Performing Arts Center

The Verheyden Performing Arts Center (PAC) houses the Visual and Performing Arts and Education division office including the music, theatre, education and child development departments. Francoeur Theatre, Lab Theatre and music practice rooms are also housed in this building. The center is named for Charles Verheyden, who made a significant donation to build the facility. Francoeur Theatre is named for Sister Petronilla Francoeur, a former president of Siena Heights University.

Walsh Science Building

In addition to many classrooms located on the lower level, Walsh Science Building houses the Division of Computer, Math and Science.

Regular Hours of Operation*

Regular University Office Hours: Monday-Friday 8am-5pm (with the exception of most holidays)**

Benincasa Meal Hours (Phone: 7167)*

Breakfast: Monday - Friday 7:30am – 9:30am
Lunch: Monday - Friday 11:00am – 1:30pm
Dinner: Monday - Friday 4:30pm - 6:30pm
Brunch: Saturday & Sunday: 11:00am – 1:00pm
Dinner: Saturday & Sunday: 5:00pm - 6:00pm

Bookstore Hours (Phone: 7911)

Academic Year: Monday – Thursday 8:30am – 5:30pm
Friday 8:30am – 3:00pm
Summer: Monday – Thursday 9:00am – 5:00pm
Friday 9:00am – 1:00pm

Computer Lab Hours (Phone: 7655)

Sunday 1:00pm - 11:00pm
Monday - Thursday 7:30am - 11:00pm
Friday 7:30pm - 5:00pm
Saturday Noon - 5:00pm

Career Center (Phone: 7614)

Monday – Friday 8:00am-5:00pm *or by appointment*

Counseling Center Hours (Phone: 7193)

Monday – Friday: 8:00 am – 5:00 pm *or by appointment*

Daily Mass (Phone: 7192)

Monday, Tuesday, Thursday: 11:45 am in Lumen Ecclesiae Chapel
Wednesday: 11:30 am in Holy Rosary Chapel
Friday: 11:45 am in Holy Rosary Chapel
Sunday evening: 9:00pm in Lumen Ecclesiae Chapel – look for announcements for any changes

Dawson Fitness Center (Phone: 7873)

Monday – Thursday 8:00am-3:00pm, 6:00pm-10:00pm
Friday 8:00am-3:00pm
Saturday 12:00pm-4:00pm
Sunday 4:00pm-10:00pm

Health Clinic Hours (Phone: 7190)

Monday – Thursday: 9:00 am – 1:00 pm *or by appointment*

Library Hours (Phone: 7150)

Monday - Thursday 8:30 am - 11:00 pm
Friday 8:30 am - 5:00 pm
Saturday 12:00 pm - 5:00 pm
Sunday 1:00 pm - 11:00 pm

Saints Café and Snack Bar (Phone: 7907)

Monday-Thursday 11am – 2pm; 5pm-10pm; and for pre-packaged snacks from 10pm-11pm
Friday-Saturday Closed
Sunday 7:00pm-10:00pm (pre-packaged snacks only)

*Descriptions of campus facilities are available in the full version of the Saint's Guide.

**Summer term, holidays, and special events may adjust operation hours and food options available

Division of Student Life

Philosophy of Student Life

Evolving from the Adrian Dominicans, the mission statement of Siena Heights University is our staff's common theoretical base to enhance living and learning environments. It likewise provides the principles of professional and ethical standards. As leaders in the University community, Student Life staff emphasizes the interdependence of persons by promoting trust, openness, respect, and a compassionate response to the needs of others.

Student Life staff collaborate with faculty and students to create an effective partnership which enhances the function of a learning community. This collaboration is evident in a multitude of ways: the attention given to the academic accomplishments and graduation rate of student athletes; the spiritual resource provided by campus ministry to all members of the community; the provision of healthcare to address immediate medical concerns and promote healthier lifestyles; the programming aimed to integrate academic learning and social skills; the facilitation of counseling for the emotional adjustment of students; and the involvement in the traditional academic classroom. Special attention is given to provide students with the opportunity for skill development, and for varied experiences of both leadership and service. These opportunities compliment the students' preparation for professional careers and for being active citizens of a global society.

Mission

The mission of Student Life is holistic, in that it fosters the growth and development of the individual in mind, body, and spirit. The various dimensions of each individual are integral: intellectual, physical, spiritual, emotional, cultural and vocational. Through staff collaboration, students are challenged and supported as they grow in all these areas.

Dean for Students

The Dean for Students is responsible for promoting the specific goals of the University through staffing, planning, organizing, administering, and directing all functions and activities under student life. These include intercollegiate athletics, residence life, first-year experience, health services, student activities, counseling, career services, intercultural affairs, food service, and campus ministry. The Dean's office is located in Ledwidge Hall, room 191.

Campus Ministry

Flowing from the University mission, Campus Ministry programs are aimed at the development of the whole person, in the atmosphere of friendship and support, within a socially responsible, mutually respectful serving community. Working in collaboration with other departments, campus ministry focuses on faith, service and presence. Campus ministry staff is located in Ledwidge Lobby and Archangelus Hall. The campus ministry team is available daily for individual discussions on any matters of concern to students. Lumen Ecclesiae Chapel is open for private prayer and reflection, and the weekly Sunday Mass is at 9:00pm. Retreats and spiritual growth opportunities are provided during the year.

Through volunteer service and social action all students can identify and understand first-hand the civic and social challenges of our world and act with others to make our society more livable, humane and just. Community service provides opportunities for leadership, making connections with others inside and outside of the Siena Heights community, and having fun. Programs are sponsored through campus ministry, as well as, academic and administrative departments, campus clubs and organizations, the Greek system and various campus committees. Campus ministry welcomes students from all religious traditions and sponsors programs of community service, peace and justice. Through these efforts, the University is enhanced as a community while extending its mission to the wider society. Consult campus ministry brochures and the *Siena Scene* for information on activities and worship opportunities.

Counseling Center

The Counseling Center is located in Ledwidge Hall room 197. Confidential counseling services are available to all Siena Heights University students. Counseling provides an opportunity for individuals to improve personal skills, learn to make better decisions, develop increased confidence, overcome blocks to personal effectiveness and acquire a keener awareness and appreciation of their needs. Assessment and treatment are available through the Counseling Center. Treatment may include a referral to other community resources. Students may contact the Director of Counseling, at (517) 264-7193 to request further information or to make an appointment.

Student Activities

The main objective of the Office of Student Activities is helping to bring about a positive college experience for each student. Its mission is the integration of co-curricular programs, events, and ideas with the curriculum. A wide range of programs, as well as clubs and organizations, are offered to assist students in their overall growth as individuals. Programs are offered in conjunction with Martin Luther King Jr.'s Birthday, Hispanic Heritage Month, Alcohol Awareness Week, Asian and Native American Awareness Month, Eating Disorder Awareness Week, Black Emphasis Month, Women's History Month, AIDS Awareness Week and others.

The Office of Student Activities has current information regarding all student activities and involvement opportunities, as well as policies and procedures that govern student clubs, organizations and Greek societies. If an organization does not exist which meets your needs or interests, the staff will provide information and encouragement to start a new organization as long as there is not a club or organization that exists with the same goals and objectives. They also advise any group on planning programs, promoting activities, recruiting and retaining members, and developing budgeting procedures.

Health Clinic

Students may come to the Health Clinic for routine medical care, for first aid, and for consultation. The clinic is located in Ledwidge Hall, room 180. Students may contact the nurse by calling 264-7190. The nurse will make appointments with local physicians or serve as a contact for a student's family physician as requested. When students return their completed health forms, they are kept on file for reference. These medical records are confidential and information from them is released only at the student's request and with proper authorization. The Campus Nurse is also available to discuss confidentially sexual health, sexually transmitted diseases, birth control, alcohol problems, or any other health concern a student may have. Books and brochures on health topics are available to students at the clinic. If the nurse is not available, RA's have access to first aid supplies and are certified in standard First Aid and CPR. If there is a hospitalization or extended illness such as mono, students are encouraged to contact their professors and academic advisor. With permission, the Dean for Students will send a note, but it is the student's responsibility to make arrangements with each professor regarding any missed assignments, projects and tests. It is at the professor's discretion to consider this an excused or unexcused absence.

Hospitalization Protocol

In cases of emergency involving a student, a Residence Life staff member or Campus Public Safety Guard will contact an ambulance or arrange some other transportation to ensure that the injured party is safely transported to the hospital. It is the student's obligation to notify parents of any outpatient care received. If the student is admitted to the hospital, the Counseling and Health Service Directors will be notified along with the Dean for Students. In some emergencies, the Dean for Students may contact the student's family.

Intercollegiate Athletics

Siena Heights is a member of the National Association of Intercollegiate Athletics (NAIA) and the Wolverine Hoosier Athletic Conference (WHAC). Intercollegiate competition offered for men and women include basketball, baseball, cross-country, golf, soccer, softball, lacrosse, indoor and outdoor track, and volleyball.

The athletic programs also support a well-rounded schedule of intramural competition and recreation for all members of the University community. This program is designed to encourage the participation of the majority of the University community, complementing the academic goals at Siena Heights University.

Residence Life

The Office of Residence Life has a strong commitment to creating an environment in the residence halls that will assist students in their growth and development. Effort is made to create an environment that encourages academic excellence, social competence, independence and a sense of community living. The Residence Life Staff will provide programming, guidance and support to their residents. When these activities are combined with the active participation of the residents, the halls become more than just places to sleep; they become living and learning environments.

Student Life Learning Outcomes (9/2000)

As a result of involvement with Student Life, students will:

1. **identify** personal strengths, values and beliefs as part of their involvement in co-curricular activities;
2. **describe** their personal growth and development while reflecting on the changes in their lives as a result of their interaction within the Siena Heights University community;
3. **influence** the life of the University community through participation in programs, activities, and organizations both within and outside the university community;
4. **make** optimal lifestyle choices by learning about alternatives and consequences; and
5. **utilize** experiences, which empower them to interpret and apply the principles they acquire to effect positive changes in the global society.

Other Helpful Offices Related to Student Life and Development

Academic Advising

Located in the same office as First-Year Experience and Career Services (SCI 233), the Office of Academic Advising provides assistance to students who need to register for classes, to choose classes, and academic assistance. The Director of Academic Advising meets regularly with students on academic probation to monitor progress and help students succeed.

Career Services

The mission of Career Services is to aid students in developing, evaluating, and effectively initiating and implementing career plans. The Career Center staff is committed to providing personal attention to students needing assistance in the following areas: career counseling, resume critiques, mock job interviews, co-op/internship experience and more. Siena Heights University is one of three Michigan institutions to have a subscription for Open Options Career Planning Software. For more information, contact Career Services at extension 7614.

First-Year Experience

The First-Year Experience program was introduced in Fall 2006. All incoming full-time freshmen are required to enroll in LAS 100. Throughout the course, new students will be assisted with the adjustment to college life exploring a variety of topics including study skills, time management, University resources, healthy choices, responsible decision-making, career exploration, and spiritual development.

Office for Students with Disabilities

Students who are in need of accommodation based on the impact of any disability should contact Bob Ritz at 517-264-7683 and set up an appointment. Students will discuss the course format, anticipate potential needs and explore accommodation options. The Office for Students with Disabilities also verifies the need for such accommodations and developing strategies for a successful living and learning experience.

Office of Residence Life

Residential Community Policies and Procedures

Acceptance Agreement

Residents at Siena Heights University make a contractual agreement to live on campus throughout the academic year. Residents are expected to understand this agreement and uphold the Siena Heights University mission and values at all times. Every resident of the Siena Heights' community is entitled to the following rights and freedoms of an individual. To ensure these rights, everyone in the community abides by each of the corresponding responsibilities as well:

The Right: to read, study, and sleep free from undue interference in or around one's room.

The Responsibility: to control noise and other distractions that disrupts another's study or sleep.

The Right: to have recreation in and around the residence halls.

The Responsibility: to modify recreation so that it does not interfere with the rights of others or create the potential for damage to the facilities.

The Right: to personal privacy.

The Responsibility: give others around you the privacy that is given to you in return.

The Right: to a physical environment that is clean, healthy, safe and orderly.

The Responsibility: of the University to maintain such an environment and for students to assist in this effort.

The Right: to recourse, according to prescribed conduct procedures, against anyone who unduly infringes on one's rights or property.

The Responsibility: to conduct oneself in a manner that does not infringe on the rights of others; to initiate action should the circumstances warrant.

The Right: to participate in the process of self-governance through Residence Hall Council.

The Responsibility: to be active in respectfully voicing opinions and ideas appropriately.

Housing Assignments

A. Residency Requirement

For full-time students beginning at Siena Heights University in fall 2009, students must live on campus for three years or until the student reaches senior status or 21 years of age (by September 1st). The first two years, students must reside in the residence halls. The third year, students may opt to live in Campus Village or continue to live in the residence halls. The University will exempt students from this residency requirement if one of the following are met:

1. The student is married and/or caring for a dependent child;
2. The student is 21 years of age or older as of September 1, 2009;
3. The student lives with a parent or legal guardian within commuting distance of 25 miles or less from the University;
4. The student transfers in at junior level status or higher as of September 1, 2009; or
5. The student is a United States Veteran.

A Housing Exemption Request Form must be submitted to the Office of Residence Life during open housing enrollment periods to qualify. Students who do not submit a housing exemption request form, do not meet the requirements for being exempt, or attempt to falsify information on the Housing Exemption Form will be charged full room and board for the current semester. **Incoming transfer students** must also apply for exemption if desired. Otherwise, the student will be required to follow the three-year residency requirement until junior status is reached or one of the other criteria above can be met prior to the beginning of the new academic year.

B. Room Assignments

Upperclassmen are assigned to rooms during the housing selection process, by set procedures that are implemented at the end of each winter semester. Those residents who have completed the necessary requirements to participate in the housing selection will be cleared to choose their housing assignment for the following year. Once upperclassmen returning residents have had an opportunity to apply for a room assignment, new student assignments are made according to the date the room deposit was received, the preferences stated on the housing request form, and availability of space.

C. Room Changes

Residents are encouraged to develop and exercise interpersonal skills to promote successful and enjoyable living experiences. The University is available to provide support through student and/or professional Residence Life staff who can assist residents in resolving disputes between roommates or neighbors. Room changes are possible, usually after less drastic options such as mediation have been attempted, to help facilitate more compatible living situations and to the extent that alternative room space is available.

A two-week room freeze will be in effect beginning the first day of classes each semester. Residents will not be permitted to change rooms during this period. After the room freeze has ended, residents will be able to switch rooms in accordance with the room change procedures indicated below.

Residents wishing to make a room change must first contact their Resident Assistant to initiate the room change process. It is the sole responsibility of the residents requesting the room change to complete and follow through with all room change paperwork and procedures properly. Final approval for all room changes will be at the discretion of the Director of Residence Life or their designee. If a room change is approved, residents will need to coordinate their move to a new room within a 48-hour period of notification, or the room change will be void. The new occupant will need to follow all appropriate check-out and check-in procedures. Residents who exchange keys with other residents associated with a prospective room change will be subject to disciplinary action. Residence Life will not discriminate by conducting room moves on the basis of race, color, religion, national origin, age, disability, or sexual orientation.

D. Summer Housing

Limited housing, on a first come first served basis, is available for students during the summer at a nominal charge. To be eligible to sign up for summer housing (May through July), an individual must be a Siena Heights University student taking at least three credit hours, be a summer employee of the University working a minimum of 30 hours a week or be an athlete in season. Housing priority is given as follows:

1. Students enrolled for at least three hours of summer classes
2. Students enrolled for fall and are employed by the University during the summer for a minimum of 30 hours a week
3. Athletes in season (must vacate the halls when season ends)
4. Students employed by the University for the summer but are not enrolled for the fall semester

At the Office of Residence Life, students can request summer housing by completing a Summer Housing Application and providing proof of class registration or proof of employment from the department or division chair. Summer room assignments will be made two weeks prior to the end of the winter semester and students will be notified of their assignment in writing. Residents must complete their room changes into their summer housing assignments within a 24-hour time period.

E. Housing Contract Terms

All students living in the University residence halls must sign a one-year housing contract, and conditions binding them to payment of room charges. Residents withdrawing from the university will be reimbursed according to the refund chart listed below. If a student can show special circumstances why he or she must leave the residence halls during the semester, their refund may be pro-rated. Otherwise, the refund breakdown is:

Prior to the first day of the semester	100% refund, \$100 deposit forfeited
During the 1st week of the semester	90% refund
During the 2nd week of the semester	80% refund
During the 3rd week of the semester	70% refund
During the 4th week of the semester	60% refund
During the 5th week of the semester or later	0% refund

In addition, a contract breakage fee of \$500 will be deducted before any refund is given after move-in. For more information about the contract breakage fee, consult your room and board contract.

F. Room Deposit

First time residents must pay a \$100.00 room deposit that is non-refundable after May 1 of each year. Residents permanently moving out of the residence halls at the end of the semester and wish to receive their deposit must inform the Director of Residence Life in writing before May 1st for the winter semester or by December 1 for the fall semester. Upon completion of a room check by a Residence Life staff member, the deposit will be refunded. If damages are assessed to residents who are leaving the University, the charges will be taken from the damage deposit. The remainder will be returned to the student.

G. Suite Arrangements

Residents who are housed in suite rooms, rooms which are connected by a shared bathroom and shower, may opt to move all room furnishings into one room and use the adjoining room as a study or common area. Residents in suites and only suites are allowed to make these arrangements as long as the following criteria are met:

1. All residents in these rooms are in agreement with the new assignments.
2. Residents obtain and complete a Suite Policy Form available from Residence Life.
3. All residents agreeing to special arrangements in their suite will be held responsible for any damages that occur in the suite rooms.
4. No furniture is removed from outside of the two adjoining rooms.
5. The suite is returned to the same configuration at check-out.

H. Themed Housing Floors & Wings

On an annual basis, special housing floor/wings may be designated to accommodate special interest or special need populations at the University. This year, Honors Wings are designated for upperclass residents who have proven academic achievement and good social behavior. These residents will follow quiet hours and other residential policies. Residence Life reserves the right to move residents if disciplinary problems occur or if the population of this community does not meet minimum housing occupancy requirements.

I. Consolidation of Vacancies & Room Reclassification

The University and the Office of Residence Life reserves the right to reassign residents to other University residence accommodations in cases of emergency, in the event the University, in its sole discretion, determines the reassignment to be in the best interest of both the University and the student or, if necessary, to best utilize residential facilities efficiently and economically.

