

# du **Lac**

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A Guide to Student Life  
University of Notre Dame  
2009-10





Dear Notre Dame Students,

This handbook is designed to acquaint you with student life at Notre Dame. I hope you find it to be a helpful resource.

As a Catholic academic community, Notre Dame has a distinct mission that focuses not only on excellence in teaching, learning, and scholarship, but also on the growth and development of the whole person.

The Division of Student Affairs seeks to provide and integrate educational opportunities for all students to develop their full potential as individuals and future leaders in our Church, society, and world. We are committed to offering students a learning environment in which they can integrate the intellectual, spiritual, moral, and social dimensions of their educational experience. We are proud of both the quality and breadth of our programs and services, and hope that we can assist you in making the most of your time at Notre Dame.

Residential life, a hallmark of the student experience at Notre Dame, provides the means by which students enter into the Notre Dame Family. We strive to create an inclusive, diverse, vibrant environment, rooted in Christian community. The 29 undergraduate residence halls represent 29 distinctive communities which, together with our graduate housing facilities, continue the rich tradition of residential life at the University. Our community holds high expectations of how we live with one another. The successes and failures of each member of our community shape Notre Dame. We seek to offer every opportunity for success, and we encourage, challenge, and sometimes discipline those who fail to live up to our expectations for each other.

I join with you in a spirit of great excitement as we embrace the challenges and opportunities of a new academic year. May Mary, Notre Dame, pray for us in all that we do here.

Sincerely,

(Rev.) Mark L. Poorman, C.S.C.  
Vice President for Student Affairs

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**Notice.** The University of Notre Dame does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status or age in the administration of any of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs or in employment.

The University has designated the Director of its Office of Institutional Equity to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX and under Section 504 of the Rehabilitation Act of 1973. The Title IX and Section 504 coordinator may be contacted as follows:

Director  
Office of Institutional Equity  
414 Grace Hall  
University of Notre Dame  
Notre Dame, IN 46556  
(574) 631-0444

This booklet contains the codes, rules, regulations and policies which establish the official parameters for student life at Notre Dame. These standards have been formulated as appropriate by the Academic Council, the Campus Life Council, and the respective administrative officers of the University and are binding on all Notre Dame students. It is the students' responsibility to be aware of these expectations and conduct themselves accordingly as members of the Notre Dame community. All the rules and regulations, codes, etc., are in effect for graduate and undergraduate students on and off campus. Responsible behavior is expected of Notre Dame students wherever they may be.

Before the first March meeting of the Campus Life Council in those years that *du Lac* is scheduled for major revision, the Associate Vice President for Residence Life will make a best effort to identify to the Campus Life Council those policies under consideration for revision in the next edition of *du Lac*. Any student or student organization wishing to provide comment on policies and/or procedures in *du Lac* is encouraged to submit such comments to Student Government representatives, in particular to members of the Campus Life Council. The student body president chairs the Campus Life Council.

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## **University of Notre Dame Mission Statement**

### **Context**

This statement speaks of the University of Notre Dame as a place of teaching and research, of scholarship and publication, of service and community. These components flow from three characteristics of Roman Catholicism which image Jesus Christ, his Gospel and his Spirit. A sacramental vision encounters God in the whole of creation. In and through the visible world in which we live, we come to know and experience the invisible God. In mediation the Catholic vision perceives God not only present in but working through persons, events and material things. There is an intelligibility and a coherence to all reality, discoverable through spirit, mind and imagination. God's grace prompts human activity to assist the world in creating justice grounded in love. God's way to us comes as communion, through the communities in which men and women live. This community includes the many theological traditions, liturgies and spiritualities which fashion the life of the church. The emphasis on community in Catholicism explains why Notre Dame historically has fostered familial bonds in its institutional life. A Catholic university draws its basic inspiration from Jesus Christ as the source of wisdom and from the conviction that in him all things can be brought to their completion. As a Catholic university, Notre Dame wishes to contribute to this educational mission.

### **University Mission Statement**

The University of Notre Dame is a Catholic academic community of higher learning, animated from its origins by the Congregation of Holy Cross. The University is dedicated to the pursuit and sharing of truth for its own sake. As a Catholic university one of its distinctive goals is to provide a forum where through free inquiry and open discussion the various lines of Catholic thought may intersect with all the forms of knowledge found in the arts, sciences, professions, and every other area of human scholarship and creativity.

The intellectual interchange essential to a university requires, and is enriched by, the presence and voices of diverse scholars and students. The Catholic identity of the University depends upon, and is nurtured by, the continuing presence of a predominant number of Catholic intellectuals. This ideal has been consistently maintained by the University leadership throughout its history. What the University

asks of all its scholars and students, however, is not a particular creedal affiliation, but a respect for the objectives of Notre Dame and a willingness to enter into the conversation that gives it life and character. Therefore, the University insists upon academic freedom which makes open discussion and inquiry possible.

The University prides itself on being an environment of teaching and learning which fosters the development in its students of those disciplined habits of mind, body and spirit which characterize educated, skilled and free human beings. In addition, the University seeks to cultivate in its students not only an appreciation for the great achievements of human beings but also a disciplined sensibility to the poverty, injustice and oppression that burden the lives of so many. The aim is to create a sense of human solidarity and concern for the common good that will bear fruit as learning becomes service to justice.

Notre Dame also has a responsibility to advance knowledge in a search for truth through original inquiry and publication. This responsibility engages the faculty and students in all areas of the University, but particularly in graduate and professional education and research. The University is committed to constructive and critical engagement with the whole of human culture.

The University encourages a way of living consonant with a Christian community and manifest in prayer, liturgy and service. Residential life endeavors to develop that sense of community and of responsibility that prepares students for subsequent leadership in building a society that is at once more human and more divine.

Notre Dame's character as a Catholic academic community presupposes that no genuine search for the truth in the human or the cosmic order is alien to the life of faith. The University welcomes all areas of scholarly activity as consonant with its mission, subject to appropriate critical refinement. There is, however, a special obligation and opportunity, specifically as a Catholic university, to pursue the religious dimensions of all human learning. Only thus can Catholic intellectual life in all disciplines be animated and fostered and a proper community of scholarly religious discourse be established.

In all dimensions of the University, Notre Dame pursues its objectives through the formation of an authentic human community graced by the Spirit of Christ.



A black and white photograph of the Michigan State Capitol building, featuring a prominent dome and a statue in the foreground. The building is partially obscured by trees. The text 'du Lac' is written vertically on the left side of the image.

**du Lac**

**Quitck  
Reference**



## University Officers

Rev. John I. Jenkins, C.S.C.  
President

Thomas G. Burish  
Provost

John Affleck-Graves  
Executive Vice President

Christine Maziar  
Vice President and Senior  
Associate Provost

Dennis C. Jacobs  
Vice President and Associate Provost

Don Pope-Davis  
Vice President and Associate Provost

Rev. Mark L. Poorman, C.S.C.  
Vice President for Student Affairs

Louis M. Nanni  
Vice President for University Relations

Robert J. Bernhard  
Vice President for Research

Marianne Corr  
Vice President and General Counsel

James J. Lyphout  
Vice President for Business Operations

Scott C. Malpass  
Vice President and Chief  
Investment Officer

Janet M. Botz  
Vice President for Public Affairs and  
Communication

John A. Sejdinaj  
Vice President for Finance

### DEANS OF THE COLLEGES

John T. McGreevy  
Dean of the College of Arts and Letters

Gregory P. Crawford  
Dean of the College of Science

Peter K. Kilpatrick  
Dean of the College of Engineering

Carolyn Y. Woo  
Dean of the Mendoza College of Business

Nell Jessup Newton  
Dean of the Law School

Gregory E. Sterling  
Dean of the Graduate School

Hugh R. Page  
Dean of the First Year of Studies

Michael Lykoudis  
Dean of the School of Architecture

## Office of Student Affairs Senior Staff

Rev. Mark L. Poorman, C.S.C.  
Vice President for Student Affairs

William W. Kirk  
Associate Vice President for  
Residence Life

Ann M. Firth  
Associate Vice President for  
Student Affairs

G. David Moss  
Assistant Vice President for  
Student Affairs

Sr. Susan Dunn, O.P.  
Assistant Vice President for  
Student Affairs

Brian Coughlin  
Assistant Vice President for  
Student Activities

Rev. Mark B. Thesing, C.S.C.  
Business Manager

Jennifer A. Monahan  
Executive Assistant to the  
Vice President

## Office of Residence Life and Housing Staff

Jeffrey R. Shoup  
Director of Residence Life and Housing

Grant Woodman  
Associate Director of Residence Life  
and Housing

Robert Casarez  
Assistant Director of Residence Life  
and Housing

Christopher Haug  
Assistant Director of Residence Life  
and Housing

Kathleen O'Leary  
Assistant Director of Residence Life  
and Housing

Jessica Schuman  
Assistant Director of Residence Life  
and Housing

## University of Notre Dame Resource Guide

QUESTIONS	WHERE TO GO	PHONE	LOCATION
Accounts — Students	Student Accounts	631-7113	100 Main Building
Alcohol Counseling	Alcohol and Drug Education	1-7970	Saint Liam Hall
	University Counseling Center	1-7336	Saint Liam Hall
Academic Services for Student Athletes	Academic Services for Student Athletes	1-5585	109 Coleman-Morse Center
Athletics	Athletics	1-6107	Joyce Center
Auto Registration	University Security Police	1-5053	Hammes Mowbray Hall
Career Information	Career Center	1-5200	248 Flanner Hall
Change of College/Major	Registrar	1-7043	105 Main Building
Change of Name/Address	Registrar	1-7043	105 Main Building
Change of Schedule/Class	Registrar	1-7043	105 Main Building
College Work Study Program	Financial Aid	1-6436	115 Main Building
Community Service Organizations	Center for Social Concerns	1-5293	Geddes Hall
Computer Information	Office of Information Technologies	1-5600	107 Computing Center
Counseling	University Counseling Center	1-7336	Saint Liam Hall
Cultural Events	Student Activities	1-7308	LaFortune Student Center
	Snite Museum	1-5466	Snite Museum
Discriminatory Harassment	Ombudsperson	1-3909	
	Student — Residence Life	1-5878	305 Main Building
	Faculty — Academic Department Chair		
	Staff — Human Resources	1-5900	100 Grace Hall
Diplomas	Registrar	1-7043	105 Main Building
Disabilities Services	Office for Students with Disabilities	1-7157	Sara Bea Learning Center
Discipline	Residence Life and Housing	1-5878	305 Main Building
	Student Government Judicial Council President	1-7668	LaFortune Student Center
Drug Counseling	Alcohol and Drug Education	1-7970	Saint Liam Hall
	University Counseling Center	1-7336	Saint Liam Hall
Drug Information	Alcohol and Drug Education	1-7970	Saint Liam Hall
Emergencies	University Security Police	911	Hammes Mowbray Hall
Employment — On-Campus Interviews	Career Center	1-5200	114 Flanner Hall
Employment — Student	Financial Aid	1-6436	115 Main Building
Excused Absence	Assoc. Vice President for Residence Life	1-6144	316 Main Building
Financial Aid Information	Financial Aid	1-6436	115 Main Building
First Year of Studies	First Year of Studies	1-7421	219 Coleman-Morse Center
Food Services	Notre Dame Food Services	1-7253	South Dining Hall
Gay and Lesbian Issues	Campus Ministry Pastoral Initiative	1-5576	114 Coleman-Morse Center
Graduation Information	Registrar	1-7043	105 Main Building
Housing (On and Off Campus)	Residence Life and Housing	1-5878	305 Main Building
I.D. Card Replacement	South Dining Hall	1-7815	217 South Dining Hall
Illness or Injury	University Health Services	1-7497	Saint Liam Hall
Insurance	University Health Services	1-7567	Saint Liam Hall
International Student Advisor	Intl. Student Services and Activities	1-3825	205 LaFortune Center
Intramural	RecSports	1-5100	Rolf's RecSports Center
Liturgies on Campus	Campus Ministry	1-7800	114 Coleman-Morse Center
Loan — Emergency Funds	Morrissey Loans		LaFortune Center Lobby
Loan Information	Financial Aid	1-6436	115 Main Building
Lost and Found	University Security Police	1-5009	Hammes Mowbray Hall
Mail Services	Mail Distribution Center	1-6274	100 Mail Distribution Center
Marriage Preparation	Campus Ministry	1-5242	114 Coleman-Morse Center
Notary Public	Residence Life and Housing	1-5878	305 Main Building
	Registrar	1-7043	105 Main Building
Off-Campus Information	Residence Life and Housing	1-5583	305 Main Building
Orientation — New Students	First Year of Studies	1-7421	219 Coleman-Morse Center
Parking	University Security Police	1-5053	Hammes Mowbray Hall
Payment of University Fees	Student Accounts	1-7113	100 Main Building

QUESTIONS	WHERE TO GO	PHONE	LOCATION
Pregnancy	Student Affairs	1-5550	316 Main Building
	Campus Ministry	1-5242	310 Coleman-Morse Center
	University Counseling Center	1-7336	Saint Liam Hall
	University Health Services	1-7567	Saint Liam Hall
Posting of Signs	Student Activities	1-7308	315 LaFortune Student Center
ResNet Help Line		1-7610	
SafeWalk	University Security Police	1-5555	Hammes Mowbray Hall
Sexual Assault Information	Residence Life and Housing	1-5878	305 Main Building
	University Counseling Center	1-7336	Saint Liam Hall
	University Security Police	1-5555	Hammes Mowbray Hall
Sexual Harassment	Victim's Resource Person	1-7728	101 O'Shaughnessy
	Student — Residence Life	1-5878	305 Main Building
	Faculty — Provost's Office	1-4590	300 Main Building
	Staff — Human Resources	1-5900	Grace Hall
Student Government	LaFortune Student Center	1-7668	Second floor, LaFortune Student Center
Study Abroad	International Study Programs	1-5882	152 Hurley Building
Summer Session	Summer Session	1-7282	105 Main Building
Telephone	Telecommunications	1-6014	G94 Hesburgh Library
Theft	University Security Police	1-5555	Hammes Mowbray Hall
Transcript	Registrar	1-7043	105 Main Building
Travel	Anthony Travel	1-7080	LaFortune Student Center
Withdrawing from University	Registrar	1-7043	105 Main Building

## Campus Facilities Information

	PHONE	DAYS	HOURS OF OPERATION
<b>Athletic Facilities</b>			
Loftus Center	1-5020	Monday-Friday	6:30 a.m.-12:30 a.m.
		Saturday	8 a.m.-8 p.m.
		Sunday	Noon-10 p.m.
Joyce Center	1-5267	Monday-Friday	5 a.m.-11 p.m.
		Saturday	7 a.m.-11 p.m.
		Sunday	10 a.m.-11 p.m.
Rockne Memorial	1-5297	Monday-Thursday	6 a.m.-Midnight
		Friday	6 a.m.-11 p.m.
		Saturday-Sunday	10 a.m.-11 p.m.
Rolf's Aquatic Center	1-5980	Monday-Thursday	9:30 a.m.-3 p.m., 7-10 p.m.
		Friday	11 a.m.-3 p.m., 7-9 p.m.
		Sunday	1-9 p.m.
Rolf's Sports Recreation Center	1-3068	Monday-Friday	6 a.m.-11 p.m.
		Saturday	9 a.m.-11 p.m.
		Sunday	Noon-11 p.m.
Bookstore	1-6316	Monday-Saturday	8 a.m.-10 p.m.
		Sunday	9 a.m.-9 p.m.
Golf Shop (ND) (Warren)	1-6425		Hours vary in season
	1-4653		Hours vary in season
LaFortune Student Center	1-8128	Monday-Friday	7 a.m.-4 a.m.
		Saturday-Sunday	8 a.m.-4 a.m.
Mail Center	1-6274	Monday-Friday	7:30 a.m.-4:30 p.m.
Snite Museum	1-7961	Monday	Closed
		Tuesday-Wednesday	10 a.m.-4 p.m.
		Thursday-Saturday	10 a.m.-5 p.m.
		Sunday	1-5 p.m.
			1-5 p.m.
Hesburgh Library	1-6134	Monday-Friday	7:30 a.m.-2 a.m.
		Saturday	9 a.m.-2 a.m.
		Sunday	10 a.m.-2 a.m.
Varsity Shop Joyce Center	1-8560	Monday-Saturday	9 a.m.-5 p.m.
		Sunday	Noon-4 p.m.



## **Frequently Asked Questions About Student Life**

### **How can I become an RA?**

*See the section titled "Residence Hall Staff" beginning on page 41.*

### **If I want to start up my own club/organization, what is the process for becoming an official University-recognized club/organization?**

*See the section titled "Student Organizations" on page 155.*

### **How can I get involved in community service or campus ministry opportunities?**

*See the sections titled "Center for Social Concerns" on page 77 and "Campus Ministry" on page 37.*