Any student left alone in a double occupancy room at the beginning or end of any semester and after the two-week room freeze will be given the opportunity to 1) keep the room to themselves and be charged at a large single room rate, or 2) find a roommate who is also left alone in a room. If a roommate is available but a resident is unwilling to move, the Office of Residence Life may require the resident to move rooms. If a resident refuses to move, he or she will automatically be charged at the large single room rate. If the resident of the double is unable to find a roommate, the Office of Residence Life reserves the right to place another resident in that room at any given time during the semester.

Any two or three residents left alone in a quad occupancy room at the beginning or end of any semester and after the two-week room freeze will be given the opportunity to 1) keep the room to themselves and be charged at a large double room rate, or 2) find a roommate who is also left alone in a room. If the residents of the quad are unable to find additional roommates, the Office of Residence Life reserves the right to place another resident in that room at any given time during the semester. The Office of Residence Life may also automatically charge the quad at the large double rate if resident takes the option, if available, to stay in current room or refuse new roommates upfront.

Any resident's attempt to block, discourage, or add undue pressure to a roommate specifically assigned to a given space may result in disciplinary action including that resident's removal from his/her current room assignment.

Fire Safety Policies

A. Fire Alarms

In the event of a fire alarm, residents should proceed immediately and calmly to the Fieldhouse. Every time the alarm sounds it must be treated as an actual emergency. University, state, or city officials may enter rooms to verify evacuation of residents.

B. Fire Safety Equipment

Fire extinguishers, smoke detectors, and pull stations are there to protect the safety of everyone. Under no circumstances should any fire safety equipment be used unless it is an emergency. Tampering with fire safety equipment will result in disciplinary and possible criminal action.

C. Fire, Health & Safety Inspections

The University respects your right to privacy and your wish to maintain your own environment. However, the University also has the responsibility to provide an environment that is safe, clean and healthy to current and future residents. Each semester, Resident Assistants will conduct room inspections to ensure that rooms are meeting safe and sanitary conditions. Residents will be given a one-week notice prior to the inspection and are encouraged to be present. Inspections are conducted whether the residents are there or not. The RAs will inspect the room for fire, health and safety concerns, confiscate items that are not permitted to be in the residence halls and leave a notice of required improvements that must take place within 48 hours. Failure to live up to the required standards may result in formal or informal discipline action.

D. Balconies, Roofs, and Ledges

Balconies, roofs and ledges are restricted to students unless instructed by University staff or fire officials in case of emergency. Residents must not throw anything onto the balconies. Residents living in rooms by balconies must be willing to sign an agreement to this policy. Anyone violating any part of this policy could be relocated to a different room and/or face disciplinary action.

E. Smoking in Rooms

Smoking is prohibited in all areas of the residence halls – including individual rooms. This includes cigarettes, cigars, pipes, and any other kind of tobacco that produces smoke. If a resident desires to smoke, they may do so outside in the designated smoking areas around campus properly extinguishing any remains in an ashtray. Chewing tobacco is allowed but only in the resident's room. Any resident violating this policy will be subject to disciplinary action.

Contents, Care & Maintenance of Student Rooms

A. Decorations

Room Decorations/Personalization - Residents may choose to decorate or personalize their living space to make it more comfortable and appealing. In order to keep repair costs to a minimum, avoid structural damage to rooms, maintain a safe living environment and keep in accordance with fire and safety standards, the following guidelines are to be used:

- 1) Combustible materials are prohibited; all materials must be non-flammable. Items such as flags, fishnets, beads and sheets may not be suspended in residents' rooms.
- 2) The use of screws, tacks, contact paper, glue, duct tape or decals on ceilings, walls, floors, doors or furnishings results in damage to existing surfaces and are therefore prohibited. Masking tape or wall putty is the only permitted adhesive for hanging posters, decorations, etc.
- 3) Residents are responsible for any decorations that alter, ruin, or otherwise damage University property.
- 4) The use of paint, wallpaper, and contact paper is prohibited in all residential areas.
- 5) The painting of murals, pictures, messages or any other form of artwork on the walls, doors, floors and ceilings of rooms is strictly prohibited. Violation of this policy will result in an automatic charge to the student(s) to have the room returned to its original state. In severe cases, the University will hire a private contractor/painter and the cost will be assessed to the student.
- 6) Only dartboards that use plastic safety tips are permitted.
- 7) All door decorations are expected to be in good taste. Door decorations that are deemed inappropriate and counter to the University mission statement will be removed.
- 8) Alcohol containers and boxes may not be possessed by residents under the age of 21.

Public Areas - All regulations pertaining to room decorations must also be followed in decorating public areas. Residents must receive permission from the Director of Residence Life before decorating public areas. If any of the policies governing room decorations/personalization are violated, the Office of Residence Life staff reserves the right to remove such violations and violators could face disciplinary action.

B. Trees

Live or cut trees or greens, such as branches and garland, are not permitted in the residence halls. Artificial trees must be certified as slow burning or fire resistant and limited to four feet.

C. Appliances and Electronics

Residents may use the following appliances in their rooms: clocks, radios, stereos, televisions, fans, hair dryers, curling irons, razors, computers, popcorn poppers, coffeepots, microwaves, and refrigerators. Residents are responsible for keeping the volume of their television, stereos, and other noise-producing equipment low enough to avoid disturbing others in the residence hall. As a general guideline, most approved items have an approved UL label (clocks, radios, stereos, televisions, fans, hair dryers, razors, and computers do not require the UL listing). Specifically, heating units, large refrigerators, humidifiers, toasters, toaster ovens, electric skillets/fryers, and hot plates are considered hazardous for use and are consequently not permitted in the residence halls. If unsure about a specific electrical item, contact the Office of Residence Life to determine if the appliance is permissible. Residence Life reserves the right to remove any electrical violation not meeting the established fire and safety codes.

Special rules apply for approved equipment, as follows:

- Refrigerators must be less than or equal to 4.2 cubic feet in size and run at less than 1.5amps. and microwaves must run at or less than 900 watts.
- Due to their large energy consumption, air conditioners are not permitted in the residence halls unless they are approved by Residence Life for medical reasons. Individuals must have written medical documentation and the unit must require no more than 5 amps of power and be listed as no larger than 5,000 BTUs.
- Always be present when popcorn poppers and coffee makers are in use and unplug immediately afterwards. Only store these items when they are cool enough to touch. Also, be attentive when using your microwave.
- Law prohibits storage of bicycles, chairs, desks, and other items in all exit ways. Blocked exits cause "chain reaction" pile-ups of fallen people during fires.

The following items **are prohibited** to being used or stored in the residence halls:

- Appliances with exposed heating elements. Among other devices, this includes George Foreman grills, hot plates, toasters, and toaster ovens
- Candles with or without a wick, incense, and other objects with an open flame
- Electric blankets and portable heaters
- Flammable liquids and any highly combustible items
- Multi-plug adapters
- Quartz halogen lamps

Residents should use power strips whenever possible and plug in appliances needing more than 600 watts into the wall directly to avoid power outages. As a last resort, the only acceptable means electrical extension permitted in residential rooms are industrial-strength extension cords. Lighter extension cords or multi-plugs can cause electrical overloads and fire hazards. Siena Heights University strongly suggests that residents use surge protectors.

Under no circumstances should the electrical wiring in a room be altered. Installation or alteration of electrical equipment is prohibited. If violations of the above policies are discovered, the Residence Life staff has the right and responsibility to confiscate such items.

D. Bunk Beds, Lofts & Waterbeds

The beds provided in the residence hall rooms may be bunked in order to optimize living space. Loft bed construction is permitted with the exception of Ledwidge rooms 251-269. These small amount of rooms already come with stackable, loft-able beds. Residents assigned to all other rooms may bring lofts if they meet the established University loft policies and procedures derived from the Michigan Building Codes for structural safety and fire safety regulations. Individuals must obtain and complete a Loft Approval Form in advance. This form can be found on the Office of Residence Life website. Failure to follow the established University policies will result in the removal of the loft and/or disciplinary action. The use of waterbeds is prohibited due to the possibility of water damage and added weight they would stress on the building.

E. Storage

All university furniture must remain in its assigned room throughout the entire school year. Residence Life does not provide storage for University furniture or personal property.

F. Damage

Every attempt is made by the Office of Residence Life to make the residence halls feel like a home away from home. As such, it is expected that residents treat their residence hall rooms with care and keep the contents free from damage, whether caused by themselves or others. Assigned occupants of each room are financially responsible for their rooms. The cost of any room damage (such as nail holes, broken screens, tape-damaged walls) or extra custodial services will be charged to the account of the residents living in that room. When two or more residents occupy the same room and individual responsibility cannot be determined, the cost will be divided and assessed equally between the residents.

G. Trash and Room Cleanliness

Residents are responsible for maintaining the overall cleanliness of their room. Residents are also responsible for taking their trash to the dumpster located behind the residence halls on the north side of the building. At no time can residents leave personal room trash in bathrooms, hallways or stairwells. Failure to take trash to dumpsters regularly and everytime will result in disciplinary action. If trash is found in a common area and no resident is identified, an entire hall, floor, or area of residents may be charged as deemed by the Directors of Facilities and Residence Life.

H. Pets

For health, sanitary and study reasons, fish that are kept in water tanks are the only animals permitted in university housing for undergraduate students. Seeing-eye dogs wearing harnesses and under the control of their owners shall be exempt from these provisions. University personnel may remove pets from University housing. In cases of violations to this policy, residents will be given a first warning to remove the pet(s) from the halls within a 24-hour period. Continued violation of this policy will result in further disciplinary action. In addition, it may be necessary to undertake extermination or deodorization procedures, and such operations will be performed at the expense of the violator.

Fish tanks must be kept clean and 20 gallons or smaller. Multiple fish tanks may be allowed at the discretion of the Director of Residence Life and as long as they do not exceed a combined total of 20 gallons. Since they shed bacteria that are harmful to humans, snails and turtles are not allowed in a water tank. If a fish tank causes clean-up problems or odors, aggravates allergies, or constitutes disturbances of serious proportions to health and sanitary conditions, the student will be asked to remove the fish tank from University housing. During vacation periods, fish must be cared for in an appropriate manner by their owner. This means taking fish home for any vacation of considerable duration.

I. Room Furnishings

Rooms are furnished with a bed, dresser, study desk and chair, closet area for clothing, cable ready outlet, and window coverings. It is suggested that residents provide their blankets, pillows, linens, towels, desk lamps, and other personal effects. Residence hall furniture must remain in the student's room at all times. Residents may bring personal furnishings such as chairs, bookcases, and futons. The Director of Residence Life may prohibit personal furnishings that are considered too large or potentially dangerous for the residence hall room. At the time of check-out, residents must remove all personal property and return the room to its original condition. Summer storage of personal belongings is not available. Failure to check out properly may result in loss of personal property and/or improper checkout fees.

J. Screens

For safety reasons, and to avoid damage to screens, residents may not remove or tamper in any way with window screens. Nothing may be dropped from windows because of the serious safety hazard. In the event that a window screen has been removed or tampered with, the resident(s) of the room will face disciplinary action. In addition, if the screen has been damaged, the resident(s) will be charged for replacing the screen. Replacement of the screen will be conducted by the University Maintenance staff and not by the student(s).

K. Maintenance & Repair

Residents may report all maintenance requests to their RA, the Office of Residence Life or contact the Maintenance Department directly. The Maintenance staff reserves the right to enter rooms for purposes of maintenance and repair. Emergency maintenance requests should be directed to the Office of Residence Life from 8:00am-5:00pm on weekdays. In the evenings and weekends, residents should contact the RA on Duty or Public Safety.

L. Bathrooms & Restrooms

Residents with suite style bathrooms are responsible for cleaning them. For residents without a suite style bathroom, community bathrooms are available on every floor and equipped with bathroom codes. For the security and privacy of residents, bathroom codes must never be shared with non-residents of that floor. Guest restrooms are available on the ground and first floors for visitors and non-residents. At no time can anyone of the opposite sex enter a community bathroom or guest restroom. Any person subject to sharing bathroom codes and/or inappropriately using these facilities will be subject to disciplinary action.

M. Phones

Due to the increasing cell phone use among students, in-room phones have become obsolete in many cases. With the exception of the ground floor, residents will not be able to bring in-room phones. Ground floor residents have the option of bringing in-room phones because the cell phone coverage is extremely limited in their living area. To be prepared, every residential community, including the ground floor, has floor phones placed throughout the hallways for emergencies and local calls. These phones can be used to make long distance calls if a calling card or a University long distance code is used. Any misuse of telephone wires will result in serious disciplinary action. All nuisance or annoyance calls is considered serious and any student who makes such calls will be subject to University disciplinary action. These calls can be traced. Misuse of credit card numbers and unauthorized long distance charges in making long distance calls is a violation of University policy. Violators will be subject to disciplinary action and prosecution to the full extent of the law.

Residence Hall Procedures

A. Check In

Prior to occupying any residence hall room, all residents and their Resident Assistant must first complete a Room Inventory and Condition Form to record the condition of the room itself and its furnishings. Residents are responsible for any damages that occur during the period of occupancy.

Should a student wish to check in before their scheduled time in the fall, the Office of Residence Life will charge the student \$25 per day until their scheduled day of arrival. Permission to move in early is granted solely by the Office of Residence Life and can only occur when the student's room assignment is available.

B. Bicycles

Residents must store their bicycles in their residence hall rooms or in the Bike Room located on the ground floor of Ledwidge Hall. In order to store a bicycle in the Bike Room, residents must register their bicycle at the Public Safety Desk. After doing so, residents may check out a Bike Room key to gain access to their bicycle. Bike Room keys may only be checked out for five minutes at a time in exchange for a student I.D. Fire regulations prohibit bicycles from being kept or ridden in hallways, stairwells or any other common area of the residence halls.

C. Room Lock Outs

Residents are responsible to take their room keys with them at all times. If a resident is locked out of his/her room, the resident may either request a Resident Assistant to open the room or the resident may check out a loaner key in the Office of Residence Life. A resident may use this privilege free of charge two times per semester. Every occurrence after two times per semester will result in a \$5.00 charge being billed to his/her account.

D. Breaks

The residence halls will remain open throughout the academic year with the exception of Christmas Holiday Break (Fall Semester) and Spring Break (Winter Semester). During these two break periods the only residents permitted to stay on campus are athletes in season, student teachers, Public Safety and Residence Life staff scheduled to work. All other residents must turn their room keys into the Office of Residence Life during this time.

E. Vacuums

Vacuum cleaners may checked out for up to 30 minutes in exchange for a student I.D.

F. Check Outs

Residents must formally check out of their rooms whenever they change rooms, permanently leave at the end of the semester, or graduate. Room changes cannot occur during the first two weeks of classes for each semester. The Director of Residence Life, Assistant Director of Residence Life, or the Graduate Hall Director must approve all room changes prior to the student moving. Unless otherwise noted, the resident will have 24 hours to complete the room change. Anytime a resident checks out of a room, he/she must schedule an appointment with a Resident Assistant to have the room inspected and to complete the original Room Inventory and Condition form. The room and key must be returned to the university in the same condition it was received for a proper check out to occur. Failure to check-out properly may result in loss of personal property, financial restitution for damaged/unreturned university property, a \$50.00 improper check-out fee, and/or forfeiture of the \$100.00 damage deposit. Check-out procedures for school vacations and summer vacation will be provided to the necessary residents. Any student who has had any portion of their \$100.00 damage deposit forfeited must repay prior to returning to the residence halls the next year. At the end of each semester, residents are required to check out within 24 hours of their last examination.

G. Keys

Keys to the residence halls are the property of Siena Heights University. Keys are for resident students only. At the beginning of the academic year, one key is provided per resident, per room. Lost keys should be reported promptly to the Office of Residence Life. A loner key is available for use by residents for a period of three (3) days if desired. If the original key is not found within the 3-day period, the core will be replaced and new keys will be issued at the resident's expense.

H. Key Collections

Resident students are required to return their room keys to the Office of Residence Life whenever they permanently check out of their residence hall room. Keys are also collected by the Office of Residence Life just prior to Christmas Break. When a resident changes rooms, the key exchange must be done through the Office of Residence Life and these moves must be completed within 24 hours. Failure to return room keys will result in the key and core being replaced at the resident's expense.

I. Exterior Doors and Evening Check-In

The Ledwidge Lobby entrance is the primary entrance to the residence halls and is open year around. All other exterior doors to the residence halls are locked at 9pm each evening to provide greater security for the residential students. It is important to note that security is compromised when doors are propped open or when residents permit individuals into the residence halls through doors that have been locked. Therefore, all individuals must enter the residence hall through the front Ledwidge Lobby doors between 9pm and 8am or face disciplinary action.

J. Theft Protection & Personal Property Insurance

THE BEST SECURITY FOR RESIDENTS IS TO KEEP THEIR DOORS LOCKED AT ALL TIMES. Before opening the door, residents should ask the caller(s) to identify themselves. Window blinds should be closed after dark, even when someone is in the room. Money and expensive jewelry should be kept in a safe place. Clothing should never be left in a laundry room unattended. All clothing should be marked distinctively some place other than on the labels. Anything that has a serial number should have the number recorded and kept in safekeeping. Windows should be closed and locked whenever residents are away from the room.

The University makes a reasonable attempt to prevent personal property loss or damage due to theft and mechanical failure, but cannot assume any responsibility if they occur. The University does not carry insurance on personal property, and in many cases, students away from home are not included in their parents' insurance policies. The University recommends residents make sure that their belongings are included in their parents' policy or obtain their own personal property insurance and fire insurance.

Residential Behavior

A. Damage to Community Property

Residents are held liable for damages to public areas of the residence halls when responsible parties cannot be identified. Charges for damages to public areas on a floor may be divided among the floor residents. Charges for damages that are not the result of everyday wear and tear on the halls in the general public areas (e.g. main lobby, elevator, lounge areas, etc.) will be divided among all residents of the hall. All charges for damages will be deducted immediately from residents' \$100.00 damage deposit once we have investigated the incident and identified those responsible. Damages also include any costs associated with trash clean-up in hallways, bathrooms, balconies, or the courtyard.

Residents who observe vandalism within the residence halls, and who do not report the vandalism to residence life staff members, may also be found judicially liable for damages and may be subject to the university's disciplinary process.

B. Noise Policy

Noise, which significantly disturbs other residents, is not permitted at any time. Amplified sound, which disturbs occupants of adjacent rooms, or sound directed out of windows, is prohibited. If violated, residents may be required to permanently remove stereos, instruments, or other sound-amplified equipment from their room. The following time periods are to be followed:

Courtesy Hours, defined as hours of reasonable quiet, are to be maintained at all times, even during times not designated as quiet hours. Upon request, residents must immediately reduce the noise. Residents are expected to anticipate and respect the needs of other residents to live in an environment with minimum annoyances or obstacles to academic pursuits and personal wellness.