### **What should I do if I lose my student ID?**

*See the section titled "Replacing a Missing or Damaged ID Card" on page 186.*

### **What appliances may I have in my room?**

*See the section titled "Appliances" on page 160.*

### **What policies govern the advertising of activities or events on campus?**

*See "Advertising, Posters, and Announcement of Activities" on page 148.*

### **What are some of the possible sanctions for violating University policies?**

*See the section titled "Sanctions" or "Other Actions" on pages 195-198.*

### **Can I get an escort when walking on campus after dark?**

*Yes. See the section titled "SafeWalk" on page 53.*

### **How can I get involved in student government?**

*See the section titled "Student Government" on page 93.*

### **How may students schedule activities in University buildings or on University Grounds?**

*See "Use of University Buildings" or "Use of University Grounds" on page 158.*

## Calendar of Events

### Fall 2009 Semester

Aug. 20 - 22	Thur. - Sat.	Orientation and counseling for new students at Saint Mary's College
Aug. 20	Thursday	Orientation, advising, and registration for readmitted and new transfer students at Notre Dame
Aug. 21	Friday	Orientation for first year International students at Notre Dame Undergraduate halls open for first year student move-in beginning at 9 a.m. for Notre Dame Orientation, advising, and registration for new graduate students at Notre Dame
Aug. 22	Saturday	Residence halls open at 9 a.m. for Saint Mary's College
Aug. 22 - 23	Sat. - Sun.	Orientation and advising for freshmen at Notre Dame
Aug. 23	Sunday	Undergraduate halls open for upperclassman move-in beginning at 9 a.m. for Notre Dame
Aug. 24	Monday	Classes begin for Saint Mary's College
Aug. 25	Tuesday	Classes begin for Notre Dame Mass — formal opening of school year at Notre Dame
Sept. 2	Wednesday	Last date for all class changes
Sept. 7	Monday	Labor Day — classes are in session
Sept. 25	Friday	Last date to drop a class at Saint Mary's College
Oct. 16	Friday	Mid-Term deficiency reports submitted through insideND by 3:45 p.m. at Notre Dame
Oct. 17 - 25	Sat. - Sun.	Mid-Term break
Oct. 19	Monday	Mid-Term deficiency reports due in PRISM by 8 a.m. at Saint Mary's College
Oct. 30	Friday	Last day for course discontinuance at Notre Dame
Nov. 16 - Dec. 2	Mon. - Wed.	Registration for the Spring 2010 semester at Notre Dame and Saint Mary's College
Nov. 25 - 29	Wed. - Sun.	Thanksgiving Holiday
Dec. 1 - 13	Tues. - Sun.	Course Instructor Feedback administered at Notre Dame
Dec. 10	Thursday	Last class day
Dec. 11 - 13	Fri. - Sun.	Reading days (no examinations)
Dec. 14 - 18	Mon. - Fri.	Final examinations
Dec. 19	Saturday	Undergraduate halls close at 2 p.m.
Dec. 21	Monday	All grades submitted through insideND by 3:45 p.m. at Notre Dame
Dec. 22	Tuesday	All grades due in PRISM by Noon at Saint Mary's College
Jan. 3	Sunday	January graduation date (no ceremony)



## Spring 2010 Semester

Jan. 10	Sunday	Undergraduate halls open for move-in beginning at 9 a.m. for Notre Dame
Jan. 11	Monday	Orientation, advising, and registration for new students
Jan. 11	Monday	Classes begin for Saint Mary's College
Jan. 12	Tuesday	Classes begin for Notre Dame
Jan. 20	Wednesday	Last date for all class changes
Feb. 12	Friday	Last date to drop a class at Saint Mary's College
Feb. 19 - 21	Fri. - Sun.	Junior Parents Weekend at Notre Dame
Feb. 28	Sunday	Deadline for 2010/2011 Financial Aid Applications at Notre Dame and Saint Mary's College (for returning students)
Mar. 5	Friday	Mid-Term deficiency reports submitted through insideND by 3:45 p.m. at Notre Dame
Mar. 6 - 14	Sat. - Sun.	Mid-Term break
Mar. 8	Monday	Mid-Term deficiency reports due in PRISM by 8 a.m. at Saint Mary's College
Mar. 17	Wednesday	Registration begins for the 2010 Summer Session at Notre Dame
Mar. 19	Friday	Last day for course discontinuance at Notre Dame
Apr. 2 - 5	Fri. - Mon.	Easter Holiday
Apr. 12 - 21	Mon. - Wed.	Registration for the Fall 2010 Semester at Notre Dame and Saint Mary's College
Apr. 19 - May 2	Mon. - Sun.	Course Instructor Feedback administered at Notre Dame
Apr. 28	Wednesday	Last class day for Notre Dame
Apr. 29	Thursday	Last class day for Saint Mary's College
Apr. 29 - May 2	Thur. - Sun.	Reading days for Notre Dame (no examinations)
Apr. 30 - May 2	Fri. - Sun.	Reading days for Saint Mary's College (no examinations)
May 3 - 7	Mon. - Fri.	Final examinations
May 8	Saturday	Undergraduate halls close at 2 p.m.
May 10	Monday	All grades submitted through insideND by 3:45 p.m. at Notre Dame
May 11	Tuesday	All grades are due in PRISM by Noon at Saint Mary's College
May 14 - 16	Fri. - Sun.	Commencement Weekend

## 2010 Summer Session

June 22	Tuesday	First class day
August 5	Thursday	Last class day
August 6	Friday	Final examinations
August 11	Wednesday	Graduation Date (no ceremony)





# du Lac

**The Spirit of  
Inclusion at  
Notre Dame**



## The Spirit of Inclusion at Notre Dame

*“Strangers and sojourners no longer...” (Ephesians 2:19)*

The University of Notre Dame strives for a spirit of inclusion among the members of this community for distinct reasons articulated in our Christian tradition. We prize the uniqueness of all persons as God’s creatures. We welcome all people, regardless of color, gender, religion, ethnicity, sexual orientation, social or economic class, and nationality, for example, precisely because of Christ’s calling to treat others as we desire to be treated. We value gay and lesbian members of this community as we value all members of this community. We condemn harassment of any kind, and University policies proscribe it. We consciously create an environment of mutual respect, hospitality and warmth in which none are strangers and all may flourish.

One of the essential tests of social justice within any Christian community is its abiding spirit of inclusion. Scriptural accounts of Jesus provide a constant witness of this inclusiveness. Jesus sought out and welcomed all people into the Kingdom of God — the gentile as well as the Jew, women as well as men, the poor as well as the wealthy, the slave as well as the free, the infirm as well as the healthy. The social teachings of the Catholic Church promote a society founded on justice and love, in which all persons possess inherent dignity as children of God. The individual and collective experiences of Christians have also provided strong warrants for the inclusion of all persons of good will in their communal living. Christians have found their life together enriched by the different qualities of their many members, and they have sought to increase this richness by welcoming others who bring additional gifts, talents and backgrounds to the community.

The spirit of inclusion at Notre Dame flows from our character as a community of scholarship, teaching, learning and service founded upon Jesus Christ. As the Word through whom all things were made, Christ is the source of the order of all creation and of the moral law which is written in our hearts. As the incarnate Word, Christ taught the law of love of God and sent the Holy Spirit that we might live lives of love and receive the gift of eternal life. For Notre Dame, Christ is the law by which all other laws are to be judged. As a Catholic institution of higher learning, in the governance of our common life we look to the teaching of Christ, which is proclaimed in Sacred Scripture and tradition, authoritatively interpreted by Church teaching, articulated in normative understandings of the human person, and continually deepened by the wisdom born of inquiry and experience. The rich heritage of the Catholic faith informs and transforms our search for truth and our understanding of contemporary challenges in higher education.

*This statement was adopted by the Officers of the University on August 27, 1997, in conjunction with an open letter to the Notre Dame community.*





**du Lac**

**Graduate  
Programs**

## The Graduate School

Established in 1918, the Graduate School has evolved into four divisions (engineering, humanities, science, and social sciences). Administered originally by a graduate committee of faculty members, the Graduate School was organized formally in 1944 with a graduate dean and Graduate Council. In 1971, the newly created position of vice president for advanced studies underlined the University's focus on building quality in the graduate programs. In 1990, the leadership of the Graduate School was assumed by a vice president for graduate studies and research. In 2007, the Office of Research split from the Graduate School. The Graduate School is once again administered by a graduate dean with the assistance of several associate deans.

Today, the Graduate School embraces 23 doctoral and 32 master's degree programs in and among 25 University departments, institutes, and programs. Of the approximately 1,900 degree-seeking Graduate School students, 99 percent are full-time, 70 percent are pursuing a doctorate, 42 percent are women, and 23 percent are international students. Among U.S. students, 10 percent are from underrepresented groups. The 2008 incoming doctoral class averaged a 3.7 undergraduate GPA. Prestigious multi-year fellowships are awarded to the top 14 percent of each incoming class. More than 85 percent of Notre Dame graduate students are funded during the academic year, allowing them to take courses and do research on a full-time basis. More than 65 percent also receive summer support. In 2008, 168 students received Ph.D. degrees and 375 received master's degrees. Over the last 10 years, more than 96 percent of Ph.D. recipients have gone on to research-related (or degree-related) occupations.

## The Notre Dame Law School

The Notre Dame Law School aims to educate men and women to become lawyers of extraordinary professional competence who possess a partisanship for justice, an ability to respond to human need, and compassion for their clients and colleagues.

Established in 1869, Notre Dame Law School today enjoys a national reputation and an extremely loyal network of 8,000-plus alumni and supporters. The Law School annually enrolls in its J.D. program a first-year class of roughly 180 men and women who have excelled academically, who have demonstrated records of service and leadership, and who represent a variety of personal and professional backgrounds. The Law School offers an LL.M. in Civil and Human Rights at the home campus and an LL.M. in International and



Comparative Law as part of its London Program. It also offers a Doctor of Jural Science degree at the home campus.

The Catholic identity of Notre Dame Law School is central to the School's commitment to educate a different kind of lawyer. Notre Dame's mission and heritage as a Catholic institution provides law students of all faith backgrounds with the opportunity to examine issues of ethics, concepts such as justice and mercy, and the relationship between one's faith and one's professional responsibilities and career aspirations.