Quiet Hours take place Sunday through Thursday from 11:00pm to 10:00am. On Friday and Saturday, quiet hours are from 1:00am to 10:00am. The use of headphones is strongly encouraged at this time. If any type of noise is coming within a room, such as a television, the room door must be shut. Music, talking, or other sounds are too loud if the sound can be heard by neighbors, in the hallways and stairways, or outside the building.

Twenty-four hour quiet hours are in effect at all times during Final Exam Week. This period begins at 1:00am the Sunday before exams begin and continues until end of term closing.

C. Sports Equipment & Athletic Recreation

Organized athletic activities should be conducted on the athletic fields to avoid disturbing residents and causing possible damage to the halls. In addition, games such as whiffle ball and frisbee golf, are not to be played in Trinity Gardens due to the irreplaceable statues and windows around this enclosure.

The use of baseballs, softballs, basketballs, golf balls, Frisbees, tennis balls, golf clubs, bicycles, scooters, skates, rollerblades or the like is strictly forbidden in the hallways and rooms. Use of such items can damage furniture and walls and it also provides a disturbance to other residents who may be studying or resting. The wearing of baseball, golf, or spiked shoes is never permitted inside of the buildings because such shoes damage carpets and floors. The Office of Residence Life reserves the right to confiscate any equipment used in the violation of this policy and individuals involved could face disciplinary action.

D. Residence Hall Search & Seizure

Siena Heights University respects a resident's right to privacy. Nevertheless, safety and policy enforcement must take precedence. A University official has the right to enter any part of the University premises to assess the condition of the room, identify maintenance needs, and in the case of an emergency or suspected violation of University policy.

A University official may enter and search University premises without notice if there is reason to believe that federal, state, local, or University policies are being violated. All guests in a room at the time of an initiated entry and search may be relocated to another area for the duration of the search and supervised by a University official. Residents may remain in the room at the request of the University official. Residents may also be asked to leave while a search is in progress. In cases where residents of a room are unavailable, the Dean for Students or her/his designee must approve an entry and search after that person has heard the related facts and believes an entry and search is necessary. The search will be conducted in the presence of another University official. Once initiated, the University has the right to seize any property that violates University policy. Depending upon the nature of the search, the University official may be as thorough or as general as necessary in order to conduct a reasonable search. In the event that more serious items (drugs, weapons, stolen property, etc.) are found, the University will notify local authorities. Law enforcement officials may enter, search, and seize evidence in accordance with the law. All residents of an assigned room are responsible for the contents of their room until the responsible individual(s) can be identified.

E. Suspension

Residential students who are suspended from the residence halls or the University must vacate the residence halls within 24 hours of notice. The Director of Residence Life or Residence Hall Director will work with the student to insure that they vacate the halls within this time frame or any other specified time as deemed appropriate by the Dean for Students. Failure of the student to abide by these time lines may result in further disciplinary action.

F. Residence Hall Visitation Policy

Preamble

Entertaining guests is a negotiable issue with a roommate(s), not an undeniable right and does not override a resident's right to sleep, study, or use his/her residence room, suite or building facilities. The Office of Residence Life has been charged with the responsibility for insuring that the University's mission statement and values are practiced by students in the residence hall community. While Siena Heights University extends the hours during which residence hall students may host other residents in their rooms, the University continues to support strongly the Catholic Church's position opposing pre-marital sex. We honor the values expressed in the heritage, sponsorship, and presence of the Adrian Dominican Sisters who, in the mission of Jesus, have committed themselves to the gospel values of justice, contemplation, study, service, reflective decision-making and action. At all times all members of the Siena community help to express our Catholic identity by acknowledging and respecting the dignity and sacredness of every individual.

Hall Visitation Policy

Open visitation is permitted for residential students only. Guests are welcome to visit residents in the residence halls during the hours of 8:00am to 2:00am. A guest is defined as any person who is not an assigned occupant of a residence hall room and is visiting a residential student. Residential students may have occasional overnight guests of the same sex; however, overnight guests and visitation of the opposite sex are prohibited. Children under the age of two years old are also prohibited from staying overnight in the halls. During special weekends such as Alumni/Family Weekend and Sibs n' Kids Weekend, the Director of Residence Life may adjust the visitation policy to allow overnight guests of the opposite sex provided that the guests are brothers or sisters of residents. An overnight pass is required from Public Safety. Guests who stay in the residence halls more than three consecutive days or more than six nights in a semester must have advance approval by the Director of Residence Life or the Assistant Director of Residence Life prior to visits that exceed these limits. Residence Life has the authority to ask any guest to leave if their presence is negatively impacting the residential operations in any way. Residence Hall Staff and Public Safety Staff reserve the right to question non-residents who enter the building at any time. For security reasons, guest policies may be adjusted by notice of the Director of Residence Life. Each residential room may set more *limited* hours than those specified in this policy. Residents are responsible for the actions of their guests while visiting on campus. Hosting resident(s) will be on the honor system to follow this policy. Violations of these policies should be reported immediately.

Resident/Host Expectations

Members of this University community are expected to act with consideration and respect for the rights of others. In the beginning of the year, roommates will discuss their wishes with each other regarding overnight guests. A form will be completed to deem when it is appropriate for their roommate to have an overnight guest. Each roommate will sign the form, and the most conservative view will take precedent over any other. For example, if one roommate wishes to have overnight guests any day of the week and another wishes to allow overnight guests over the weekend only, then having guests only on the weekend will be the policy for that room. The overnight guest waivers will be collected and held by the Resident Assistant on the floor and a copy will be stored at the Public Safety Desk. Residents are urged to extend the same respect, consideration, and understanding to roommates they would appreciate for themselves. Residents should respect the need for roommates to have a reasonable degree of privacy. Within our residence hall community, we expect members to live the virtues of truthfulness, honesty, and personal honor. The Office of Residence Life expects students to embrace values of mutual care and responsibility in their personal relationships. In all aspects of their behavior, all students are expected to exercise responsibility and show appropriate regard for the Catholic character of the University. When roommate conflicts arise over guests, the needs of the residents take precedence over the needs of the guest. Residence hall and public safety staff should be informed that you have a guest in case the guest needs to be contacted or cared for in an emergency. All guests must be properly signed in (name of guest and name, room and contact number of the resident host/hostess must be recorded) and out at the Public Safety Desk. In case of flagrant violations, the Director of Residence Life may cancel individual residence hall visitation privileges.

Procedure for students not living in the residence halls: SHU students who do not live in the residence halls are permitted to visit residents between the hours of 8:00am and 2:00am. They need to sign in and out at Public Safety, but they do not need to be escorted by a residential student. A commuter wishing to stay overnight must follow the overnight guest procedures.

Procedure for all Overnight Guests and any non-student guests

In order to have an overnight guest of the same sex, 18 and over including siblings, the resident (host) must get advance consent from roommate(s) and sign in the guest at the Welcome Center upon arrival. Guests ages two to seventeen must also bring written consent of his/her parent(s) or legal guardian to stay in the residence halls. Each residential student is responsible for the conduct of his or her guest(s). Guests are expected to comply with all residence hall regulations and university policies and respect the authority of University staff.

Residence Hall Services, Meal Plans, and Disciplinary Procedures

A. Facilities & Services

- **Cable Access** - Each room is equipped for basic cable service. Residents are responsible for providing their own televisions and cable cords. For additional television services (such as premium channels), contact Comcast Cable Services directly.
- **Computer Lab** - Residence Hall - The Residence Hall Computer Lab is located on the ground floor of Ledwidge Hall across from the Laundry Room. It is equipped with five Internet accessible desktop computers and a laser printer. In addition, two Internet accessible desktop computers are located in the Ledwidge Lobby for student use.
- **Ground Floor TV Lounge** - Located across from Ledwidge Ballroom, the lounge has been equipped with furniture and equipment including a big screen TV, pool tables, ping-pong table, air hockey table, and a foosball table. Residents are required to check out gaming equipment from the Public Safety Desk by leaving their student ID.
- **Guest Rooms** - Guest rooms are available for use by visitors, parents, siblings, friends, and other guests of the university. The guest rooms are located on the first floor of Archangelus Hall. Guest rooms are available for \$35 per night. Anyone interested in reserving a guest room should contact the Office of Residence Life at extension 7170.
- **Laundry Facilities** - A centralized laundry room is located on the Ground Floor of Ledwidge Hall. 10 washers and 10 dryers are available for use at a cost of \$0.75 per wash and \$0.75 per dry cycle. These are commercial Maytag machines. In addition, a multi-purpose area with food, beverage, and laundry supply vending is available while you wait for your loads to finish. It is highly advised you stay with your laundry at all times while washing and drying it. Residence Life is not responsible for lost, stolen, or damaged items.
- **Ledwidge Ballroom** - The ballroom in Ledwidge Hall is used to host a wide variety of events to entertain and educate. Please contact extension 7617 to reserve the ballroom.
- **Ledwidge Lobby** - The first floor offers space for lounging and welcoming visitors to campus. Offices located adjacent to or within the lobby include: Public Safety, Admissions, Campus Ministry, the Health Clinic, the Counseling Center, Residence Life, the Dean for Students Office. Because this is a public area and entrance to the residence halls, state law requires shoes and shirts be worn at all times.
- **Mailboxes & Mailing Address** - Mailboxes for all students, commuter or residential, are assigned through the Office of Residence Life. Mailboxes are located in Ledwidge Hall, and the mail is usually delivered to these boxes by 3:00pm on weekdays. There is no mail delivery on weekends. Per University policy, only individually addressed mail, with rare exceptions, may be placed in these mailboxes. Packages or envelopes that do not fit in mailboxes are delivered to our Barnes & Noble Bookstore located in Archangelus Ballroom for pick-up. Students are given a package notification slip if they have a package waiting for them. Mailing addresses for residential students is as follows:

Your Name

Student Mail

Siena Heights University
1247 E. Siena Heights Dr.
Adrian, Michigan 49221

Students who graduate, withdraw from classes or otherwise leave the institution, must fill out a change of address card upon leaving to ensure proper forwarding of mail. **In accordance with U.S. mail guidelines, failure to submit a change of address card will result in mail being returned to sender.** Change of address cards can be picked up in the Dean for Students' Office or the Office of Residence Life and must be returned to either office prior to leaving the institution. Commuter students not returning to the University the subsequent semester, who have not filled out a change of address card, will have mail marked "return to sender" at the end of the second week of classes each semester.

- **Multi-purpose Room** - The room directly next to the laundry room is available for student use. There are vending machines, chairs, and tables in the room for studying. The room is also ideal for student organization meetings and programs that occur during the year. To reserve the room for your organization, please contact Campus Event Management at extension 7617.
- **Vending Machines** - Pop machines and snack machines are located on the ground floor adjacent to Ledwidge Ballroom, in the laundry room, and in the multi-purpose room.

B. Computer Networking

Internet/network connectivity is offered to resident students via a wireless network. This network covers the entire campus. Wireless networks by their very nature are subject to interference from certain devices. We have found that the following devices cause unacceptable interference and are therefore prohibited from being used in the Residence Halls: all appliances operating within the 2.4 GHz frequency range including but not limited to cordless phones, wireless cameras, wireless keyboards and mice, routers and personal wireless access points. The Office of Residence Life reserves the right to remove any devices that fall within this category. If you have any questions about a specific device, please contact the Office of Residence Life.

C. Dining On Campus

All students residing on campus must purchase a meal plan from the University's food service provider. Students with special dietary needs should consult the General Manager of Chartwell's food services so that arrangements can be made to address their needs. Meal plans can only be changed during the first two weeks of each semester. The following is a brief description of the different board plans:

Option 16* – This plan consists of 16 meals every week. A resident can choose to use these meals at any of the 19 meals offered in a given week. The Option 16 plan comes with \$200 in flex dollars per semester, which can be used in Sage Union or to purchase additional meals at Benincasa if they use more than 16 meals in a week.

Option 14* – This plan consists of 14 meals every week. A resident can choose to use these meals at any of the 19 meals offered in a given week. The Option 14 plan comes with \$200 in flex dollars per semester, which can be used in Sage Union or to purchase additional meals at Benincasa if they use more than 14 meals in a week.

Block plan 150* – This plan consists of any 150 resident dining meals during an entire semester and \$75 in flex dollars per semester that may be spent in any foodservice location.

**Any remaining balance in meals or "Flex Dollars" will carry not over from first to second semester.*

The meal plans offers a variety of options from soup and fresh bread bar to a salad bar, from a deli sandwich line to hot meal entrees. Anyone eating in the cafeteria must show his/her ID card or pay to eat. Commuters are also always welcome to dine in Benincasa. Residents may not use their own meals for guests. Residents may use up to four meals per week in the Sage Stage Café as a regular meal swipe. Flex dollars may also be used as well. Meal costs are subject to change and are posted at the cash register in Benincasa. "Flex Dollars" are additional meal funds that can be purchased from the Director of Food Services in Benincasa Dining Hall and applied to your University I.D. card. Flex Dollars can be used to purchase food and beverages from the Sage Stage Café or additional meals in Benincasa.

During breaks and holiday weekends, a schedule will be posted stating meal times during these low peak periods. Look for posted changes in the hours of operation during holiday weekends.

The following policies and procedures are enforced in Benincasa Dining Hall:

1. You must swipe your ID card on the card reader or pay with cash upon entry.
2. Once you swipe your ID card or pay for a meal, you may not exit and re-enter during the same meal period unless you let the cashier know before exiting.
3. Students should only take what they plan to eat.
4. Dining Hall food is to be consumed in the Dining Hall. However, we recognize that on occasion, students have a short time between classes in which to finish a full meal. It is because of this that students are allowed to take out of the dining hall a portable dessert item (not requiring utensil or disposable container): a piece of fruit, cookies or an ice cream cone. No beverages are allowed to be taken out of the dining hall. We monitor your compliance of this rule at the dining hall exit doors. Plates and eating utensils must never be removed from the dining hall.
5. All used plates and related eating utensils are to be taken to the dish/tray area and placed on the conveyor belt after each meal.
6. Shirt and shoes must be worn at all times. No rollerblades, skateboards or recreational scooters may be used in the dining room.

D. Disciplinary Meeting Procedures

1. Incident reports written in the university by Resident Assistants, the Senior Resident Assistant, the Residence Hall Director, any member of Public Safety, or a resident which constitute a violation of the Student Code will be directed to the Director of Residence Life.
2. The Director of Residence Life or designee may conduct an investigation to determine if the complaints have merit and/or if they can be resolved administratively by mutual consent of the parties involved on a basis acceptable to the Director. If the complaints cannot be resolved by mutual consent, the Director may conduct a disciplinary meeting or refer the incident to the University Conduct Board.
3. For complaints between residents, mediation may be encouraged, and the Director will conduct mediation under the guidelines of Article III, number 6 in this Student Code.
4. For violations of the Student Code, the Director of Residence Life or designee will require the student to make an appointment for a disciplinary meeting. Some violations may be immediately referred to the University Conduct Board depending on the severity of the violation. Parents or legal counsel may not participate in the individual disciplinary meetings and Conduct Board meetings.
5. During this disciplinary meeting, the Director of Residence Life or designee will inform the student which items of the Student Code have been violated.
6. The accused student will have an opportunity to present a defense after reading and signing the Incident Report, which documented the alleged violation(s).
7. The accused student may request the Director of Residence Life or designee to interview any witnesses that will help in his or her defense.
8. In cases involving more than one accused student, the disciplinary meeting concerning each student may be conducted separately. This determination will be made solely by the Director of Residence Life or designee.
9. The Director of Residence Life may interview all witnesses to determine whether or not the Student Code has been violated.
10. Sanctions will not be determined unless the accused takes full responsibility for violations during the disciplinary meeting or until all witnesses and other accused students have been interviewed.
11. Sanctions will be determined based on Article IV, Section B of this Student Code.
12. Accused students will be notified in writing by the Director of Residence Life or designee once a sanction determination has been made.

Appeals Process

1. The sanction imposed by the Director of Residence Life or the designee may be appealed to the Dean for Students or the Dean for Students' designee in writing within five (5) days of receipt of the conduct officer's decision.
2. The sanction imposed by the Director of Residence Life or designee may be in effect during the appeal process.
3. The accused student must put all information relevant to the hearing in writing and forward it to the Dean for Students or the Dean for Students' designee.
4. The student must state why he/she believes the Residence Life conduct process was not followed or the sanction was too severe for the action.
5. Legal counsel is not permitted to participate in this appeal.

6. The Dean for Students or designee will review the student's appeal and the record of the Director of Residence Life or designee. The Dean for Students or designee is not required to conduct a new hearing and no new evidence will be considered.
7. The following are the only accepted bases for appeal:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures;
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred;
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have been responsible.
8. The Dean for Students or designee may take any of the following actions in response to an appeal: review the case and uphold the sanctions from the previous level; review the case and modify the sanctions; or review the case and require that it be heard again by the Director of Residence Life or designee.
9. The Dean for Students or designee will notify the student in writing of his/her decision within a reasonable amount of time and that decision is final.
10. Decisions made by the Director of Residence Life or designee shall not be final until an appeal deadline is passed, or when the appeal process is exhausted, or when a student chooses not to appeal.

Residence Hall Room Repair and Damage Charges

When damages occur to University property in individual rooms, replacement costs or damage charges will be assessed to the occupant(s) of that room. Below is a chart of some of the replacement and repair costs. Please note that these are the current charges at the time of printing and that the University reserves the right to change these costs at any time.

Ceiling	
Glass light globe	\$35.00
Holes in ceiling	\$75.00
Plaster ceiling	Charge for repair dependent on actual cost
Drop ceiling	\$15.00
Door	
-Closer replacement	\$90.00 per closer
-Frame repair	\$75.00 or actual cost if higher
-Frame replacement	\$500.00 per frame
-Hinge replacement	\$25.00 per hinge
-Replacement of keys	\$40.00 per key
-Lock replacement	
Keys	\$40.00 each
Re key	\$22.50 plus the keys (new key way)
Replace Door handle	\$60.00
Replace core	\$20.00 plus keys (\$75.00 per lock)
-Painting	\$50.00 per door
-Replacement	\$200.00 per door
Floor Covering	
Carpet square replacement	\$15.00 per square
Tile square replacement	\$15.00 per square
Miscellaneous	
Room clean-up	\$25.00 or actual cost if higher
Screen replacement	\$35.00 or actual cost if higher
Smoke alarm	\$10.00
Switch plate	\$5.00
Switch plates/switch	\$10.00
Restroom	
Medicine cabinet	\$75.00
Room clean-up	\$25.00 or actual cost if higher
Shower head replacement	\$15.00 if replacement is needed
Shower curtain	\$10.00
Toilet replacement	\$200.00
Towel bars	\$10.00 each
Walls	
Plaster wall	Charge for repair dependent on actual cost
6"x6" (36 sq.)	\$25.00 per hole
12"x12" (144 sq.)	\$50.00 per hole
Larger holes	Charge for repair dependent on actual cost
Repaint room	
One wall	\$50.00 or actual cost if higher
Double room	\$350.00 or actual cost if higher
Quad room	\$500.00 or actual cost if higher
Single room	\$200.00 or actual cost if higher
Window Treatment	
Frame repair	\$25.00 or actual cost if higher
Frame replacement	\$150.00
Glass only	\$50.00
Blind system replacement	\$60.00
Vanes	\$5.00 each
Head rails	\$50.00

Office of Student Activities

The mission of the Office of Student Activities at Siena Heights University is to build a campus community in which all students and student organizations are encouraged and supported in the cultivation of social, cultural, intellectual, recreational, and leadership programming. Within the Office of Student Activities, all students will find a place where their voices are heard and they are empowered to becoming more competent, purposeful, and ethical members of the Siena Heights community.

A wide range of programs and events are sponsored through the Office of Student Activities throughout the week and also throughout the weekend! Some programs are simply for fun and silliness while others are educational or associated with celebration days, weeks, and months including: National Preparedness Month, Martin Luther King Jr.'s Birthday, Hispanic Heritage Month, Alcohol Awareness Week, Black History Month, Women's History Month, World AIDS Day and more!

The Office of Student Activities is also home to Siena Heights' student organizations. These organizations provide programming, collaboration, and an opportunity for students to be involved in their college experience outside of academic classrooms. Tons of organizations exist, but if you cannot find one that meets your needs, START A NEW ONE! The Office of Student Activities works side-by-side with students to bring new organizations to campus and assist in the registration process!

Responsibilities of Clubs and Organizations (revised 6-09)

Siena Heights University supports a wide range of student organizations that make substantial contributions to the social and academic life on campus. All organizations are responsible for registering with the Office of Student Activities. **Registration does not imply university endorsement of the purposes of organizations.** All student organizations are responsible for adhering to the policies in the *Saints Guide and Student Code of Conduct*, the *Student Organization Handbook* as well as local, state and federal laws. These responsibilities apply to all student organizations:

1. It is the responsibility of each student organization to submit required paperwork each semester. All paperwork requirements are listed in the *Student Organization Handbook*. Additionally, the Director of Student Activities will provide each student organization with a copy of the *Student Organization Handbook* at the beginning of the academic year and paperwork deadlines.
2. Each student organization shall operate according to a constitution, by-laws, or policy guides.
3. It is the responsibility of each student organization to submit any changes in officers, advisors, or members, and revisions to the constitution, by-laws or policy guides to the Office of Student Activities within one week of changes.
4. Student organizations will be granted active status when they register and meet all requirements.
5. All student organizations must maintain active status to enjoy the benefits of scheduling and presenting programs for the campus community, and the use of university facilities, property, services, funding or personnel.
6. Membership in student organizations will be limited to enrolled students of Siena Heights University in good academic standing. In accordance with Siena Heights University policies and procedures, no student organization may discriminate on the basis of age, race, gender, sexual orientation, religion, disability, marital status, or national origin. *(Please note: social Greek organization are permitted by federal law to discriminate on the basis of sex.)*
7. It is the responsibility of each student organization to select at least one advisor who is a full-time member of the Siena Heights University faculty or staff. The advisor is responsible for approving all financial operations and disbursements, and must attend each student organization function and meetings.
8. Any student organization found in violation of any policy listed in the *Student Organization Handbook* or the *Saints Guide and Student Code of Conduct* will be placed on probation for one semester. If another violation occurs during the probation period, the club or organization will be placed on suspension for one year. Any organization that ceases operation will be placed on inactive status for the remainder of the academic year.

Participation in Co-curricular Activities

Siena encourages all students to participate in a wide variety of co-curricular activities. However, in order to prevent such activities from interfering with a student's progress toward graduation, students who are not in good academic standing (2.0 cumulative G. P. A.) are ineligible for the following: (1) to participate in intercollegiate athletic competition, (2) to participate in musical or theatrical performances not carrying academic credit, (3) to serve as an officer or committee chair of any student club, organization or Greek society.

Guidelines for Fundraising

Clubs and organizations, Greek societies, and departments/offices are encouraged to sponsor fundraising events. All fundraising events must be cleared through the Office of Student Activities. Peddling and soliciting of any kind, by students and other individuals, is not permitted on campus, including in the residence halls. Guidelines for fundraisers are listed below:

- Only recognized student organizations and SHU departments/offices may sponsor fundraisers on campus.
- The fundraising activity must have an educational, charitable, or cultural purpose consistent with the purpose of the University and its status as a tax exempt, non-profit institution.
- The sponsoring student organization or department/office must obtain permission from the advisor, supervising University administrator and the Office of Student Activities.
- Requests to hold a fundraiser must be submitted at least two weeks in advance to the Office of Student Activities.
- Fundraising for personal gain is strictly prohibited.

Student Organizations Descriptions

A description of each student organization is available online through the Office of Student Activities website. For more information about any student organization or starting a new student organization, call 517-264-7607 or visit the Office of Student Activities outside the bookstore in Archangelus 100B.

Special Note on Greek Organizations

Sororities and fraternities are organizations comprised of ever-changing individuals who are bound together by common interests and purposes. Each sorority and fraternity encourages individual development by setting high ideals in scholarship, service to others, and social maturity. Membership offers young men and women the opportunity to get the most from their university experience in an atmosphere of brotherhood and sisterhood—the strongest form of friendship. Recruitment is a time for members of the sororities and fraternities and students to get acquainted. At the end of recruitment, a mutual selection process takes place each participant indicates his/her fraternity/sorority preferences and each sorority or fraternity selects the women or men whom it will invite to join. This begins the bond called "sisterhood" or "brotherhood."

Guidelines for Alcohol Use and Events

See Appendix C

Posting Policy (rev. 6-09)

Various types of posting areas and bulletin boards are provided in Siena Heights University buildings to provide information to students, faculty and staff. Posted or displayed materials do not necessarily reflect the opinion of Siena Heights University.

- All material posted by student organizations or outside sources must be approved and stamped by the Office of Student Activities.
- Materials may not be posted on windows, doors, floors, walls, or bulletin boards designated for specific department use or in academic classrooms.
- All posted or displayed materials must have the organization or individual sponsoring the event clearly indicated on the materials. Posters regarding sales, rental properties, job listings, et. al. must identify the name of the sponsoring person in addition to the phone number.
- All posted materials must be taken down 24 hours after the event.
- Any organizations wishing to put flyers on cars or erect, attach, post signs, banners, posters of exceptional size on any part of campus property are responsible for obtaining prior approval from the Office of Student Activities.

Failure to abide by the above listed policies may result in the loss of privileges to post or distribute materials on campus.

Hazing Compliance Policy

Michigan State Law defines hazing as a "means of intentional, knowing, or reckless act by a person action alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health of safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization or team." (Section 750.441t, August 2004)

[http://www.legislature.mi.gov/\(S\(5n1l1jqxursrwn55enpxum2e\)\)/mileg.aspx?page=getobject&objectname=mcl-750-411t](http://www.legislature.mi.gov/(S(5n1l1jqxursrwn55enpxum2e))/mileg.aspx?page=getobject&objectname=mcl-750-411t)

Siena Heights University defines hazing as "any action or situation, *whether on or off University premises*, which:

- ☐ endangers the mental health, physical health, or safety of a person,
- ☐ embarrasses, frightens, or degrades a person,
- ☐ destroys or removes public or private property

for the purposes of initiation, admission into, affiliate with, or as a condition of continued membership in a student organization, group, or team *regardless of an individual's willingness to participate.*"

SIENA HEIGHTS UNIVERSITY STUDENT CODE OF CONDUCT

STATEMENT OF STUDENT RIGHTS & RESPONSIBILITIES

Siena Heights University is dedicated to academic excellence and personal development. We encourage and promote the uniqueness of each person. However, we also recognize the interdependence of all members of the Siena Heights Community.

For the University to accomplish its goals, it is most important that we maintain an environment in which all members of the community have the opportunity to develop spiritually, intellectually, socially, emotionally, and physically. To meet this obligation, the University seeks to provide an environment conducive to academic endeavors, social growth, and individual self-discipline for each student. To ensure that this environment is maintained, a conduct system has been established. This system is viewed by the University as the part of the educational experience, which occurs when a student's conduct interferes with the University's responsibility for insuring that all members of the University can attain their personal and professional goals.

The primary goal of the conduct system is to determine responsibility, and if applicable, facilitate change. Growth occurs when the individual who made a mistake realizes this mistake and accepts responsibility for his/her actions. Members of the University must be concerned with protecting their own dignity and respecting that of all individuals within our community.

STATEMENT OF STUDENT RIGHTS

Conscious of the institution's rights and responsibilities to each individual, and those of each individual to the institution, Siena Heights University includes the following information to acquaint each student with his/her rights. The University affirms the right of each student to be free from discrimination or harassment on the basis of religious creed, race, sex, national origin, age, marital status, physical challenge, or sexual orientation.

1. Students are free to pursue their educational goals; appropriate opportunities for learning will be provided by the institution.
2. Students have the right to establish and elect a student government and appropriate student governance organizations.
3. The student body shall have clearly defined means of participating in the formulation and application of institutional policy affecting academic and student affairs.
4. No serious disciplinary sanctions may be imposed upon any student without notice to him/her of the nature and the cause of the charges. A fair hearing shall include the right to hear the charges and register a plea, to confront witnesses against him/her, to present one's own testimony and have the assistance of a member of the campus community of his/her own choosing. The University may take immediate action against a student up to and including removal from the premises prior to a hearing in emergency situations. Emergencies may include situations where the student's continued presence at the University poses an immediate threat to the health or welfare of other students, faculty members, staff or the student himself/herself.
5. Students shall have the right to privacy as guaranteed by the Family Educational Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act as implemented by the University.
6. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They shall always be free to support or oppose causes, by orderly means, which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.
7. The civil rights of the student will be preserved insofar as the University has any responsibility for the maintenance of those rights. Students shall have the right to petition the University to redress of grievances, amendment of University regulations and modification of University policies.
8. Students should be secure in their persons, living quarters, papers, and effects.
9. Students have the right to access their personal records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) following the process established by the University.

STATEMENT OF RESPONSIBILITIES

The freedom experienced by all members of the Siena Heights University community does not permit any member to interfere with the personal growth of others.

It is important that each member of the Siena Heights community is cognizant of the rights of others - each person has a responsibility to respect those rights. We must continue learning how to respect the facilities of the University, others and ourselves. Our institution functions on the basis of mutual respect of rights and mutual responsibility to protect such rights. We are uniformly responsible for the continued development of the positive reputation enjoyed by Siena Heights University.

Students are members of the University community. As citizens, students are responsible to the greater Adrian community of which they are a part. The University neither substitutes for, nor interferes with, regular legal processes.

Article I: Introduction

As Siena Heights University is a community of scholars, an environment conducive to learning is vital to the success of our students. The Director of Residence Life, his designee or the Siena Heights University Conduct Board will have jurisdiction over all violations of the Student Code.

A student who chooses to enroll at Siena Heights University assumes the obligation for conduct that is compatible with the University's mission as an educational institution. While students have the privilege to enroll at the institution of their choice, choosing to enroll at Siena Heights University requires a student to become aware of and abide by the behavior standards of the University. Ignorance of accepted boundaries of student behavior as contained in the Student Code is not a basis for excusing inappropriate behavior.

Siena Heights University is an educational community that aspires to be purposeful, open, just, disciplined, caring, and celebrative (Boyer, 1990). The Student Code and the Office of Residence Life are tangible examples that illustrate commitment to these ideals. The University approves the Student Code. The Office of the Residence Life interprets and enforces the Student Code. The Student Code provisions may be extended or amended to apply to new and unanticipated situations as they may arise.

The University disciplinary process is not analogous to, is not equivalent to, and does not conform to, criminal law processes. The University's process is designed, in part, to determine responsibility, or lack thereof, for violations of the Student Code only—not guilt or innocence relative to criminal matters. The University disciplinary process shall be informal in nature so as to provide substantial justice and it shall not be bound by formal rules of evidence or procedure.

The discipline of students in the educational community is a part of the teaching process and as such, its focus shall be educational. This includes the possible use of suspension or expulsion as disciplinary measures as they may prove to be invaluable tools in the educational process of the University community. The student conduct system is not only concerned with the individual student's welfare, but also the welfare of the University community. Any question about the disciplinary processes, rules, or policies, or any other concern not specifically covered by the Student Code shall be directed to the Director of Residence Life.

Enrollment in the University does not insulate students from their obligation to behave in a manner consistent with local, state, and federal law. Violation of local, state and federal law while on or off University premises is a violation of the Student Code, and students are subject to campus disciplinary sanctions for violations of the law off campus. At its discretion, the University may inform local authority of criminal misconduct.

While any violation of the Student Code is considered a serious matter, certain violations are considered to be of an especially serious nature. These violations include acts of academic dishonesty, any acts that disrupt the functions of the University, and any acts that threaten the health or safety of any member of the University community or any other person. Students involved in these activities are considered a threat to the orderly functioning of the University and their behavior is considered detrimental to the educational mission.

Article II: Definitions

1. The term "University" means Siena Heights University.
2. The term "Dean for Students" means the Dean for Students, Director of Residence Life, acting Student Conduct Administrator of Siena Heights University, or her/his designee.
3. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or degree or non-degree programs. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled in this institution. This Student Code does apply at all locations of the University, including all degree completion centers.
4. The term "faculty member" means any person hired by the University to conduct classroom activities or research.
5. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
6. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. The Dean for Students shall determine a person's status in a particular situation.
7. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
8. The term "registered student organization" or "organization" means any number of persons who have complied with the formal requirements for University recognition.
9. A "computer facility" is any place where the University makes one or more computers or one or more computer hookups available.
10. The term "Conduct Board" means those persons authorized by the University to determine whether a student has violated the Student Code and to recommend imposition of sanctions if deemed necessary.
11. A "sanction" is the result of a finding of responsibility for a violation of the Student Code and is consistent with the educational mission of the University. Sanctions may be used in combination or separately. Sanction determination is based on the severity of the current offense, and/or previous offenses (if any), and/or the current disciplinary status of the student found responsible, and/or the threat to the health or safety of any person, and/or any other reasonable factor.
12. The term "shall" is used in the imperative sense.
13. The term "may" is used in the permissive sense.
14. The " Director of Residence Life" is that person designated by the University to be responsible for the administration of the Student Code.
15. The term "Student Conduct Administrator" means a University official authorized on a case-by-case basis by the Dean for Students (including the Dean for Students him/herself) to impose sanctions upon

any student found to have violated the Student Code. The Dean for Students may authorize a Student Conduct Administrator as the sole member or one of the members of the Student Conduct Board. The Dean for Students may authorize the same Student Conduct Administrator to impose sanctions in all cases.

16. An "appointment" is any meeting (except a hearing) between a member of the Office of the Dean for Students staff (including the Residence Life professional and graduate staff) and one or more students to discuss a disciplinary case. Students shall attend appointments or they may be in violation of impairing the Student Code.
17. A "Conduct Board hearing" is the culminating meeting where all information deemed pertinent by the Conduct Board is heard. Final determinations as to responsibility, or lack thereof, for violations of the Student Code are the result of deliberations based on the information presented in the Conduct Board hearing.
18. The term "policy" is defined as the written regulations of the University as found in, but not limited to *The Saints Guide and Student Code of Conduct*, *Life on the Heights: A Residence Hall Newsletter for the Siena Community*, *Handbook for Student Leaders and Advisors at Siena Heights University* and *The Siena Heights University Undergraduate and Graduate Catalogs*.
19. The term "complainant" means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the University community submitted the charge itself.
20. The term "respondent" means any student accused of violating this Student Code.
21. The term "mediation" is a voluntary, objective, confidential, and non-judgmental process whereby all individuals involved in an incident are encouraged to meet with a mediator who will assist in reaching a behavioral or educational agreement to resolve the conflict.

Article III: Student Code Authority

1. In emergency situations as defined by either the Dean for Students, Director of Residence Life, or the Director of Public Safety, immediate action may be taken against a student up to and including removal from the premises prior to a hearing. Emergencies may include situations where the student's continued presence at the University poses an immediate threat to the health or welfare of other students, faculty, staff or the student himself/herself.
2. The Student Conduct Administrator shall determine the composition and selection of the Conduct Board. A three-person screening committee (one of which will be the Student Conduct Administrator), selected by the Student Conduct Administrator, shall meet prior to every hearing to determine who shall hear the case (Conduct Board or the Student Conduct Administrator) and whether or not the alleged violation may result in suspension. Violations which do not require the University Conduct Board's involvement will be handled as disciplinary meetings, and the procedures used are outlined under "Disciplinary Meeting Procedures" found earlier in this document.
3. The Siena Heights University Conduct Board shall consist of at least four members. The membership shall be some combination of at least one faculty, one staff member and one student. Resident Assistants, Graduate Hall Directors, the Director of Residence Life, Director of Public Safety, and the Dean for Students are not eligible to serve on the Conduct Board. Students in good standing who meet the following criteria may be asked to serve on the Conduct Board:
 - a. minimum of 2.5 cumulative GPA
 - b. have been enrolled at Siena Heights University for at least one semester
4. The Student Conduct Administrator shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code.
5. Decisions made by the Director of Residence Life or Student Conduct Administrator after receiving the recommendation of the Conduct Board shall be final, pending the normal appeal process.
6. At the discretion of the Dean for Students or the Director of Residence Life when appropriate, mediation may be offered to individuals when a policy violation occurs or when disputes within the student community occur in cases that do not involve a violation of the Student Code. All parties must agree to mediation, and to be bound by the decision with no right of appeal. Typical disputes appropriate for mediation may include personal property damage, lifestyle issues between roommates/suite mates, problems in relationships and minor cases of harassment. The sanctions that are a result of the mediation process will be communicated, in writing, to the parties involved by the Dean for Students or the Director of Residence Life. All results of the mediation process are final and are not subject to appeal. Failure to meet the terms of the agreement will result in referral to the Conduct Board.