## **The MBA Program**

Under the leadership of Dean Thomas Murphy and Associate Dean John Malone, the MBA program was launched in September 1967 with an initial class of 54 students. The goal of the program was to train students for roles as general managers. An accelerated one-year program was added to the portfolio in June 1982. This program allows students who have already completed undergraduate degrees in business to earn their MBA in 11 months.

The overall program has long since shifted from a purely generalist approach to one that also allows for specialization. Students may now choose from an array of concentration areas including investments, corporate finance, consulting, entrepreneurship, business to consumer marketing, business to business marketing, and management development. Virtually 100 percent of the students in the two-year program complete an internship in their area of specialization during the summer between the first and second year. Today, the program enrolls about 320 students annually.

In addition to the one-year and two-year programs, the college also offers a joint four-year MBA/JD degree program with the Notre Dame Law School. For a handful of highly qualified students, it also offers five-year BS/MBA programs with the colleges of engineering and science.

In 2005, the program implemented a new curriculum based on modules rather than semesters. More core courses and electives are taught within seven-week modules. Between the two modules within each semester is a two-week period that during which students can either complete an intense international business course abroad, or take part in the one-week interterm intensive program which offers live cases presented by businesses, or unique subject matter courses on topics ranging from the valuation of intellectual property to preparing pro-forma proposals for venture capitalists. The program also has a module-long study abroad program in Santiago, Chile.





**du Lac**

**Student  
Services**

## Services Available through the Office of Student Affairs

### Introduction

A Notre Dame education encompasses not only intellectual development through formal classes, study and research, but also intellectual, spiritual, moral, and social growth in a student's life outside the classroom. The Division of Student Affairs exists to serve students. The division consists of hall staffs who support the residential mission of the University in our 29 undergraduate residence halls and 2 graduate residence facilities, along with 12 different departments that offer a wide range of services designed to assist students in their educational experience outside the classroom. The programs and services in the Division of Student Affairs are among the best in the nation.

The Office of Student Affairs is located in 316 Main Building, (574) 631-5550. Rev. Mark L. Poorman, C.S.C., vice president for student affairs, together with the other members of the senior staff of Student Affairs listed on page 11 of the Quick Reference Guide, coordinate the efforts of hall staff and the various departments within the division.

The members of the senior staff of Student Affairs welcome the opportunity to assist and support students in whatever ways possible. In the sections that follow, please read more about some of the services available to students through the various departments within the division.

### Assistance for Pregnant Students

[pregnancysupport.nd.edu](http://pregnancysupport.nd.edu)

For students facing unintended pregnancy, the physical, emotional and spiritual issues can seem overwhelming. In keeping with its mission as a Catholic university, Notre Dame is committed to life and to offering students — both female and male — resources that support the choice of life. Therefore, the University will make every effort to provide pregnant students with caring, non-judgmental, professional assistance and support. Assistance is also available for those affected by the pregnancy of someone close to them.

*Students who become pregnant may stay at Notre Dame if they wish and will receive the full support of the University community.* The University will do all it can to accommodate student needs and concerns

regarding coursework and housing. University Health Services provides free pregnancy tests and can assist with physician referrals. Counseling is available both during and after the pregnancy, through the University Counseling Center and/or Campus Ministry. Notre Dame has identified two **Pregnancy Support Advocates** who can provide confidential information and assistance to students who are pregnant or who think they might be:

Sr. Sue Dunn, O.P.  
Assistant Vice President for Student Affairs  
(574) 631-5550 or dunn.54@nd.edu

Ann Firth  
Associate Vice President for Student Affairs  
(574) 631-2685 or firth.2@nd.edu

**Other campus resources:**

Sylvia Dillon, Campus Ministry  
(574) 631-7163 or dillon.14@nd.edu

John Dillon, Campus Ministry  
(574) 631-7163 or dillon.15@nd.edu

Susan Steibe-Pasalich, University Counseling Center  
(574) 631-7336 or steibe-pasalich.1@nd.edu

Ann E. Kleva, University Health Services  
(574) 631-8286 or kleva.4@nd.edu

**Resources in the South Bend community:**

Women's Care Center  
(574) 234-0363 or [www.womenscarecenter.org](http://www.womenscarecenter.org)

Catholic Charities  
(574) 234-3111

## Career Center

*Director:* Lee Svete

248 Flanner Hall

Phone: (574) 631-5200

Email: [ndcps@nd.edu](mailto:ndcps@nd.edu)

Website: [careercenter.nd.edu](http://careercenter.nd.edu)

Hours: Monday-Friday, 8 a.m.-5 p.m.

Walk-In Hours: Monday-Friday, 1 p.m.-4:30 p.m.

### *The Career Center*

**Mission Statement:** The Career Center is dedicated to the development and implementation of innovative programs and services that promote life-long career management skills for students and alumni. By cultivating multi-faceted partnerships/networks, our staff is committed to providing the resources for students to explore diverse career opportunities.

The Career Center staff assists students with all stages of career counseling, self-assessment, workshops, presentations for academic departments, career fairs, and mock interviews, in addition to other services. We encourage students to take ownership of their career direction, and be willing to devote the time and energy necessary to conduct a successful search for jobs, internships, fellowships and/or the identification of graduate school programs. Students have the opportunity to utilize our Go IRISH system and additional online databases to pursue post-graduate and internship opportunities, sign up for interviews, and conduct career related research.

### *Workshops, Programs, and Special Seminars*

The Career Center collaborates with the College of Arts and Letters, the Mendoza College of Business, the College of Engineering, the College of Science, the School of Architecture, and The Graduate School to coordinate a wide variety of career programs, services, seminars, and workshops for students throughout the year. A sample list includes:

- Self-assessment and career exploration.
- Workshops dedicated to resume and cover letter writing techniques, job and internship search strategies, and interview skill development, as well as programs geared toward students interested in careers in specific industries including investment banking, government and media.
- Go IRISH system: Interactive database with employer contact

information, thousands of job and internship postings, career fair, and employer information resources, and more.

- On-campus career fairs including: *Fall Career Expo*, *Engineering Industry Day*, *Winter Career and Internship Fair* and *Diversity Reception*, and the *School of Architecture Career Fair*.
- Off-campus career fairs and consortia events in New York City, Washington DC, Boston, Chicago, and California.
- Mock Interview Program.
- Four career development courses offered for academic credit.

Students seeking comprehensive career exploration assistance should contact The Career Center to schedule a one hour appointment with a career counselor. Students who have prepared a resume and/or cover letter and would like it reviewed or have quick questions related to their job search, are invited to visit The Career Center during walk-in hours for a 15-minute appointment.

## **Gender Relations Center**

*Director:* Heather Rakoczy Russell

311 LaFortune Student Center

Phone: (574) 631-9340

Fax: (574) 631-5518

Email: [grc@nd.edu](mailto:grc@nd.edu)

Website: [grc.nd.edu](http://grc.nd.edu)

### **What is the Gender Relations Center?**

The Gender Relations Center is an office in Student Affairs that designs and implements programs about healthy relationships, gender and sexuality consistent with the Catholic character of the University. The office attempts to create dialogue on campus by collaborating with student clubs, other departments at Notre Dame and community organizations in South Bend. It is the first and only office of its kind within collegiate student affairs nationwide.

### **Mission Statement**

The Gender Relations Center (GRC) promotes moral formation consistent with Catholic identity, mission and values in an effort to create a healthier culture at the University of Notre Dame. Committed to the spiritual, emotional and intellectual development of all students, the GRC engages women and men in respectful dialogue and seeks to build a community that fully honors the human dignity of each person as a creature of God.

The center exists to serve the Notre Dame community in the following ways:

- Encourage and facilitate dialogue among students about issues related to gender
- Offer programs on topics related to gender
- Serve as a resource center
- Facilitate opportunities for on-going training in the campus community
- Coordinate and provide support to student clubs and organizations concerned with gender issues

## **Health and Wellness Resources**

### **Office of Alcohol and Drug Education**

*Director:* Christine Nowak, M.Ed.

204 Saint Liam Hall

Phone: (574) 631-7970

Email: [nd.aldrug.1@nd.edu](mailto:nd.aldrug.1@nd.edu)

Website: [oade.nd.edu](http://oade.nd.edu)

Hours: OADE is open from 8 a.m. to 5 p.m., Monday – Friday

The Office of Alcohol and Drug Education (OADE) is an educational office that provides alcohol and drug screenings (student assistance programming) for students on Notre Dame’s campus. Services include a brief screening with personalized feedback and various levels of educational programming. OADE can also help students locate local support group services such as A.A. and can make referrals to both community agencies as well as to the University Counseling Center for counseling programs.

OADE also coordinates campus-wide prevention efforts. These include a peer education group (PILLARS) and educational programming for student leaders, for Resident Assistants, and for athletes. The office is also involved in working with students on research projects. For students interested in obtaining up-to-date information about alcohol and other drugs, the office provides a centralized resource center for educational brochures and materials. Our website [oade.nd.edu](http://oade.nd.edu) contains a wealth of information and additional resources.



## University Counseling Center

*Director:* Susan Steibe-Pasalich, Ph.D.

Located on the third floor of Saint Liam Hall

Phone: (574) 631-7336

Website: [ucc.nd.edu](http://ucc.nd.edu)

College life is a time of change, growth, and transition. The staff of the University Counseling Center (UCC) is trained to help college students through these times of adjustment. The UCC offers a broad range of professional services to all degree-seeking undergraduate and graduate students at the University. An assessment will be made after initial contact to determine whether on or off-campus resources are appropriate. Services include both individual and group counseling. The staff is devoted to helping students with concerns such as interpersonal relationships, exploration of values, personal growth and well-being, stress management, self-esteem and confidence, social/sexual issues, time management, life and career planning, performance enhancement, academic difficulties, sexual assault, anxiety, depression, alcohol/drug abuse, and eating disorders. The UCC operates under an ethical and legal code of strict confidentiality.

*Hours* — The UCC is open from 9 a.m. to 5 p.m. Monday through Friday.

### *Contact Information*

University Counseling Center.....	(574) 631-7336
24-hour Emergency Service .....	(574) 631-7336
If life threatening call.....	911

*Website* — Events, groups, worksheets, self help information, tips on how to refer a student for services: [ucc.nd.edu](http://ucc.nd.edu).

Some students do not desire or do not need counseling but could benefit from consultation with a professional. UCC staff members also provide individual, confidential 15-20 minute consultation visits at various locations on campus called "Let's Talk." At "Let's Talk," students can receive support, identify solutions, and learn about helpful resources. See the UCC website for locations and times.

## **University Health Services**

*Director:* Ann E. Kleva  
Saint Liam Hall  
Phone: (574) 631-7103  
Website: uhs.nd.edu

University Health Services (UHS), located in Saint Liam Hall, provides comprehensive treatment of illness and injuries to all currently enrolled students. The Health Center is open to meet health care needs 24 hours per day when school is in session. During academic breaks, holidays and summer session, the hours of operation and physician availability change. Schedules are posted at Saint Liam Hall and in residence halls.

A staff of physicians, registered nurses and a full complement of auxiliary medical personnel provide health care through the ambulatory care clinic and inpatient unit. Physicians are on duty in the ambulatory clinic from 9 a.m. to 5 p.m. Monday through Friday. Patients may be seen by a pre-scheduled appointment or on a walk-in basis. Pharmacy, Lab, Physical Therapy, Radiology, Travel and Immunization services, and a school sponsored student insurance office are located in Saint Liam Hall.

In the event a patient requires specialized care, the University physician will make a referral to a specialist or a facility in the South Bend community. A medical services van provides nonemergency transportation for off campus appointments Monday through Friday, 12:15 to 5:15 p.m.

Medical Outreach Services are available for CPR/AED training, educational inservices, and to provide first-aid support at campus events at student activities, (574) 631-8662.

Detailed information about all UHS services may be obtained by viewing the UHS website, [uhs.nd.edu](http://uhs.nd.edu).

## **International Student Services and Activities**

*Director:* Bethany A. Burgun  
204 LaFortune Student Center  
Phone: (574) 631-3825  
Website: [issa.nd.edu](http://issa.nd.edu)

International Student Services & Activities, also known as ISSA, supports and advises the international student community of Notre Dame. ISSA is a department of Student Affairs and consists of two offices: ISSA-Programs and the Immigration Services Office (ISO).

ISSA-Programs provides support services and cultural programs. Services include the following: pre-arrival correspondence and orientation for new international students; general advising for individuals and international student clubs; and information and event updates through the ISSA newsletter and a listserv. Programs include the Family Friendship Program, Conversation Exchange Partners, International Festival Week, and the Tax Assistance Program. ISSA-Programs also works with university departments and local resources to address international student issues. ISSA-Programs is located in 204 LaFortune.

The ISO provides assistance and advice for U.S. visa-holding undergraduates and graduate students at Notre Dame. The ISO helps educate and remind all international students about U.S. immigration rules and responsibilities that apply to them, as well as deadlines and benefits they should know. The ISO also helps process documents relating to an international student's lawful status in the U.S. Like ISSA-Programs, the ISO offers information and event updates through the ISSA newsletter and a listserv. The ISO is located separately in 121 Main Building.

ISSA staff are deeply committed to fostering a campus environment that welcomes the international student community and promotes cross-cultural interaction and understanding at Notre Dame.

## **LaFortune Student Center**

The Student Activities-managed LaFortune Student Center offers a number of services to students at the Information Desk and at various other locations throughout the building. Detailed information can be found on-line at [lafortune.nd.edu](http://lafortune.nd.edu).

### *Information Desk and Box Office*

Tickets are sold at the Information Desk to activities sponsored by recognized clubs/organizations and campus departments. The Information Desk also offers a digital photo printing kiosk and a fax service. Notre Dame merchandise is also available for purchase.

### *U.S. and Campus Mail*

A mailbox is located near the newspaper rack on the first floor near the north entrance. Both campus mail and U.S. mail are picked up Monday through Friday. Postage stamps are available for purchase at the Information Desk and Box Office.

### *Computer Cluster*

The Office of Information Technologies operates a 24 hour computer cluster in the basement of the student center. Three internet terminals, located on the first floor in the south hallway, offer a quick location to check email.

### *ATM*

Notre Dame Federal Credit Union operates two ATM's located in LaFortune. A 24 hour accessible ATM is located in the basement by the elevator, and another ATM is located on the first floor off the Main Lounge.

### *Meeting Rooms*

Recognized student clubs/organizations may reserve one of 12 meeting rooms by submitting an SAOnline request on the Student Activities Office website at [sao.nd.edu](http://sao.nd.edu).

### *Social Lounges*

LaFortune offers three lounges for students. The Main Lounge on the first floor features a large, comfortable lounge with two HDTV's. The West Lounge, located in the basement, offers 24-hour social space with booth seating. The East Lounge, also located in the basement and open 24 hours, features a quieter social space.

### *Br. Gorch Pool Hall*

Located in the basement across from the computer cluster, the Br. Gorch Pool Hall features four billiards tables. Pictures of all national champion athletic teams, as well as all Notre Dame football teams are on display. The pool hall is open 24 hours per day while classes are in session.

### *The Huddle*

Located on the first floor, this food service operation offers a wide selection of food, including Burger King, Starbucks, Subway, and Mexican lunch fare at Buen Provecho. There also is a convenience store located in The Huddle. Sbarro is located in the lower level. See University Food Services for additional information.

## **Multicultural Student Programs and Services**

*Director:* Iris Outlaw

210 LaFortune Student Center

Phone: (574) 631-6841

Website: [www.nd.edu/~msps](http://www.nd.edu/~msps)

The Office of Multicultural Student Programs and Services administers the programs and services specifically designed to assist with the retention and the academic success of traditionally under-represented students. The academic initiatives focus on providing faculty and

graduate student mentors, exposing historically under-represented undergraduates to research opportunities, and networking with academicians and alumni in their area of interest. The office also serves as a vehicle for students to explore issues of diversity by sponsoring cultural programs, advising ethnic or traditionally under-represented organizations, and serving as a multicultural resource center. The office provides these services to help our racially under-represented population achieve their goals while maintaining their cultural identity. The office facilitates diversity training and workshops to create dialogue between majority and ethnic students regarding the importance of celebrating their cultures.

The Office of Multicultural Student Programs and Services is located in the Intercultural Center on the second floor of the LaFortune Student Center, Room 210; office hours: 8 a.m. to 5 p.m.

## **Faith and Spirituality at Notre Dame**

### **Campus Ministry**

*Director:* Richard V. Warner, C.S.C.

Main office: 319 Coleman-Morse, (574) 631-7800

Retreats and Vocational Discernment: 114 Coleman-Morse Center,  
(574) 631-6633

Cross-Cultural Ministry: 102 Coleman-Morse, (574) 631-6233

Basilica of the Sacred Heart: (574) 631-9050

Website: [campusministry.nd.edu](http://campusministry.nd.edu)

Campus Ministry at the University of Notre Dame, as our mission statement stresses, provides services for the University community and many visitors, but especially for our undergraduate, graduate and professional students to assist them in further developing their life of faith and their spirituality during their years at the University of Notre Dame. Programs and activities for undergraduate students rely heavily on peer ministry, whereby student leaders and Campus Ministry staff members work together in preparing retreats, days of recollection, preparation for the reception of the sacraments, and ministries in the Basilica of the Sacred Heart and in the residence hall chapels.

The services that Campus Ministry sustains in order to foster development of young adult spirituality include the following:

- Opportunities for spiritual and personal growth through retreats, small faith sharing communities, service to local parishes as catechists, and marriage preparation;

- Resources for liturgy planning, preparation for service as Masters of Ceremony, acolytes, lectors and greeters at the Basilica, and membership in choirs that provide sacred music for celebrations in the Basilica and around campus; catechetical offerings in conjunction with the Department of Theology;
- Collaboration with the Center for Social Concerns;
- Preparation for the reception of the sacraments of the Church, including Confirmation and the Rite of Christian Initiation of Adults;
- Opportunities for vocational discernment and overall spiritual growth through spiritual direction;
- Focused pastoral support in the form of chaplains for student athletes, ROTC midshipmen and cadets, student organizations, and gay, lesbian and questioning students.