Article IV: Proscribed Conduct

A. Jurisdiction of the University

The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Director of Residence Life shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

Jurisdiction specific to Campus Village at Siena

Because Campus Village at Siena Heights University is on University property, violations of the *Student Code of Conduct* which occur at Campus Village at Siena will be referred to the Director of Residence Life for conduct proceedings. Any resident of Campus Village or Siena Heights University student who is a guest at Campus Village discovered by any means to be violating policy will be referred to the Director of Residence Life for conduct proceedings. Frequent communication will occur between the University and management at Campus Village, and any reports generated by management at Campus Village will be investigated by the university. Note, Campus Village has community rules and guidelines separate from the policies and procedures for living in the residence halls. Students living in Campus Village are responsible for knowing and adhering to Campus Village policies and any addendums or changes to those policies that can occur at anytime in the year.

B. Standards of Classroom Behavior

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a disciplinary conference or hearing, as set forth in Article V of this Code.

C. Conduct Rules and Regulations

Student participation in activities, which develop to a degree that elicits public alarm, disturbs the peace, threatens or endangers personal well-being, or harms public or private property is prohibited. In addition, student behavior that disrupts or interferes with the orderly processes of the University is also prohibited. Orderly processes of the University include, but are not limited to, the holding of classes, the carrying forward of University business, arrangements of properly authorized and scheduled events and the observance of regulations and procedures.

Individual students who encourage or become involved in disruptive activities will be subject to suitable disciplinary action, which may result in suspension or expulsion from the University. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article V:

1. **Alcohol misuse**, including but not limited to:
 - a. Use, possession or distribution of alcoholic beverages, except as expressly permitted by University regulations or the law.
 - b. Any violation of Appendix C in the Student Code of Conduct.
 - c. Public intoxication on University premises or at University sponsored functions.
 - d. Being underage and present in a room where the alcohol policy is being violated.

2. **Conduct system misuse**, including but not limited to the following:
 - a. Failure to set up or attend an appointment when directed to do so by a University official.
 - b. Falsification, distortion, or misrepresentation of information before the Conduct Board.
 - c. Disruption or interference with the orderly conduct of a conduct proceeding.
 - d. Initiation of a conduct proceeding or initiation of an incident report with the Office of Residence Life, Public Safety, or law enforcement when one knows or reasonably should have known that the proceeding was without cause.
 - e. Attempting to discourage an individual's proper participation in the conduct system.
 - f. Attempting to influence the impartiality of a member of the Conduct Board prior to, and/or during the course of the conduct proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of the Conduct Board, complainant, or witness, prior to, during, and/or after a conduct proceeding.
 - h. Influencing or attempting to influence another person to commit conduct system misuse.
3. **Credit card misuse** – The unauthorized use of another person's credit card, debit card, charge card, identification/meal card or any other instrument of credit.
4. **Destruction of property** – Damage, destruction or defacing of University property or property belonging to others or littering on University property.
5. **Dishonesty** – Including but not limited to the following:
 - a. Cheating, fabrication, falsification, forgery, multiple submissions, plagiarism, complicity, or other forms of academic dishonesty (See Appendix F)
 - b. Furnishing false information or records to any University official, faculty member or office, including, but not limited to documents, identification cards, forms or procedures.
 - c. Forgery, theft, alteration, or unauthorized use of any University document, record, accounts, computer account, or instrument of identification.
 - d. Tampering or interfering with an election conducted by any Siena Heights University Registered Student Organization.
 - e. Acting as an agent of the University without authorization.
6. **Disorderly conduct** – Engaging in violent, abusive, lewd, profane, boisterous behavior or assisting another person to breach the peace in such a way on University premises or at functions relating to the University. Disorderly conduct also includes any unauthorized use of electronics or other device to make an audio or video recording of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restrooms.
7. **Disruptive behavior** – Behavior by any student, in or out of class, which for any reason materially disrupts the academic environment, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University. Noncompliance towards any University Official, including Public Safety Officers and Resident Assistants, falls under this policy.
8. **Drug possession or use**– Use, possession, exchange, manufacture, distribution of drugs or drug paraphernalia, except as expressly permitted by law.
9. **Failure to comply** – Including but not limited to/with:
 - a. Directions from University officials or law enforcement acting in performance of their duties.
 - b. Successfully completing sanction(s) imposed under the Student Code within the set time limits. Failure to complete any sanctions imposed upon an individual within the time limits imposed by the conduct system may not be eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts (official or unofficial) until he/she complies with the terms of the original sanction and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.
 - c. Identifying oneself and/or providing proper identification upon request by University officials.
10. **Fire or safety equipment misuse** – Through falsely reporting a fire or other emergency, tampering and/or misusing fire extinguishers, alarms, smoke detectors, or other safety equipment and systems.
11. **Gambling** – Laying an illegal bet for personal gain.

12. **Hazing** – Any action or situation which endangers the mental, physical health or safety of person embarrasses, frightens, or degrades a person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership, in a group, organization or team.
13. **Misuses of University property or facilities** – Using or attempting to use University property in a manner consistent with isn't designated purpose and/or incurring financial obligations on behalf of a person, organization or the University without consent or authority. This includes the telephone system, mail system, computer system, bathroom/restrooms, and public areas.
14. **Obscene, harassing, or threatening communication** – made in-person or through phone calls, email, Facebook or any other medium to communicate. See the e-communications policy and the sexual harassment policy.
15. **Physical abuse** – Physical abuse, coercion and/or other conduct which results in disturbances or distress to others or threatens or endangers the health, well being, or safety of, any person through physical means.
16. **Possession of stolen property** – Receiving, possessing, selling, or giving away stolen, embezzled, or converted property.
17. **Sexual misconduct** – Non-consensual sexual activity that occurs as a result of intimidation, threat of force, without active consent, or other coercive behavior on the part of accused, or taking advantage of the mental incapacitation or physical helplessness of the alleged victim. Examples of this include: circumstance where consent is expressed but ruled invalid due to coercion; and/or circumstances where consent is expressed but ruled invalid due to incapacitation.
18. **Social conduct** – Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
19. **Solicitation** – Soliciting or selling for personal or organizational gain without proper University consent.
20. **Telecommunication process/procedure misuse** – The unauthorized or fraudulent use of the University's or of another person's telephone system, telephone, cellular phone, telecommunication code, telephone credit card, or the unauthorized acceptance of collect telephone calls.
21. **Theft** – Attempted or actual removal of or theft of University property or property belonging to others or the removal of other personal or public property without proper authorization.
22. **Theft or other misuse of University computing resources**, including but not limited to:
 - a. Any attempt to breach or the actual breach of network or computer security.
 - b. Unauthorized entry into a file to use, read, delete, change the contents, or for any other reason.
 - c. Unauthorized copying or distribution of copyrighted computer software or other materials.
 - d. Unauthorized transfer of a file.
 - e. Use, or attempted use, of another person's identification and/or password or assisting another to misuse any identification or password.
 - f. Use of computing facilities to interfere with the work of another student, faculty member, University official, or any other member of the University community.
 - g. Use of computing facilities to send or access obscene or abusive messages.
 - h. Use of computing facilities to send or access unauthorized mass e-mailings or chain mail.
 - i. Use of computing facilities to interfere with normal operation of any University computing system or network.
 - j. Unauthorized monitoring or extracting of data that is in transport over the University's hardwired or wireless networks.
 - k. Use of computing facilities to create and/or send or forward computer messages or programs designed to destroy or corrupt data.
 - l. Use of computing facilities in such a way as to dishonor or malign the reputation of the University or to create any form of liability for the University.
 - m. Misuse of computing facilities – Use of computing facilities to violate any campus policy or to violate any local, state, or federal law.

23. **Unauthorized entry or use** – Unauthorized entry into or use of University premises or property, or remaining in any area on University premises, which is officially closed or restricted.
24. **Unauthorized key possessions or use** – Unauthorized possession, duplication, or use of keys, key cards, or other access or security devices.
25. **Unauthorized posting** – Placing of notices, posters, signs, handbills, etc. anywhere on University premises without proper authorization.
26. **Violation of disciplinary probation** – Violation of any part of the Student Code of Conduct while a student is on disciplinary probation. Such violations are serious and may be immediately referred to the University Conduct Board.
27. **Violation of the law** – Violation of federal, state or local law on University premises or off campus, or at University sponsored or supervised activities.
28. **Violation of University Policies** – Violation of any published University policies, such as Residence Life policies, as published in hard copy or available electronically on the University website, and/or any attempt to personally commit, entice others, or conspire to perform prohibited activities defined herein.
29. **Weapon possession or use** – Possession and/or use of firearms, ammunition, fireworks, gasoline and other combustible or explosive items (including non-lethal projectile type weapons) or the brandishing of any object in a threatening manner on University premises are not permitted on campus. Local and/or Federal law authorities will also be contacted.

D. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to any pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Director of Residence Life or his/her designee. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When federal, state or local authorities charge a student with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Conduct Board under the Student Code, however, the University may advise off campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community.
3. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and with the conditions imposed by criminal courts for the rehabilitation of student violators.

Article V: Conduct Policies and Procedures

A. Charges and Hearings

1. Any member of the University community may file complaints against any student for violation of the Student Code. Incident reports are generated through employees of the Office of Residence Life and/or Public Safety. Incident Reports and complaints shall be presented in writing and directed to the Office of Residence Life, which is responsible for the administration of the University conduct system. Any complaint should be submitted as soon as possible after the event takes place, preferably within five University business days.
2. The Director of Residence Life may conduct an investigation to determine if the complaints have merit and/or if they can be resolved administratively by mutual consent of the parties involved on a basis acceptable to the Director of Residence Life. Such resolution shall be final and there shall be no subsequent proceedings. If the complaints cannot be resolved by mutual consent, the Director of Residence Life may refer the incident to the Conduct Board for hearing and decision.
3. All charges shall be presented to the respondent in written form. Cases that could result in suspension or expulsion shall be heard no sooner than 24 hours after notice to the respondent. All other cases shall be dealt with in a more informal manner and handled within the scheduled time frame for disciplinary hearings.
4. All incident reports received by the Director of Residence Life or the Director of Public Safety will be investigated as directed by the Director of Residence Life.
5. All substantiated reports will be referred to the Student Conduct Administrator. The Student Conduct Administrator will meet with respondents and decide, in conjunction with the three-person screening committee, whether to refer incidents to the Siena Heights University Conduct Board for hearing and decision. In matters where the student accepts responsibility for the charge, the Student Conduct Administrator may offer students the choice to waive their right to a Conduct Board hearing in which case the Student Conduct Administrator will impose sanctions.
6. When the three person screening committee decides that an incident warrants the potential of a student being removed from housing, suspended, or expelled, the student may or may not have the option to have the case heard by the Conduct Board or the Student Conduct Administrator.
7. The Student Conduct Administrator will notify respondents of the date, time and location of the hearing and will send a copy of the incident report to respondents within a reasonable amount of time prior to the hearing.
8. In cases of sexual misconduct or other behavior where the participants' safety is a concern, the Student Conduct Administrator may alter conduct procedures to protect both the alleged complainant and the respondent. These procedures will be clearly stated prior to any conduct hearing.
9. The Student Conduct Administrator will convene the Conduct Board. A minimum of four (4) Conduct Board members must hear any case.
10. A respondent will have the right to view the names of the persons serving on the Conduct Board prior to the hearing upon request. If a respondent has reason to believe that one or more members have a bias, the respondent, within 24 hours of the hearing, must, in writing, present a challenge to the Student Conduct Administrator. The Student Conduct Administrator will solely determine the merits of the respondent's challenge, and, if necessary, replace the Conduct Board member.
11. The Conduct Board will review the written material of the case in closed session.
12. Hearings are closed to the public.
13. The respondent will have the opportunity to hear all information presented to the Conduct Board and to present a defense.
14. In cases involving more than one respondent, the hearing concerning each student may be conducted separately. This determination will be made solely at the discretion of the chair of the Conduct Board.

15. If the respondent fails to attend the hearing or elects not to participate, he/she forfeits the right to offer evidence in defense. In such case, however, the Conduct Board will conduct the hearing as scheduled without the respondent's participation. Except in the case of a student charged with failing to set up or keep an appointment with the Director of Residence Life, no student may be found to have violated the Student Code solely because the student failed to appear before the Conduct Board. In all cases, the information in support of the charges shall be presented and considered.
16. If at any time, the chair or vice chair of the Conduct Board are unable to be present at a hearing, the Student Conduct Administrator will appoint a substitute chair from the available Conduct Board members, and have him/her preside over the conduct proceedings.
17. Respondents and student complainants may bring a member of the University faculty or staff for support. This University member must remain silent throughout the hearing. He/she will not be able to speak on the student's behalf. Parents or legal counsel are not permitted.
18. Witnesses may be asked to appear and will be heard one at a time.
19. All procedural questions are subject to the final decision of the chairperson of the Conduct Board. All official procedures are listed in the most updated version of the *Siena Heights University Conduct Board Manual*.
20. There shall be a single verbatim record made of the hearings before the Conduct Board in a format as designated by the Director of Residence Life. This record shall be the sole property of the University.
21. The chair will invite all involved individuals to enter the hearing room and introduce all of the Conduct Board members as well as the individuals involved in the hearing.
22. The chair will present the written material of each case before those present.
23. The chair may exclude any person(s) he/she feels is disruptive to the hearing. The Conduct Board may overrule the chair by a simple majority vote.
24. The initiator of the incident report or complaint will make his/her presentation. Witnesses, documentation, tangible information, and exhibits are permissible.
25. The respondent will make his/her presentation. Witnesses, documentation, tangible information, and exhibits are permissible.
26. The Conduct Board may question any witness.
27. After the presentation of all relevant information, everyone is dismissed.
28. The Conduct Board will meet in closed session to determine the findings of fact and determine responsibility. Deliberation and voting on the decision will not be tape-recorded and will be by a simple majority vote by all members present, including the chair. The Conduct Board's determination shall be made on the basis of whether a reasonable person would conclude that it is more likely than not that the respondent violated the Student Code.
29. If the Board finds a student responsible, the complainant and respondent will return to the hearing room in preparation of the sanctioning phase.
30. The complainant will have the opportunity to give an "impact statement" prior to sanction recommendations.
31. The respondent will have the opportunity to make a statement on his/her behalf to discuss his/her conduct history or any other mitigating circumstances prior to sanction recommendations.
32. The Conduct Board will review, in closed session, all of the information presented and vote on their sanction recommendation.
33. The chair will provide written notification to the Student Conduct Administrator of the Conduct Board's findings and sanction recommendations, providing the rationale in writing, within a reasonable amount of time after the hearing.
34. The Student Conduct Administrator will review the recommendation of the Conduct Board and decide on the sanction. If he/she imposes a sanction other than the sanction recommended by the Conduct Board, a written explanation will be given to the Conduct Board.
35. It will be the responsibility of the respondent to schedule a meeting with the Student Conduct Administrator to receive and discuss the findings and sanctions. The Student Conduct Administrator will have these outcomes available by five (5) business days of the Conduct Board decision. Once

the respondent has made contact with the Student Conduct Administrator, verbal and written notification of the finding(s) and sanction(s) will be shared with the respondent(s).

36. In cases alleging sexual misconduct or other violation where the safety of the complainant is a concern, both the complainant and the respondent shall be informed of the outcome of the conduct proceeding (see Appendix L).
37. Students suspended or expelled from the residence halls will have 24-hours to remove their belongings and properly check out of the halls. When a student has been suspended from the halls, a Room and Board refund will not be issued.
38. Students suspended or expelled from the residence halls will be issued a no trespass order, which will restrict or deny their presence in the residence halls. Any violation of the no trespass order may result in an immediate arrest by local police authorities.
39. Students suspended or expelled from Siena Heights University will be issued a no trespass order for the campus. The Director of Residence Life may instruct the Director of Academic Advising to process an immediate withdrawal from all classes. When a student has been suspended or expelled from the University, tuition and room/board refunds (if applicable) are subject to the same rules the University follows for the Department of Education.

B. Sanctions

1. The primary aim of disciplinary action is to help facilitate the growth of students by helping them deal with issues of personal responsibility in a mature manner. The following sanctions are intended as guidelines, which may be modified based upon extenuating circumstances and may be imposed upon any student found to have violated the Student Code. Sanctions may be used independently or in combination depending on the particular circumstance of the violation. More than one of the sanctions may be imposed for any single violation. Chronic and/or multiple violations shall increase the educational measures of sanctions applied.

Sanction determination shall be based on the severity of the current offense, previous offenses (if any), the current disciplinary status of the student found responsible, the threat to the health or safety of any person, the impact on the community, and/or any other reasonable factor. Sanctions shall be determined as a discrete and separate part of the hearing process and only after a finding of responsibility has been reached.

Any student who fails to complete any sanctions imposed upon her/him within the time limits imposed by the conduct system may not be eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts (official or unofficial) until he/she complies with the terms of the original sanctions and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.

- a. **Statement of Concern:** a verbal or written notice that specific inappropriate conduct is unacceptable.
- b. **Written Warning:** An official written censure containing three components. A reprimand for inappropriate behavior, notice that the conduct associated with the violation must stop immediately and permanently, and notice that additional violations shall result in more severe sanctions.
- c. **Behavior Contract:** A written contract between the student and the University wherein the student agrees to correct inappropriate behaviors.
- d. **Discretionary Sanctions:** Service to the University, service to the community, attendance at educational events, written assignments, or other activities deemed appropriate by the Conduct Board. The student is required to submit written proof of participation in and/or completion of the sanction to the Director of Residence Life. (Some seminars, classes, and workshops may require a registration fee paid by the student.)