Throughout the year, Rectors and Assistant Rectors work closely with Campus Ministry to provide opportunities to explore other spiritual aspects of life for students at Notre Dame.

### **Religious and Cultural Inclusiveness**

Campus Ministry welcomes people of all Christian denominations and other faith traditions to participate in its programs, some of which are explicitly ecumenical or inter-faith. In addition, it will be happy to refer any student to the many other churches, mosques and synagogues in the South Bend area for worship, with information about times of services and availability of transportation.

Notre Dame has a diverse student population. Among that population there are many people who have an African, Asian, or Hispanic heritage. Campus Ministry respects this diversity and, accordingly, offers culturally appropriate programs and activities.

### **Liturgical and Sacramental Life**

The Catholic character at Notre Dame is most noticeable in the celebration of Mass on campus, which is a vital part of the life of the University, especially on Sunday. Our Lord's Day celebrations begin in the Basilica with the 5 p.m. Vigil Mass on Saturdays, and continue at 10 a.m. on Sunday mornings. Every residence hall also celebrates Sunday Mass, generally in the late evening.

In the Basilica, daily Masses are offered at 11:30 a.m. and 5:15 p.m. Monday through Friday. The "Staff Mass," celebrated in the Crypt, begins at 12:10 p.m. also Monday - Friday. Additional daily

liturgies take place across campus, as widely posted. Whether in the Basilica or in a residence hall, these provide many opportunities for students to serve as readers, greeters, musicians, servers, and Eucharistic ministers.

Sacramental Reconciliation also plays an important role in the faith development of young Catholic men and women. Confession is available in the Basilica, Monday through Friday at 11 a.m., 4:45 p.m. and 7 p.m. In addition, chaplains in the residence halls and priests in Campus Ministry welcome the opportunity to offer this sacrament. Twice each year, during the Advent and Lenten seasons, campus-wide penance services are offered for Notre Dame students, at times publicized well in advance.

### **Choirs**

In the words of St. Augustine, “Qui cantat, bis orat,” or “to sing is to pray twice.” Liturgies in the Basilica and the residence halls owe much in terms of their astounding quality to the musicians — vocal and instrumental — who make such an invaluable contribution. In the residence halls, music groups form somewhat informally. In the Basilica, each of the choirs has a fully qualified director and relies on audition to select members. Leaders and members all set high standards for themselves.

*Liturgical Choir.* This ensemble of 65 undergraduate and graduate men and women sings regularly at the Basilica Sunday 10 a.m. Mass and Sunday evening Vespers. The repertoire of the choir includes sacred music from the Renaissance through the twentieth-first century.

*Folk Choir.* The Folk Choir’s complex repertoire spans continents, styles, and periods. Its members assist at the 11:45 a.m. Sunday Mass and at other extraordinary University functions.

*Women’s Choir.* This choir sings at the Sunday Vigil Mass on Saturdays at 5 p.m. The Hallmark Channel videotapes this Eucharistic liturgy and broadcasts it the following Sunday morning.

*Celebration Choir.* This choir sings only occasionally at University liturgies. It includes student instrumentalists. Its vital importance lies in service to the wider community, both on-campus and in the surrounding area.

*Community Choir.* This choir relies on University and community volunteers. Informal auditions are held for the Christmas Midnight Mass and the 10 a.m. Sunday mass during the summer months. The Community Choir sings a wide variety of choral repertoire.

*Basilica Schola.* This 16-voice ensemble, consisting of student, faculty, and staff, primarily prepares and performs plainchant,

Renaissance, and 20th century works. It assists occasionally at the Sunday Vigil Mass, Sunday Solemn Vespers, and, when scheduled, the 8 a.m. Sunday Mass.

*Handbell Choir.* Limited to 20 members, this ensemble regularly collaborates with the Folk Choir. It additionally offers concerts and shares its talent and insight with other local and regional groups.

### **Retreats**

Campus Ministry provides an extensive series of retreats each semester, such as the enormously popular Notre Dame Encounter. The Freshmen Retreat, Sophomore Road Trip, and the Senior Retreat have also proven themselves. Additionally, there are many other retreats that meet a wide variety of interests and needs. Last year, over 3,000 students participated in these overnight, student-led retreats.

We now have spiritual directors trained in the Ignatian retreat method. Consequently, several times during the year there are opportunities for making a silent, directed retreat.

### **Growing in Knowledge and Faith**

Programs of catechetical instruction for those who seek Baptism, those wishing to join the Catholic Church, and those preparing for marriage is available through Campus Ministry.

Adult education in matter of the faith takes place in several ways. For example, one can join a Bible study group in order to reflect on the core document of Judaism and Christianity. Other formats include faith sharing and fellowship. You will also find a wide variety of resources on our website.

Finally, on an individual basis, personal counseling is available in our office and in the residence halls.

### **For More Information and How to Find Us**

We regularly update our website, accessible either from the Notre Dame homepage, under the "Faith and Service" tab, or directly at [campusministry.nd.edu](http://campusministry.nd.edu).

The main Campus Ministry offices are located on the first and third floors of the Coleman-Morse Center. The third floor is open 8 a.m. until 5 p.m. Monday through Friday. The first floor office, in addition to normal workday hours, remains open until midnight, Monday through Thursday, and opens also on Sunday from 4 p.m. until midnight.



# Residential Life at Notre Dame

## Introduction

Residential life has a rich tradition at the University of Notre Dame. The University provides opportunities for students to prepare themselves for constructive and responsible living by fostering an environment which recognizes and values the needs of both the individual and the larger community. Life in a residence hall allows students to become responsible community members through the process of intellectual, social, spiritual, and emotional maturation.

## Residence Hall Staff

The community-centered life in each hall is guided by the hall's Rector. Rectors include priests and brothers of the Congregation of Holy Cross, men and women of other religious orders, and lay men and women. Rectors are committed to the growth and development of college students. Each Rector is responsible for selecting and supervising six to eleven staff members and for developing and implementing religious, community-service, social, and educational programs that support the University's mission.

Two Assistant Rectors comprise the head staff of each residence hall. Generally, Assistant Rectors are Notre Dame graduate students. Assistant Rectors aid the Rector in the administration of the residence hall and its programs.

Resident Assistants (RA) are senior or graduate-level students who are members of the residence hall staff and also members of the Office of Student Affairs. Resident Assistant application packets are available in the Office of Residence Life and Housing beginning in mid-November. Questions regarding specific qualifications for the Resident Assistant position should be directed to your Rector or to the Office of Residence Life and Housing.

## Residence Hall Head Staff 2009-10

	Phone	Room		Phone	Room
<b>Alumni Hall</b>			<b>Keenan Hall</b>		
Rev. George Rozum, C.S.C.	1-6202	167	Rev. Daniel Nolan, C.S.V.	1-1494	120
Christopher Schenkel	1-0557	157	Zachary Blair	1-7998	320
Robert Taylor	1-5954	267	Charles Curcio	1-7766	420
<b>Badin Hall</b>			<b>Keough Hall</b>		
Sr. Denise Lyon, I.H.M.	1-3780	235	Rev. Pete McCormick, C.S.C.	1-8011	100
Elizabeth Barsotti	1-9920	318	Alexander Hermann	1-4184	200
Mary McCarthy	1-6116	333	Benjamin Ellison	1-5370	300
<b>Breen-Phillips Hall</b>			<b>Knott Hall</b>		
Ms. Rachel Kellogg	1-8315	111	Br. Jerome Meyer, C.S.C.	1-9331	100
Annalee Janke	1-6621	213	Brian Murray	1-9360	200
Nicole Ruggirello	1-9523	311	John Meiser	1-3900	300
<b>Carroll Hall</b>			<b>Lewis Hall</b>		
Rev. James Lewis, O.Carm.	1-8903	115	Ms. Linda Cirillo	1-7323	122
Preston Carter	1-3899	306	Megan Matuska	1-7174	319
Patrick Murren	1-9178	402	Christine Bryant	1-8268	419
<b>Cavanaugh Hall</b>			<b>Lyons Hall</b>		
Ms. Amalia de la Torre	1-8323	129	Ms. Denise McOsker	1-6575	127
Rachel Caron	1-6522	339	Erin Rogozinski	1-3244	219
Jean Sekerak	1-5490	437	Maria Hinton	1-7424	319
<b>Dillon Hall</b>			<b>McGlinn Hall</b>		
Rev. Paul Doyle, C.S.C.	1-7427	170	Sr. Mary Lynch, S.S.J.	1-8316	100
John Schoenig	1-1784	244	Stacy Fredrich	1-9358	200
Jerome McKeever	1-7071	309	Yi Fang	1-5290	400
<b>Duncan Hall</b>			<b>Morrissey Hall</b>		
Rev. Thomas Eckert, C.S.C.	1-6457	100	Rev. Ronald Vierling, M.F.C.	1-5160	145
Dennis Rankin	1-2839	222	Lawrence Luppi	1-8515	245
Thomas Gleason	1-3515	300	Andrew Morris	1-6750	345
<b>Farley Hall</b>			<b>O'Neill Hall</b>		
Sr. Carrine Etheridge, I.H.M.	1-5288	105	Mr. Ed Mack	1-3761	100
Lauren Cummings	1-5482	246	Paul Kiefer	1-2873	200
Mary Mattingly	1-7533	409	Christopher Tazzi	1-6272	400
<b>Fisher Hall</b>			<b>Pangborn Hall</b>		
Rev. Rob Moss, C.S.C.	1-8403	100	Sr. Mary Donnelly, O.P.	1-7494	120
Conor Kelly	1-0945	342	Mary Lynch	1-2709	022
Robert Beamer	1-7086	400	Miriam Wit	1-5890	222
<b>Howard Hall</b>			<b>Pasquerilla East</b>		
Sr. Lucille D'Amelio, O.P.	1-7464	115	Sr. Cynthia Broderick, O.P.	1-7200	551
Emily Rector	1-8332	220	Lauren Buck	1-8824	626
Stacey Forbes	1-7041	320	Layla Karst	1-7600	826
			<b>Pasquerilla West</b>		
			Ms. Sophia Henrichs	1-5740	151
			Jacqueline Pimentel-Gannon	1-2869	226
			Megan Thompson	1-3830	426