- e. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. **Restrictions/Loss of Privileges:** Denial of specified privileges for a designated period of time. Examples of privileges that can be denied include, but are not limited to: campus registration of an automobile; parking in a specific area or during specific time periods; access to a building or portion of a building; access to a program; on-campus living; holding of an office in a Registered Student Organization; participation in or exclusion from co-curricular activities; deactivation from a group; representation of the University on athletic teams or in other leadership positions; entrance into University residence halls or other areas on campus; contact with specific person(s); access to a particular group(s) or any other privilege the conduct body deems appropriate to deny.
- g. **No Trespass Order:** A no trespass order may be placed against Siena Heights University students or their guests as a means of disciplinary action, which will restrict the movement and/or presence of an individual(s) in and/or around the University residence halls or campus. Any individual(s) violating this sanction are subject to arrest from the local police. In the event that such an order is placed against students or guests, the Director of Residence Life or Public Safety will notify individuals in writing as to the parameters of the order and the timeline of its implementation. If an individual is found to be in violation of a no trespass order, the local authorities will be immediately contacted and the individual will be arrested. In addition, the student may face additional on campus disciplinary action.
- h. **Disciplinary Probation:** Restrictions placed on a student limiting his or her activities while still attending the University. Probation requires that a student's conduct be reviewed and continually evaluated for a designated period of time. If during this period the student is found to be in violation of any institutional policy or rule, additional, more severe educational sanctions shall be applied.
- i. **Deferred Suspension:** Involuntary separation of the student from the residence halls and/or the University if conditions of continued enrollment are not met. A student can be given a series of tasks to complete (discretionary sanctions like counseling, keeping a journal, attendance at certain events or classes) in a given time period, and if the student fails to complete them during any part of the deferred suspension, the student is automatically suspended. The case does not need to be reviewed by the Conduct Board again.
- j. **Suspension:** Involuntary separation of the student from the residence halls and/or the University for a definite period of time, after which the student is eligible to return. During this time the student under suspension shall not have access to the residence halls or the University premises without written permission from the Office Residence Life. He/she shall forfeit all rights of their student status for the duration of their suspension. Conditions for readmission and/or continued enrollment after re-admittance may be specified. All conditions for readmission must be satisfied, completed and certified to the Office of Residence Life prior to re-admittance. Also, a written plan for adhering to conditions of continued enrollment after re-admittance from a suspension shall be provided to the Office of Residence Life for review and approval.
- k. **Expulsion:** Permanent separation of the student from the University, when behavior indicates that the student is unfit to continue within the University community. An expelled student shall be excluded from all academic and social functions, shall have no access to University premises and shall forfeit all rights of their student status immediately and permanently upon expulsion.

- l. **Revocation of Admission and/or Degree** – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.
 - m. **Withholding Degree** – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. The sanctions as provided in this section, a. through e., may be imposed upon groups or organizations for any single violation. Additional sanctions that may be imposed on groups include loss of selected rights and privileges for a specified period of time; and deactivation – loss of all privileges, including University recognition, for a specified period of time.
 3. In each case in which the Conduct Board determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Director of Residence Life. The Director of Residence Life shall consider the recommendation of the Conduct Board in determining and imposing sanctions. The Director of Residence Life is not limited to sanctions recommended by members of the Conduct Board. Following the hearing, the Director of Residence Life shall advise the accused in writing of the Conduct Board's recommendation of the sanction(s) to be imposed, if any.

C. Disciplinary Record/Files

Individual disciplinary files that contain cases that have suspension or expulsion as a final outcome shall be kept permanently on file in the Dean for Students Office. All other individual files shall be kept for seven years after any sanctions expire unless they are expunged. Expungement requests shall be at the sole discretion of the Dean for Students and shall require the entire record to be expunged or none of it to be expunged (i.e. no partial expungements shall be allowed). Students may request to have their disciplinary record expunged by the Dean for Students provided these conditions can be met:

- a. Application for expungement shall occur only upon completion of all degree requirements and attainment of a degree.
- b. Expungement may only occur for students who have not been suspended or expelled from the University.
- c. Expungement decisions shall be made based on obvious long-term improvement in behavior, or lack thereof, (e.g., no violations of the student code for two or more consecutive semesters prior to graduation), and/or evidence, or lack thereof, of cooperation in previous student conduct matters, and/or any other reasonable factor.

D. Interim Suspension

In certain circumstances, the Director of Residence Life may impose a University or residence hall suspension prior to the hearing before the Conduct Board. Interim suspension may be imposed only:

- to ensure the safety and well-being of members of the University community or preservation of University property; and/or
- to ensure the student's own physical or emotional safety and well-being; and/or
- if the student poses a definite threat of disruption of, or interference with, the normal operations of the University.

During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Director of Residence Life may determine to be appropriate.

Students placed on interim suspension are entitled to a subsequent hearing within a reasonable time period.

A student shall remain under interim suspension until all appeals are exhausted, or the appeal deadline is passed or the Director of Residence Life determines otherwise.

E. Appeals

1. The sanction imposed by the Director of Residence Life or designee may be appealed to the Dean for Students in writing within five (5) days of receipt of the Director of Residence Life or designee's decision.
2. The sanction imposed by the Director of Residence Life or designee is in effect during the appeal process.
3. The accused student must put all information relevant to the hearing in writing and forward it to the Dean for Students.
4. The student must state why he/she believes the University's conduct process was not followed or the sanction was too severe of a penalty.
5. Legal counsel is not permitted to participate in this appeal.
6. The Dean for Students will review the student's appeal and the record of the Siena Heights University Conduct Board. The Dean for Students is not required to conduct a new hearing and no new evidence will be considered.
7. The following are the only accepted bases for appeal:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures;
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred;
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have been responsible.
8. The Dean for Students may take any of the following actions in response to an appeal: review the case and uphold the sanctions from the previous level; review the case and modify the sanctions; or review the case and require that it be heard again by the Conduct Board.
9. The Dean for Students will notify the student in writing of his/her decision within a reasonable amount of time and that decision is final. No other appeals are available.
10. Decisions made by the Director of Residence Life shall not be final until an appeal deadline is passed, or when the appeal process is exhausted, or when a student chooses not to appeal.
11. A complainant will also have the right to appeal in cases of sexual misconduct or other behaviors, which resulted in the complainant's increased risk of safety. Other behaviors may include physical abuse, threats, or harassment. A threat assessment may be necessary to determine if a risk of safety exists. Procedures for a complainant's appeal shall be the same as the respondent.

Article VI: Procedures for the Involuntary Withdrawal of Students

A. Instances Requiring Behavior Intervention

Throughout this Article, the Dean for Students shall be defined as the Dean for Students or her designee. At its discretion, the University shall, through the Health Clinic, Counseling Center, and/or the Behavior Intervention Team, provide evaluation, referral, and appropriate treatment, within the available resources of the institution, for students whose behavior is disruptive to the university community. It is the right of the university to withdraw a student for behavior reasons both temporarily and permanently. Instances that may require behavior intervention include, but are not limited to:

1. Instances where a student engages, or threatens to engage in behavior which poses a danger of causing physical harm to self or others; or
2. Instances where a student's behavior is perceived as erratic, not appropriate, or is sufficiently disturbed or disturbing so as to interfere with the educational process and the orderly operation of the University;
3. Instances where a student engages in non-lethal self-injurious behavior; or
4. Instances where a student is hospitalized as the apparent result of alcohol use, drug use, or suicide attempt.

The procedures for involuntary withdrawal of students do not preclude a student's removal from the University, or any unit, class, or program, for disciplinary reasons in accordance with the Student Code of Conduct. The Dean for Students may consult with the appropriate Dean and/or the Counseling Center and/or the Health Clinic to determine whether a student accused of violating the Student Code of Conduct should be diverted from the disciplinary process and be considered for involuntary withdrawal in accordance with these procedures. Conversely, the Dean for Students may consult these departments to determine whether a student referred for consideration for an involuntary withdrawal might be more appropriately handled through the disciplinary process.

A university employee or student who becomes aware of facts stated in instances 1-4 must, as soon as possible, notify the Dean of Students, in writing. The report should include the student's name and the details of the incident. The Dean for Students shall be empowered to either make involuntary referrals for evaluation or temporarily suspend when students engage in behaviors listed in Article VI, Section A. Students who are involuntarily referred for evaluation or temporarily suspended shall be informed in writing by the Dean of Students within 48 hours of receiving the incident report, and the student also shall be given a copy of these procedures. Delivery of these documents will be either by a personal delivery or by certified mail with return receipt requested and delivery restricted to the student only.

B. Involuntary Referral for Evaluation

The Dean for Students shall designate qualified professionals (Community Mental Health, physician, psychiatrist, psychologist, nurse or counselor) to provide an initial evaluation of the student's condition. The evaluator may be the Director of Counseling or an appropriate external evaluator chosen in conjunction with the Dean for Students and the Director of Counseling. Depending on the behavior, the Dean of Students may authorize the Director of Public Safety to conduct a threat assessment and report the results of the assessment to the Dean.

The evaluator is empowered by these regulations to share general information and the outcome of the evaluation with the Dean for Students with the student's written consent.

The evaluation of the student must be initiated within 48 hours from the date the student received the referral letter unless the Dean for Students grants an extension.

Any student who fails to complete the evaluation process as required is subject to immediate temporary suspension.

C. Temporary Suspension

1. An immediate temporary suspension can be determined by the Dean for Students in the following circumstances:
2. Any student, who fails to complete an evaluation in accordance with these procedures, may be immediately temporarily suspended or referred for disciplinary action, or both.
3. If the Dean for Students determines that the student's behavior poses an imminent danger of:
 - a. Causing serious physical harm to the student or others; or
 - b. Substantially interfering with the educational process and the orderly operation of the university
4. During the temporary suspension period, the Dean for Students may require a referral for evaluation in accordance with Section B of this Article.
5. The university may choose to contact parents in accordance with Appendix B of the **full version of the *Saints Guide and Student Code of Conduct***.

D. Behavior Intervention

1. After being referred for an evaluation or temporarily suspended, the student shall, within 5 business days, be given the opportunity to appear personally before the Behavior Intervention Team to review the following issues:
 - a. the reliability of the information concerning the student's behavior;
 - b. whether or not the student's behavior poses a danger of causing imminent serious physical harm to the student or others, or substantially interfering with the educational process and the orderly operation of the university;
 - c. whether or not the student has completed an evaluation, in accordance with these standards and procedures.
2. The Behavior Intervention Team shall be chaired by the Dean for Students. The permanent team consists of the Director of Counseling and the Director of Academic Advising. Other members may be chosen on an "as needed" basis depending on the individual situation. Other members may include but are not limited to: Director of Health Services, Director of Residence Life, Director of Public Safety, Director of the Office of Students with Disabilities, Director of First Year Experience, Director of Student Support Services, the Faculty Advisor, or the third party evaluator.
3. During this meeting the student may be assisted in the proceeding by family members or a member of the University community. Students will be expected to speak for themselves whenever possible.
4. The Behavior Intervention Team will make a recommendation to the Dean for Students to determine if the student may remain enrolled in the university or should be involuntarily withdrawn.

E. Involuntary Withdrawal

If involuntary withdrawal is deemed appropriate, the Dean for Students, based on the recommendations of the Behavior Intervention Team (and potentially, in consultation with a third party evaluator), will determine the length of the withdrawal period and any conditions for re-enrollment after the withdrawal period. The involuntary withdrawal may be a pre-determined length or may be permanent. The student will receive written notification immediately following the Behavior Intervention Team meeting by the Dean for Students. A student who has been temporarily suspended will be allowed to enter the campus to attend the meeting with the Dean for Students, or for other necessary purposes, as authorized in writing by the Dean for Students.

F. Continued Enrollment

If involuntary withdrawal is not deemed appropriate, the Dean for Students may set conditions for the continued enrollment of the student. These conditions may include but are not limited to: a behavior contract, continued counseling and/or treatment, or other discretionary sanctions outlined in Article V, Section B.

G. Appeal Process

Decisions made by the Dean for Students can be appealed to the President within 5 business days following the same procedures outlined in Article V, Section E.

H. Re-Enrollment Procedure

Re-enrollment may be requested after demonstrated evidence that the conditions stipulated by the Dean have been met or after expiration of any time limit imposed by the Dean for Students at the time of involuntary withdrawal, whichever is longer. Consideration shall be given to any conditions for re-enrollment set forth in the student's letter of involuntary withdrawal and any other relevant information that the Dean for Students deems necessary for a complete review. In conducting the evaluation, the Dean for Students may ask the nurse, or counselor or any other appropriate office or staff member to assist in the review, and thereafter make comment on, the re-enrollment application.

Article VII: Interpretation and Revision

1. Any question for interpretation regarding the Student Code shall be referred to the Dean for Students for final determination.
2. The University may change the Student Code at any time with proper notice to students. A formal review of the Student Code shall be conducted every three (3) years under the direction of the Dean for Students and his/her designee.
3. Any discrepancies between the Halo's Notes for the Saints Guide and the full version of the Saints Guide shall always defer to the full version of the Saints Guide. Halo's Notes is merely aimed to provide students with the most abridged version possible.

Appendices

University Policies Statements and Procedures

Appendix A: Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law, which states that: (a) a written institutional policy must be established, and (b) a statement of adopted procedures covering the privacy rights of the students must be made available. The law provides that the institution will maintain the confidentiality of student education records, establish the rights of students to inspect and review their education records, and provide procedures for the correction of inaccurate or misleading data through informal and formal hearings.

In compliance with the Family Educational Rights and Privacy Act of 1974 as amended, Siena Heights University has formulated an institutional policy. Siena Heights University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose any information from, students' educational records without the written consent of the students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Siena Heights University community, only those members designated as "School Officials", individually or collectively, with legitimate educational interest in a student's educational records are allowed access to the records. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

At its discretion, Siena Heights University may provide Directory Information in accordance with the provisions of the Act to include:

Student's Name, address, telephone number, student e-mail address, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, photograph, dates of attendance, degrees and awards received, most recent educational institution attended, and other similar information as defined by the University which would not generally be considered harmful to the student, or an invasion of privacy if disclosed.

Students may withhold the above listed information by contacting the Office of the Registrar for more information concerning the release and/or withholding of "directory information".

Siena Heights University has established administrative procedures necessary to accomplish and insure compliance with the Act, specifically including procedures permitting students to inspect and review their educational records and the opportunity for discussion or a hearing if a student challenges any materials in such records. These procedures are outlined in Siena Heights University's Undergraduate catalog. The Registrar is designated as the officer with responsibility for insuring University compliance with this law.

Appendix B: Parental/Guardian Notification (May 14, 2005)

As a University founded on the beliefs of the Adrian Dominican Sisters, we believe that family plays an essential role in the education process and also believe in the right of those who finance an individual's educational instruction to know the status of their investment. The University therefore will, at its discretion, inform parents or legal guardians of serious matters affecting the educational development of their dependent children at Siena Heights University.

Specifically, it is the policy of Siena Heights University to inform parents of students under the age of 21 when they have been found responsible for violating institutional policies related to alcohol and drugs. Exceptions will be made under extreme circumstances if the Dean for Students or his/her designee determines that informing a parent would be dangerous to the well being of the student.

Appendix C: Alcohol Policy (August 3, 2000)

As an educational institution, Siena Heights University is committed to the development of a healthy environment, which stimulates intellectual and personal development in students besides assuring their physical well-being. During their collegiate years students will have the opportunity to grow, develop and experience while continuing to respect themselves and others.

The University promotes respect for individual rights and privileges, which from a historical perspective has included mature and responsible consumption of alcoholic beverages. However, individuals must realize that by exercising their rights, they assume responsibilities. This privilege enables the University to create a co-curricular atmosphere in which the responsible use of alcoholic beverages by those that are of legal age and choose to do so is accepted and respected. In the context of this use, each student is afforded the opportunity to clarify values related to alcohol consumption.

All members of the University must understand that the institution neither encourages the use nor condones the misuse of alcohol. However, the institution does respect the privilege of choice for those OF LEGAL AGE. As members of the University community, we must all encourage responsible drinking habits by individuals who choose to drink while we respect the rights of those who choose to abstain from alcohol use. In order for these activities to be reasonably governed the alcohol policy is formed to correspond with the federal and state laws. In following this policy, we seek to create an atmosphere that promotes growth that could assist our students to become more competent, purposeful, and ethical.

Federal Law:

The "Drug-Free Schools and Communities Act Amendments of 1989" required the adoption of an alcohol and drug policy and program by October 1, 1990. Under this policy/program, the unlawful possession, use, or distribution of alcohol or illicit drugs by faculty, staff or students on University property or as a part of any University activity on or off University or University-leased grounds may lead to sanctions within the University, the severity of which shall increase as the seriousness of the violations increase.

State Law:

Sec. 40. A person shall not sell or give any alcoholic beverage to any person who has not reached the age of 21 years. A person who has not reached the age of 21 years shall not possess any alcoholic beverage for the purpose of personal consumption. An alcoholic beverage is any beverage containing one-half of one percent or more alcohol by volume.

Siena Heights University Policy:

1. Residence hall students, guests or invitees under 21 may not possess or consume alcoholic beverages in any residence hall room or area, including their own rooms.
2. Open containers of alcohol are permitted only in student residence hall rooms. Drinking parties are not allowed anywhere in the residence halls, on campus or any University-leased space.
3. If a residence hall room is shared by residents over and under 21 years old, the alcohol must be consumed only by those 21 years or older. There may not be more open containers than the number of people who are of legal drinking age. All residents in a room where this policy is violated will be considered in violation of the alcohol policy.
4. Guests and visitors of legal age may consume or possess alcohol only in the residence hall room of a host (resident) 21 years or older. Guests of legal age who are drinking must at all times be with their legal age host.
5. "Common Sources of Alcohol" including kegs, trashcans, "partyballs," and/or other large containers holding alcohol are prohibited.
6. Residents and guests violating the policy will be asked to dispose of alcohol in the presence of our staff.
7. Possession of empty alcohol containers, for decorative purposes or otherwise, are prohibited by residents and guests under the age of 21. Students of legal age are strongly encouraged to redeem containers as quickly as possible and not keep an excess amount of empties in their room.
8. Intoxication is never an acceptable excuse for misconduct or infringement upon the rights of others.
9. All documented incidents, which involve Adrian City Police or University officials, will also be subject to internal conduct hearing through the Director of Residence Life or the University Conduct Board.

Appendix D: Drug Policy

Siena Heights University does not condone the use of any illicit drug. Therefore, the possession, consumption, sharing or sale of marijuana, narcotics, or other illegal drugs is prohibited.

There are reasons other than legal implications that warrant the University's concern about drugs. The availability of drugs in any large group setting subjects members to potentially serious security risks. The potential for drug use will continue to attract to the campus people who are not members of the University community and are interested in drugs for reasons of personal profit.

Student involvement in such matters is of concern to the University, whether it occurs on or off the campus and irrespective of any action of civil authorities. Involvement may subject the student to disciplinary action.

If illegal drugs are suspected in a resident's room, authorization for a search will be requested from the Dean for Students or her/his designee and the residence life staff may enter the room and conduct a search. If illegal drugs are identified in the search, the Adrian City Police will be summoned to test the substance, confiscate the substance if it is found to be illegal, and issue citations when appropriate.

Siena Heights reserves the right to confiscate illegal drugs or drug paraphernalia that are discovered in students' rooms, possessions, or public areas of the campus. If drugs or drug paraphernalia are found, the incident will be documented. All documented incidents of illegal drug use or possession will be processed internally through the Siena Heights University conduct system.

Appendix E: Freedom of Expression

The University assures its student body that the students' viewpoint, presented through proper channels, will be listened to and given full consideration on all matters affecting the lives and welfare of students. The University respects and upholds the rights of students to criticize, object, dissent, protest, and demonstrate.