	Phone	Room		Phone	Room
<b>Ryan Hall</b>			<b>Stanford Hall</b>		
Ms. Breyan Tornifolio	1-0278	100	Rev. Thomas Gaughan, C.S.C.	1-6777	111
<i>Megan Meyer</i>	1-4614	219	<i>Stephen Cavill</i>	1-6847	311
<i>Danielle Palkert</i>	1-0848	300	<i>Joseph Schuessler</i>	1-5782	411
<b>Saint Edward's Hall</b>			<b>Walsh Hall</b>		
Rev. Ralph Haag, C.S.C.	1-5334	109	Sr. Janet Stankowski, O.P.	1-5750	111
<i>Kevin Thompson</i>	1-2697	211	<i>Danica Skeoch</i>	1-7745	215
<i>Jacob Cress</i>	1-6696	315	<i>Jennifer Hernandez</i>	1-6214	315
<b>Siegfried Hall</b>			<b>Welsh Family Hall</b>		
Rev. John Conley, C.S.C.	1-7888	100	Sr. Christine Connolly, O.P.	1-8655	100
<i>Alexander Stege</i>	1-8317	200	<i>Carolyn Sweeney</i>	1-0941	200
<i>Adam Braun</i>	1-9359	300	<i>Jessica Brock</i>	1-5194	400
<b>Sorin Hall</b>			<b>Zahm Hall</b>		
Rev. James King, C.S.C.	1-9361	127	Mr. Corry Colonna	1-9246	134
<i>Joseph Westerhaus</i>	1-2860	241	<i>Warren Dubitsky</i>	1-8891	239
<i>Kevin Musheno</i>	1-3743	341	<i>Patrick Ewing</i>	1-6184	339

Assistant Rectors are in *italics*.

## Fischer, O'Hara/Grace Graduate Residences Head Staff

	Phone	Room
<b>Rector:</b>		
Mimi Beck	1-2733	Building 06, Apt. 2C
<b>Assistant Rectors:</b>		
<i>Brigid Burns</i>	1-8095	Building 23, Apt. 2A
<i>Duy Nguyen</i>	1-8404	Building 32, Apt. 1B
<b>Community Center Office:</b>	1-8607	

## University Village Head Staff

	Phone	Room
<b>Rector:</b>		
Mr. Nathan Elliot	1-9145	Building H, Apt. 10
<b>Assistant Rectors:</b>		
<i>Jamie O'Hare</i>	4-4617	Building J, Apt. 2
<i>Allyson Smith</i>	4-4632	Building E, Apt. 2
<b>Beichner Community Center:</b>	1-9145	



## Office of Residence Life and Housing

*Director:* Jeffrey R. Shoup  
305 Main Building  
Phone: (574) 631-5878  
Website: [orlh.nd.edu](http://orlh.nd.edu)

The Office of Residence Life and Housing (ORLH) oversees a number of tasks that influence residential life at Notre Dame. ORLH coordinates and assigns housing for all on-campus undergraduate and graduate students, as well as maintains the wait list for on-campus housing. ORLH also administers the summer housing assignments for all summer students and guests. The ORLH staff works cooperatively with other University departments throughout the year to ensure the physical maintenance and security of the residence halls.

Also charged with administrating the University's disciplinary system, the ORLH staff publishes, distributes, and implements University policies and procedures that guide student behavior. The ORLH staff responds to all alleged violations of University policy that are referred by members of the University community. In cooperation with Rectors, ORLH assists with the selection, supervision, and training of hall staff members; implements educational and social programming initiatives; and serves as a training and information resource to the Student Government Judicial Council. Additionally, ORLH staff members provide assistance to students experiencing a wide variety of difficulties (e.g. family problems, sexual or discriminatory harassment, sexual assault, substance abuse, eating disorders) and refer students to support services on- or off-campus.



## Resources for Gay and Lesbian Students

“The Spirit of Inclusion at Notre Dame” states: “We welcome all people, regardless of color, gender, religion, ethnicity, sexual orientation, social or economic class, and nationality, for example, precisely because of Christ’s calling to treat others as we desire to be treated. We value gay and lesbian members of this community as we value all members of this community. We condemn harassment of any kind, and University policies proscribe it. We consciously create an environment of mutual respect, hospitality and warmth in which none are - strangers and all may flourish.”

Within this context, the University offers resources to students who are gay, lesbian or bisexual:

Campus Ministry offers an annual retreat in February for gay/lesbian/bisexual students and their friends: [campusministry.nd.edu/retreats](http://campusministry.nd.edu/retreats).

University Counseling Center offers individual counseling: 1-7336.

The Core Council for Gay and Lesbian Students is an advisory group to the Vice President for Student Affairs, composed of students, staff and administrators. Visit our website at [corecouncil.nd.edu](http://corecouncil.nd.edu). The Council sponsors events on campus to heighten awareness and increase understanding about issues relating to homosexuality:

**NETWORK: A Welcoming Place for Respectful Dialogue**, aims to prepare members of the Notre Dame community to offer a confidential and respectful place of dialogue regarding gay and lesbian issues. **NETWORK** participants display a small placard with the **NETWORK** logo to signify that they are prepared to offer a welcoming place of conversation about issues related to sexual orientation.

**CommUnity**: seeks to educate first-year students about the inclusive nature of community at Notre Dame.

Monthly coffee hours provide a gathering space for refreshments and conversation. Weekly hours for drop-in conversation are available in the Green Room at LaFortune Student Center. Members of the Core Council for Gay and Lesbian Students coordinate these events.

StAND Against Hate Week is sponsored each spring in conjunction with Student Government and the Gender Relations Center. The purpose of this week is to promote awareness of the effects of intolerance and hate in thought, word, and action.

Solidarity Sunday invites the Notre Dame community to pray with its gay/lesbian and bisexual brothers and sisters.

Gay and lesbian student-members are available to answer student questions; check [corecouncil.nd.edu/current\\_events/members.shtml](http://corecouncil.nd.edu/current_events/members.shtml) for their names and email addresses.

## **Safety at Notre Dame**

*Director of University Security Police:* Phillip A. Johnson  
Hammes Mowbray Hall  
Phone: (574) 631-8338  
Website: [ndsp.nd.edu](http://ndsp.nd.edu)

### **Our Mission — Respect, Integrity, Service, Excellence**

#### *Our Mission...*

We support the University in its mission by providing exceptional services that promote a safe and well ordered environment for our community.

#### *Our Values...*

We aspire to carry out our mission in a compassionate manner guided by the following values: *Respect, Integrity, Service, Excellence.*

#### *Our Vision...*

NDSPD is a service organization whose product is safety. We succeed by providing services in a manner that exceeds expectations. We are well trained individuals who work together as a team, adapt to a changing environment, and reflect the values of Notre Dame in carrying out our assignments. We respect all people and encourage their contributions to the department and community. Our department is known as a great place to work — a place where our work makes a difference in peoples' lives.

### **Law Enforcement on Campus**

The University of Notre Dame Security Police Department, located in Hammes Mowbray Hall, just east of the water tower, is fully authorized as a police agency by the State of Indiana. The department employs both sworn police officers and non-sworn security officers

who patrol campus and respond to emergencies. Additional staff members work in other support positions in the department. Notre Dame police officers complete state-mandated training requirements established for law enforcement officers and have the same legal authority as any other police officer in Indiana.

Notre Dame Security Police staff frequently work with city, county, state and federal law-enforcement authorities. Agencies cooperate whenever possible on investigations and crime prevention programs to provide the best possible police services to the campus and local communities.

Officers maintain a 24-hour patrol of campus every day. In addition to the patrol section, officers are assigned to an investigation unit, technical service unit, and a parking-services and special-event security unit.

### **Emergency Procedures**

Any crime, emergency or suspicious situation should be reported immediately to the Security Police Department. Anyone may call at any time! More than thirty emergency call stations are positioned around the campus for use in contacting Security Police, and telephones are located at the main entrances of all residence halls. Security Police's emergency telephone number, answered 24 hours a day, is 911. You may also summon assistance by calling 911 from any pay telephone on campus at no charge. For non-emergency calls dial (574) 631-5555. NDSP recommends programming the (574) 631-5555 number into cell phones as the local emergency (9-1-1) number. A 911 call dialed directly on cell phones will be routed to the county or state police first creating a delay in needed assistance.