Such a policy may well invite differences of opinion and conflicts of ideas, which, in extreme cases, could result in actions that prove to be disruptive to the University or the civic community. To guard against the possibility of such disruptive activity the University may restrict the time, the location and the manner of the activity. The University insists that student dissent, in whatever form it takes, must always show respect for:

- other people, University and public property, and private property;
- the rights and freedoms of others, both individuals and groups;
- the orderly functions of the University;
- the moral and religious concepts on which the University is based.

The University will exercise its full range of disciplinary sanctions against dissenters and demonstrators who:

- perform willful acts of violence against persons or property;
- abrogate or abridge the rights and freedoms of others;
- disrupt the orderly functioning of the University;
- act to subvert or undermine the moral or religious bases of human freedom.

Appendix F: Academic Dishonesty Policy

A. Definition

Academic dishonesty is unethical behavior, which in any way violates the standards of scholarly conduct. It includes such behaviors as cheating on assignments or examinations, plagiarizing, submitting the same or essentially the same papers for more than one course without the consent of all instructors concerned, misappropriating library materials, or the destroying of or tampering with computer files. Also included in academic dishonesty is knowingly or intentionally helping another violate any part of this policy.

Plagiarism is the failure to give credit for the use of any material from outside sources, including the Internet. It includes, but is not limited to: verbatim use of a quote without quotation marks and adequate documentation; submission of a paper, prepared by another person, as one's own work; using the ideas, facts, words, photographs, pictures, graphics, or data of someone else and claiming them as your own; or not documenting ideas, facts, words or data gathered during research.

B. Faculty responsibilities and penalties

Faculty must explain dishonesty and plagiarism at the start of each semester and/or state in the syllabi the policies, procedures, and penalties for such behavior. Since academic dishonesty is often the more difficult to prove than prevent, each faculty member is encouraged to take every reasonable measure to prevent academic dishonesty from occurring. Faculty are encouraged to explain why academic dishonesty is critical to scholarly endeavor and to provide examples of academic dishonesty that are germane to their classes. Faculty members who suspect a student of academic dishonesty may settle the case directly with the student. In cases where guilt is substantial or admitted, the instructor may penalize the student in any way deemed appropriate, including the failure of the course. When a student is penalized, the faculty member reports the incident in writing to his/her department chair. A copy of the report will be sent to the Academic Dean. If the Academic Dean receives more than one report of academic dishonesty about a specific student, the Dean will review the reports, and in cases of serious offenses, could take steps to suspend the student from University.

C. Student responsibility

Students should familiarize themselves with the Siena Heights University Academic Dishonesty Policy, which can be obtained from the instructors. Students are not excused from adherence to the policy even if they have not read it. (Instructors may include this policy in their syllabi.)

D. Appeal procedures

Any appeal by a student must be made in writing to the instructor within (10) University working days from the time the student is notified that a penalty has been levied against him/her. If the appeal is denied, the student may submit a written petition to the department chair with his/her concerns. The department chair should then consult the faculty member involved before rendering a decision. If the student wishes, he/she may make a final appeal to the Academic Dean.

Appendix G: Computer Ethics

In keeping with the mission statement of Siena Heights University, all users of computer resources, including students, faculty, staff, and guests, in their quest to become more purposeful and competent, are expected to use such resources with strong ethical considerations as well as within all legal restrictions. The following policy outlines basic ethical and legal use of all computer resources within the University's jurisdiction. Computer resources include the central computer, networks, microcomputers, software, data, and all associated documentation and equipment.

Siena Heights University specifically prohibits the following:

1. Any and all infringements of copyrights;
2. Unauthorized use, copying, alteration, destruction or disclosure of computer resources;
3. Unauthorized access or attempts to gain unauthorized access to any computer resource; and
4. Any use which inhibits or attempts to inhibit the normal and efficient operation of any computer resource.

The use of e-communication is a privilege, not a right and may be revoked with additional sanctions, by the University for noncompliance with the e-communications policy and guidelines. Visit the Siena Heights University homepage at www.sienaheights.edu to view the e-communications policy in its entirety. Individuals found to be in violation of this policy will be subject to sanctions, which may include denial of access to University computer resources, restitution, suspension or expulsion from the institution, and/or termination of employment. Cases, which result from any violation of this policy, may be forwarded to the appropriate Dean, the Dean for Students or others for deliberation and action. In addition, criminal charges may also be applied in cases where violations of local, state, or federal law are found to exist.

Appendix H: Guest Speaker Policy

Speakers and artists are welcome at Siena Heights University. The University recognizes its role as an educational stimulus and welcomes the opportunity to raise questions within the forum of the University community. Although the issues raised may be controversial in nature, the University has continually expressed the validity and value of the inquiry process as well as the role it has in guaranteeing freedom of artistic expression and free speech.

The University acknowledges its responsibilities to insure, as much as possible, the respect for persons invited to campus for purposes of learning, leisure, and/or worship. Groups of persons not invited by the University, but who use the University for various specified purposes agreed upon by means of contract or lease of University space, should be assured a similar degree of respect.

The following guidelines insure proper respect is afforded guests of the University or sponsoring group(s) within the University:

- The University seeks to provide a forum open to all.
- The University neither has nor desires authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations on behalf of causes they support, as long as it is understood that these individuals do not represent the University, or the position of the University.

Appendix I: AIDS Policy (5/2001)

Should the need arise for dealing with employees or students with AIDS (Acquired Immune Deficiency Syndrome); the University has adopted this policy, which is based upon a model developed by the American College Health Association. AIDS is a serious illness, a public health problem and an immediate concern to the University community. AIDS is characterized by a defect in the natural immunity against disease. People who have AIDS are vulnerable to critical illnesses which would not be a threat to anyone whose immune system was functioning normally.

AIDS is caused by a virus commonly called HIV. Presently there is no known cure or effective vaccine. However, the consensus of authoritative medical opinion as reflected by the Center of Disease Control and Public Health Service is that AIDS is not a readily-communicable disease. There are no known cases of AIDS transmission by food, water, insects or casual contact socially or in the workplace, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with AIDS. The current scientific understanding is that the AIDS virus is transmitted only through an exchange of blood that occurs when a needle of an infected person (in most cases a drug addict) is used by someone else, through a blood transfusion from an infected person, or by intimate contact involving the transfer of semen and other bodily fluids.

Considering this current medical opinion, there is no basis for routinely excluding or dismissing employees or students because they have AIDS, ARC (AIDS-related complex), or AIDS virus antibodies. The University will make a decision on any person known to have a virus on a case-by-case basis with the help of medical advice. Depending on the medical circumstances of each situation, the University may regularly monitor or require the monitoring of the person's medical condition, and may counsel the person on the nature of the disease and the importance of not engaging in behavior which could transmit the disease, if that is appropriate. No broad blood screening test will be required.

The right to privacy of all individuals will be respected and protected, and the confidentiality of any records that may be required, will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of a roommate, classmate, or employee to share with them any information regarding a student or employee with an AIDS-related condition.

Anyone with questions about AIDS may contact the Dean for Students, and/or others of the professional staff in Student Life.

Appendix J: Smoking & Tobacco Policy (2/2006)

Authority: This policy was developed by the Smoke-Free taskforce and endorsed by the President's Council.

Applicability: This policy applies to all buildings on the Adrian Campus of Siena Heights University, to include student housing. This policy applies to all faculty, staff, students and guests on the Adrian Campus of Siena Heights University.

1. Policy

Siena Heights University recognizes the negative risks associated with the use of tobacco and smoking products and will provide as close to a smoke-free environment as practicable for its community. The rights of non-smokers to maintain a healthy teaching and learning environment will take precedent over the choice of some to use tobacco and smoking products. The intent of Siena Heights University is to provide a smoke free campus for the health and well being of its community.

2. Guidelines

- a. Smoking and use of tobacco products is prohibited in all buildings, to include student housing.
- b. Sales of smoking and/or tobacco products are prohibited on Siena Heights University property.
- c. Smoking is prohibited in all University owned or operated vehicles.
- d. Advertising by tobacco companies is strictly prohibited.
- e. Designated outdoor smoking areas: There are four designated outdoor smoking areas that are strategically located to take into consideration any potential smokers in our community. Each of the designated smoking areas will have benches and smoking trash receptacles available for our smoking population.
- f. Trinity gardens are to remain smoke free.
- g. The costs associated with implementation of this policy will be approved for from the operating budget of the University.

3. Enforcement

Siena Heights University appreciates the cooperation from all smokers and non-smokers to observe and follow this policy.

- a. Repeated Violations- Faculty, staff, and students repeatedly violating this policy should be brought to the attention of the Department of Public Safety.
- b. Cessation program information will be available through the health and wellness team (available through the University Health Center.)

4. Implementation and Communications

- a. Signage appropriately located around the Adrian campus will assist with communication of this policy.
- b. Copies of this policy will be distributed to faculty, staff and students via the broadcast e-mail system.
- c. This policy will also be added to the *Saints Guide and Student Code of Conduct* and the University Staff Handbook.
- d. Siena Heights University believes in promoting the health and well-being of our students, faculty, and staff. In conjunction with this purpose, the University believes that it is necessary to adopt a smoke free environment policy that will be accomplished in phases and reviewed on an annual basis to determine the appropriate timing of this transition.

5. Timeline

- a. Siena Heights University believes in promoting the health and well-being of our students, faculty, and staff. In conjunction with this purpose, the University believes that it is necessary to adopt a smoke free environment policy that will be accomplished in phases and reviewed on an annual basis to determine the appropriate timing of this transition. The policy will be reviewed on an annual basis.

Appendix K: Fire Alarms & Equipment

Alarm boxes, fire extinguishers, fire hoses, exit signs, smoke detectors, and heat sensors as well as other fire equipment are located throughout the campus. If they are used for purposes other than fires, they may not be available or functional when they are needed.

Each corridor entrance is protected by a special door, which in case of fire, will help prevent the fire from spreading. Propping these doors open destroys their effectiveness and jeopardizes the safety of all residents.

To help provide for the safety of residents, periodic fire drills are scheduled each semester; students are required to vacate the building. Fire drills and safety practices in the residence halls should be taken seriously, because thoughtless behavior may develop into a dangerous situation for everyone.

Fire Regulations: Fire alarms are installed in all buildings on campus. When the alarm sounds, everyone is expected to evacuate the buildings in a quiet, orderly manner through the closest exit. Fire escape plans are posted at each exit.

Any student responsible for a false alarm may be subject to a \$200.00 false alarm fine and the possibility of additional disciplinary or legal action. Tampering with fire equipment or setting off fireworks is prohibited and constitutes a breach of policy and a violation of State law and may subject the students involved to disciplinary or legal action. Students who assist in the apprehension of anyone tampering with equipment or pulling a false alarm may be eligible for a reward. In case of fire, notify the campus Public Safety desk immediately. For more information on fire procedures, see the Residence Halls section.

Appendix L: Siena Heights University Policy on Harassment, Sexual Harassment (May 7, 2001)

Introduction

Central to the mission of Siena Heights University is providing a healthy environment for all its members, which includes maintaining a climate conducive to learning, a positive work environment, and an environment free of harassment for its students, faculty, staff, and visitors. Students and employees have a responsibility to treat each other with appropriate respect and deference to personal dignity. Therefore, this policy applies to all administrators, faculty, staff, agents and students at all time and places in any connection with the University. This policy applies for and to those who conduct business here. We are committed to take all reasonable steps to prevent sexual harassment and to discipline those who do harass. This is a policy and procedure summary. The full text can be obtained from the Office of Human Resources or the Office of the Dean for Students.

Types of harassment include, but are not limited to, the following: 1) spoken, written, and symbolic harassment, 2) physical harassment, 3) sexual assault, and 4) sexual harassment. Harassment may be considered a Level II violation. Depending upon the nature of the harassment, the adjudication can be handled through mediation, the Dean for Students, the Siena Heights University Conduct Board, or the immediate supervisor. However, due to the sensitivity of sexual harassment and sexual assault, formal and informal procedures have also been established and may be chosen for resolution. If appropriate, other members of the University may be asked to assist with the resolution of the situation.

Definitions

Spoken, Written, and Symbolic Harassment

Spoken, written, or symbolic harassment occurs when people insult, stigmatize, denigrate individuals or groups on the basis of race, religion, creed, national origin, ethnicity, gender, sexual orientation, age, disability, physical appearance, or relationship.

Examples include, but are not limited to, the following: racial slurs or derogatory names; graffiti and other symbols, which are commonly understood to convey hatred or contempt for persons; or the use of telephone, electronic mail, or paper mail (whether signed or anonymous).

Physical Harassment

Section 750. 147b of the Michigan Ethnic Intimidation Statute states that "A person is guilty of ethnic intimidation if that person maliciously, and with specific intent to intimidate or harass another person because of that person's race, color, religion, gender, or national origin, does any of the following: 1) causes physical contact with another person; 2) damages, destroys, or defaces any real or personal property of another person; or 3) threatens, by word, or act, to do an act described in subdivision 1) or 2) will occur. "

Sexual Assault - Statement of Guidelines and Procedures

Siena Heights University recognizes that sexual assault is a serious social problem and criminal offense that occurs among college students as well as within other segments of our society. The University makes a strong commitment to work toward preventing sexual assault within our community, to provide support and assistance to sexual assault victims, and to impose sanctions on those who have been found responsible for a sexual assault. Our goal is to foster and protect an environment of mutual respect and concern and a safe community in which learning and growth can occur.

For purposes of this statement, the term "sexual assault" includes rape, attempted rape, acquaintance rape, and other sexual misconduct both forcible and nonforcible.

Prevention Efforts

Rape by acquaintance is sexual assault. Neither the Michigan statutes nor Siena Heights University differentiate if the victim knows the perpetrator of a sexual assault or is a complete stranger. Siena Heights University will not tolerate sexual assault in any form, including acquaintance or date rape. Sexual assault involving any member of our community is an affront to the values of our university. Siena Heights University is committed to investigate and discipline assailants within the jurisdiction of the University. There are several ways for men and women to avoid circumstance which might lead to rape:

- Know and understand your feelings and limits
- Communicate your limits clearly
- Accept the other person's decision
- Pay attention to what is happening around you
- Trust your intuition
- Avoid use of alcohol and drugs

The SHU Student Code expressly prohibits sexual assault, and the University has the right to discipline students who violate the University's rules and regulations. Anyone who is assaulted by a SHU student, or who knows that a sexual assault by a SHU student has taken place, whether on campus or elsewhere, may request that the University take disciplinary action against the accused. It is not necessary for the victim to file a police report in order to pursue sanctions through the University conduct system; however, it is strongly recommended. Since the Dean for Students has limited resources to investigate a violation such as sexual assault, it is generally to the victim's benefit to file a police report. The Director of Residence Life or the Director of Campus Public Safety can assist you with filing a police report. Pursuing sanctions through the University does not preclude the victim from also pursuing criminal prosecution or a civil lawsuit.

The University conduct process is initiated by a complaint being made to the Department of Public Safety or the Dean for Students (264-7601).

Sexual assault victims are assured the following rights within the University conduct process:

- a. The right to be present during the entire proceeding.
- b. The right to have a person from the University present throughout the process to provide support.
- c. The right to not have their sexual history discussed during the proceedings, except as it relates to the specific incident in question.
- d. The right to relate their account of the incident.
- e. The right to be informed of the results of the conduct proceeding.
- f. The right to have their name and any identifying information kept confidential, except as otherwise required by law, court order, or University policies or needs.
- g. The right to a speedy hearing and decision.
- h. The right to appeal a decision made by the University Conduct Board or the Student Conduct Administrator.

A student charged with committing sexual assault is assured of the same rights. A student found responsible for a sexual assault or other sexual misconduct by the Dean for Students will be given a sanction appropriate to the offense. Possible sanctions range from a warning to expulsion from the University.

If you have questions or if this has happened to you or a friend, please talk to someone you trust. There are several resource individuals on campus to help you deal with concerns. For information and/or to report an assault, contact a member of Student Life, such as your RA, SRA, GA, a member of the Wellness Team (Campus Ministry, Nurse, or Counselor), or a member of Public Safety for guidance and support.

Sexual Harassment Policy Summary*

Siena Heights is a Catholic University committed to providing a climate conducive to learning for its students and a positive work environment for its employees. Students and employees have a responsibility to treat each other with respect and dignity. The University is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass.

The policy prohibiting sexual harassment applies to all employees, including administrators, fulltime and adjunct faculty, staff, students and third party vendors. It applies at all times and places in any connection with the University. It covers the harassment of students by faculty or staff as well as by other students.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature when:

1. Submission to or rejection of the conduct is a term or condition for instruction, employment or participation in University activities; and/or
2. Submission or rejection of such conduct is used as a basis for academic evaluation or personnel decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's performance or creating an intimidating, hostile or offensive University environment.

SEXUAL HARASSMENT IS ILLEGAL. It is a form of sex discrimination and a violation of these federal and state laws:

- Title VII – Civil Rights Act (1964)
- Title IX-Elementary/Secondary Education Act (1972)
- Michigan Elliott-Larsen Civil Rights Act (1967)

*This is a summary. The complete policy is found in the Employee Handbook.

EXAMPLES OF SEXUAL HARASSMENT

- Requests for dates with a student when that student is in your class or is your advisee
- Persistent requests for a date
- Unwelcome requests for sexual favors or acts
- Continued expressions of sexual interests after being informed that the interest is unwelcome
- Unconsented or unwelcome physical contact
- Nude or semi-nude posters, photos, cartoons, or graffiti that are demeaning or offensive
- Leering or staring
- Comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd
- Preferential treatment or promise/insinuation of preferential treatment for submitting to sexual conduct

DON'T IGNORE THESE BEHAVIORS! It could be interpreted as agreement with the improper conduct.

As a member of the University community, your behavior is an important model of our mission. If you see these behaviors, you have a **responsibility to act**. Speak with the person. Refer them to the *Saints Guide and Code of Conduct*. Notify one of the University representatives listed below. Siena Heights University will not tolerate sexual harassment at any time on any of its campuses.

Any act of retaliation against a student or an employee for using this policy and its procedures violates the sexual harassment policy and will result in appropriate and prompt disciplinary action.

SANCTIONS

- Individuals violating the Siena Heights University Sexual Harassment Policy are subject to sanctions.
- Student discipline may range from reprimand to dismissal from resident, co-curricular and/or academic participation at the University.
- Employee discipline may include, but is not limited to, any of the following: oral reprimand, written reprimand, suspension with or without pay and termination of employment.
- Siena may also insist, as a condition of continued attendance or employment, that the respondent participate in counseling, professional therapy or related educational or employment assistance.

COMPLAINT PROCESS

This policy encourages students, staff and faculty to express freely, responsibly and in an orderly way, their opinion and feelings about any problem or complaint of sexual harassment.

Inform the person, either in writing or verbally, that their conduct is unwelcome and unwanted.

If uncomfortable with approaching the person directly, a student or an employee who believes that he/she has been the object of prohibited harassment, is encouraged to report this conduct to appropriate individuals at Siena Heights University. Appropriate individuals include administrators, division/department heads, faculty ombudsperson, supervisors, Director of Public Safety and the Director of Human Resources. He/she may be accompanied by a supportive student or employee from the Siena Heights community.

Individuals who are approached by a co-worker or student alleging sexual harassment, and who are not administrators or supervisors, are strongly urged to refer the concern to an appropriate administrator for investigation.

FRIVOLOUS CHARGES

This policy shall not be used to bring frivolous charges against students or employees. Any person who files a complaint, whether informal or formal, which is found to be frivolous, malicious or made in bad faith, shall be subject to the same discipline as outlined in the Sanction section above.

Appendix M: On Campus Parties

For purposes of a definition, "parties" will be defined as any gathering of individuals which creates a party-like atmosphere by, for example, consuming alcoholic beverages, creating noise, and by their manner, being disruptive to others.

The general guiding principal in this regulation is that individuals and groups need to be considerate of others around them, and that a person's right to study and to sleep will take precedence over another person's desire to socialize. In particular, University disciplinary action shall be taken when conduct adversely affects the University community's pursuit of its educational objectives. This policy is not intended to prohibit the Student Programming Association, student/Greek organizations, Residence Hall Council or foodservice activities which compliment the University's academic program or which are part of a balanced (i.e., weekday vs. weekend events) social environment for the University and its students.

Appendix N: ID Cards

These are required for all students taking credit courses. A student needs to show an I. D. when asked to do so by an official of the University for admittance to student activities, meals in Benincasa, library book checkout, and check cashing. Initial I. D. cards are free, and pictures are taken during Welcome Week in the fall or by appointment with Residence Life.

Any student who loses his/her I. D. card can have it replaced for a fee of \$5. The fee must be paid to the Business Office, and the receipt taken to the Office of Residence Life for a replacement card. No one will receive a replacement I. D. without a receipt.

Appendix O: Liability

The University assumes no liability or responsibility for the personal property of students. This includes damage or loss due to fire, theft, flooding, vandalism, etc. The University recommends that you do not leave valuables in any campus building during vacation periods.

Students are urged to arrange for individual personal insurance coverage. More detailed coverage of Personal Property Insurance can be reviewed by reading the "Theft Protection/Personal Property Insurance" section of this guide.

Appendix P: Parking

Parking is one of many limited resources at Siena Heights University. In order to allocate this limited resource efficiently, parking is provided on a first-come, first-serve basis, free of charge to all faculty, staff and students. Campus community members are required to register vehicles with the Public Safety Office and obtain and display parking stickers on their vehicles. These permits must be displayed in the lower corner, passenger side of the vehicles' rear window. Parking on the Siena Heights University campus is a privilege, not a right, and is available solely under the rules and regulations of the University parking policies.

Several areas on campus have parking restrictions. The parking lots behind the residence halls have limited hours of operation. There are visitor only, handicap, motorcycle, and purchased parking spaces, which are restricted to those meeting the criteria. Handicap parking permits are state issued only. The Department of Public Safety does not issue any type of temporary handicap parking permits. Visitors must obtain a visitor hang tag from Public Safety. Violators of the parking rules and regulations are subject to warnings, penalties, and appropriate disciplinary and/or administrative action. Violators may be subject to fines, tows, and related charges, wheel locks, and/or loss of parking privileges.

Siena Heights University assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on campus. The University does not have any liability for damage or theft that may occur while parked on University property.

It is a City of Adrian Ordinance that there is no parking permitted on city streets between the hours of 3:00 a. m. to 6:00 a. m. daily. This is a citation/tow offense enforced solely by the city.

For more detailed information regarding parking, contact the Public Safety Department or on the web at www.sienahts.edu.

Appendix Q: Inclement Weather Policy

University policy is to conduct all classes in accordance with the published schedule of classes, except in the rare case of severe weather. If classes are officially canceled, notification will be via WABJ - 1490 AM Radio, and WLEN - 103.9 FM Radio. If there is bad weather, yet classes haven't been canceled, students are urged to exercise their best judgment on the existing conditions.

Appendix R: Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996, or HIPPA, includes a privacy rule that creates national standards to protect individuals' personal health information. Siena's Student Health, Counseling and Psychological services, and Sexual Assault Support Services comply with these standards. Protecting students' health information is not only a legal requirement, but also an important ethical obligation. No one will have access to health records without the written consent of the student, including their parents/guardians, if the student is of legal age (18 years or older). Information from a student's health record will not be disclosed except in cases of extreme urgency where there is an obvious "need to know", such as in cases of injury to themselves or others or as required by law. Students have the right to access their personal health information and have the right to correct or remove any inaccurate, irrelevant or out-of-date information.

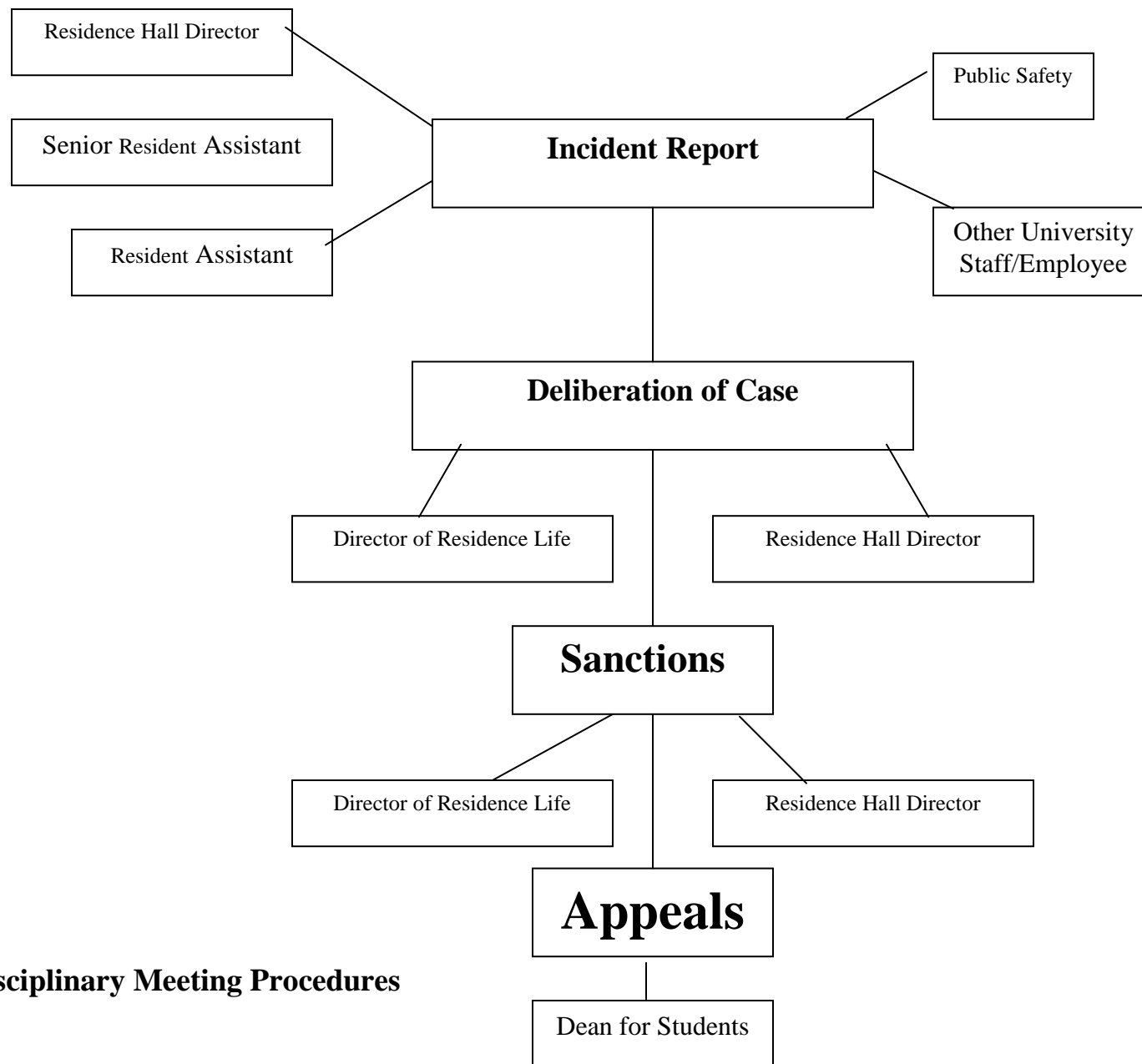


Figure I: Disciplinary Meeting Procedures

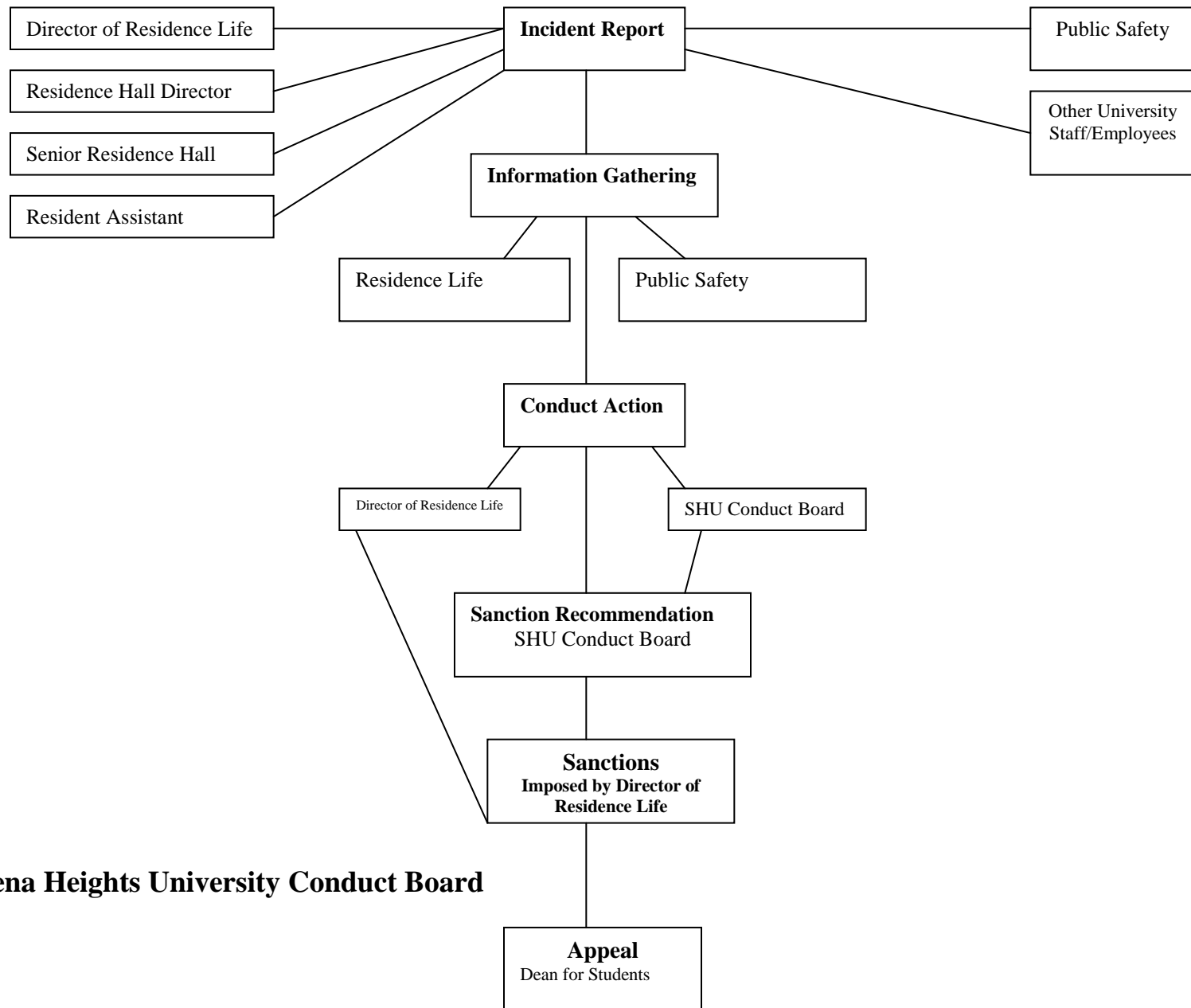
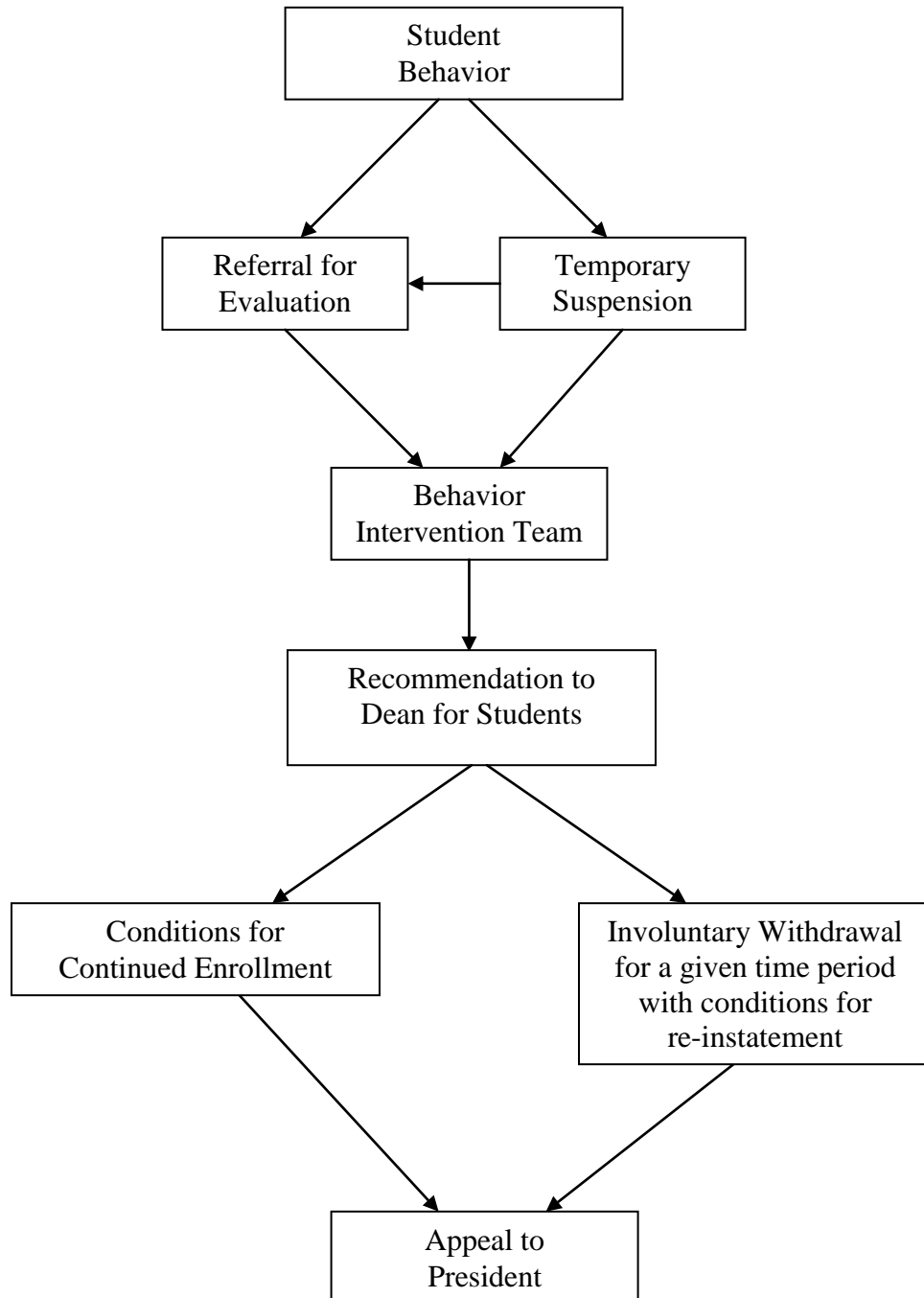


Figure II: Siena Heights University Conduct Board

Procedures for the Involuntary Withdrawal of Students Flowchart



ACADEMIC CALENDAR

2009-2010

FALL 2009 (1st SEMESTER)

Welcome Weekend
 Classes Begin
 No Classes (Labor Day)
 Last Day to Add Classes
 Fall Convocation (4:00pm in Lumen Ecclesiae Chapel)
 Last Day to Change Letter Grade to Credit/No Credit
 Alumni/Family Weekend
 Fall Break
 Mid-Semester Grades and Course Evaluations
 Last day to Withdraw from a Class
 Advising & Registration for Second Semester
 Thanksgiving Vacation
 Classes Resume at 8:00am
 Final Examinations
 Grades Due Online
 Academic Review Board Meeting

August 26-30
 August 31
 September 7
 September 8
 September 10
 September 11
 October 9-11
 October 16
 October 19
 November 2
 November 2 – January 3
 November 25 – November 29
 November 30
 December 14-18
 December 21 by 11:00pm
 Dates to be Determined

WINTER 2010 (2nd SEMESTER)

Advising & Registration for Second Semester
 Classes Begin
 Martin Luther King, Jr. Day (University Closed)
 Last Day to Add Classes
 Last Day to Change Letter Grade to Credit/No Credit
 Winter Break (No Classes)
 Classes resume at 8:00 am
 Mid-Semester Grades and Course Evaluations
 Last day to Withdraw from a Class
 Advising & Registration for Summer 2010 & Fall 2010
 Easter Vacation (No Classes)
 Classes Resume at 8:00am
 Honors Convocation (2:00pm in Lumen Ecclesiae Chapel)
 Final Examinations
 Grades Due online
 Baccalaureate Mass
 Commencement
 Academic Review Board Meeting

January 4-9
 January 11
 January 18
 January 19
 January 22
 March 1-7
 March 8
 March 8
 March 22
 April 5-August 29
 April 1-4
 April 5
 April 30
 May 3-May 7
 May 8 by 11:00pm
 May 9
 May 9
 Dates to be Determined

2010 Summer Class Period

May 15-August 13