### **Campus Safety Begins with You**

Notre Dame Security Police provides important services to the community, but nothing they do can replace your actions in maintaining security and safety on campus. Take time to learn about crime prevention and safety for yourself and your fellow community members. Information and awareness are your best weapons against crime and accidents. Information found at the NDSP website and in the brochure titled *How to be Streetwise and Safe* provides important strategies for promoting safety. Additional pamphlets and posters, addressing a wide variety of safety related matters, are available from Security. Upon request members of the Security Police staff are available to present workshops on personal safety, sexual assault and other security related topics.



The best source for information concerning campus crime reported to security police is the department website: [ndsp.nd.edu](http://ndsp.nd.edu). The site contains Timely Notices or Crime Alerts, a log of crimes reported to security police, crime statistics and crime prevention information (as well as other information about security police services). Check out this site often for information about crimes and crime prevention. Security Police staff regularly provides information to *The Observer* for news stories. Additionally, in the event of a serious crime or incident on campus that may pose a threat to others, “Crime Watch” notices may be posted around the campus in residence halls and in other campus buildings or sent electronically. Everyone is encouraged to review such information so steps can be taken to minimize exposure to risks.

### **Campus Shuttle**

A shuttle bus, circling the campus perimeter, provides service between Notre Dame and Saint Mary’s College. The bus also provides limited services to the University Village Apartments and some off-campus residences each day during the academic year. For additional information regarding the shuttle’s hours and schedule, please contact the LaFortune Information Desk at (574) 631-8128.

### **Campus Lighting and Physical Plant**

Facilities Operations and Landscape Services maintain University buildings and grounds with a concern for safety and security. Campus facilities and lighting are regularly surveyed by physical plant staff. Security Police staff assist Facilities Operations by reporting potential safety or security concerns. Anyone noticing a safety or security problem with the physical plant or campus landscaping should contact the manager of the facility or Facilities Operations at (574) 631-7701 or Landscape Services at (574) 631-6537. After business hours, contact Security Police.

### **Access to Residence Halls and Other Campus Facilities**

The campus and University facilities are private property. Presence on campus is at the pleasure of the University. It is the University’s expectation that visitors abide by University rules. Policies for persons visiting residence halls are outlined in Residence Life and Housing Policies. Visitation in residence halls by members of the opposite sex is restricted to hours between 9 a.m. and midnight Sunday through Thursday, and until 2 a.m. Friday and Saturday.

Except in those buildings in which posted notices prohibit trespassing, most non-residence campus buildings are open to guests during normal business hours. Visitor access to offices, rooms, labs and studios is restricted in these buildings and not permitted without permission from a University representative. Community members are encouraged to immediately notify Security Police if unescorted visitors are present in these areas.

Safety and security within undergraduate residence halls is the joint responsibility of the Offices of Residence Life and Housing and Security Police. Entrances to residence halls are locked at all times except during move-in and move-out. Residents of graduate student housing are responsible for maintaining security in their apartments by keeping doors and windows secured.

Ensuring that residence halls are free from uninvited visitors requires that residents themselves take an active role in making sure strangers are reported to hall staff and/or Security Police. Residents should protect themselves by always locking their doors whether they are in or away from their rooms, even when leaving for a moment. Residents should not prop open locked doors. Remember too, that residents are held accountable for the actions of their guests.

### **Support Services for Victims**

A number of services are available to assist students, faculty and staff who may become the victim of a crime on campus, or who may be injured in a serious accident or other emergency situation on campus. In addition to prompt and professional emergency medical services provided by Security Police, Fire Department, ambulance, hospital or Health Center staff, victims will be offered an opportunity to meet with Campus Ministry staff, and students may meet with professional staff from the Office of Student Affairs. University Counseling Center staff provide services for students 24 hours a day in emergency situations during the academic year. In cases of criminal activity, information regarding victims' rights and the steps followed by the criminal justice system to address their case is available from Security Police staff. Assistance for crime victims is also available from the County Prosecutor's Office. The Victim's Resource Person can inform victims of the processes, procedures, and policies that apply when a sexual assault is reported to the University. Other services provided by this person are: materials for support services on and off campus, and providing information on civil and criminal investigation and adjudication processes. The Victim's Resource Person is Ava Preacher and she can be reached at (574) 631-7728. Detailed information for students about victim services in cases of sexual assault may be found in a following section of this publication.

## Storage of Weapons

Weapons to be used by gun clubs and hunters will be stored by Notre Dame Security Police and may be accessed upon request of the owners. Equipment issued by ROTC units must be stored in the appropriate ROTC storage rooms and may not be used outside the confines of authorized ROTC activities.

## Crime Statistics

Compilation of information disclosed in accordance with the Clery Act is the responsibility of the Director of University Security Police. The Security Police department will gather data from records maintained by that department, other University departments and offices, as well as from local, county, and state agencies, if reasonably available. Crime reports are classified following FBI Uniform Crime Report guidelines. University Security Police record all reports of criminal activity investigated by the department. The most commonly reported crime is larceny (theft). Frequently, thefts are from unlocked rooms and offices, or the theft is of property left unattended in a common area.

## Important Telephone Numbers

Emergency Medical, Police.....	911
Security Police .....	(574) 631-5555
Student Health Center.....	(574) 631-7497
Fire Department .....	(574) 631-6200
Alcohol and Drug Education.....	(574) 631-7970
University Counseling Center .....	(574) 631-7336
Office of Student Affairs.....	(574) 631-5550
Office of Residence Life and Housing .....	(574) 631-5878

## How to Be “Streetwise” and Safe

Personal safety is an important issue both on and off campus. The following security guidelines will help University of Notre Dame community members decrease their personal safety risks.

1. Always lock your door when you are sleeping or are out. Know who is at the door before you open it.
2. Do not leave valuables (like your wallet, laptop, checkbook or jewelry) in open view. Take care of your keys and ID card. Do not give them to others or allow anyone the opportunity to duplicate them.
3. Be aware of strangers, including door-to-door solicitors, in your residence facility. If you see a solicitor (or any

- suspicious person) jot down their description and immediately call Security Police.
4. When walking, plan the safest route to your destination and use it. Choose well-lighted, busy pathways or streets, avoiding wooded paths, alleys, vacant lots or construction sites. Take a longer way if it is the safest route. Avoid walking alone at night, especially when off campus.
  5. Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you can go to summon help if needed. Most residence halls have telephones located outside the main entrance or just inside the lobby. Emergency call boxes are located around campus, especially in peripheral areas. Pushing the button on a call box immediately provides you with two-way communication with the Security dispatcher.
  6. Do not flaunt expensive jewelry, clothing or cash, especially in off-campus areas. Walk facing traffic, so you can see approaching cars. Do not overburden yourself with packages and groceries that make it hard to react.
  7. Keep your car or room/house key in hand and ready as you approach your hall/home or car. Carry emergency change for cab fare or telephone calls.
  8. If you suspect you are being followed by someone on foot, cross the street and head for the nearest well-lighted, populated area. Walk quickly or run to an emergency call box, a residence hall, occupied building or house and call Security Police.

### **Off-Campus Home Security**

Crime is a concern everywhere, and South Bend is no exception. Nationally, each day thousands of dollars in property is stolen from homes. Student houses are no exception. Indeed, student houses are frequently lucrative targets for burglars. It may be a question of when the burglar comes rather than whether the burglar comes. Don't be an easy target!

Students may contact Notre Dame Security and arrange to have a representative of the department come to their home to discuss security. The representative will be experienced in crime prevention and can help evaluate the student's present level of home security. Together, students and security can develop a plan to improve home security. Contact Security Police at (574) 631-8338 to arrange for a

survey. Students also may contact the South Bend Police Crime Prevention Office at (574) 235-9037 if they have any questions about security/safety or if they would like more information.

### **SafeWalk**

When walking on campus after dark, call (574) 634-BLUE for an escort from the men and women of Notre Dame SafeWalk. A SafeWalk team member will meet you and walk with you to or from any point on campus. The service is free and confidential. SafeWalkers are student employees of the Security Police department, have photo-ID cards and are in radio contact with the Security Police Communication Center. Hours are 8 p.m. to 2 a.m. during the academic year. After hours or during breaks, contact Security Police at (574) 631-5555 for a SafeWalk.

### **Obscene and Harassing Phone Calls**

A student who receives any phone call of a questionable nature should follow these guidelines:

1. **DON'T TALK** to nuisance callers; they may just be looking for an audience.
2. **HANG UP** if the caller does not say anything, does not give an identity or uses improper language.
3. **THREAT CALLS** — Report immediately to the Security Office, (574) 631-5555.
4. **PERSISTENT ANNOYANCE CALLS** — Report to your Rector or the Security Office, (574) 631-5555.

New equipment and procedures which enable the University to identify the calling source have been installed for the protection of all community members. In order for the system to work, however, problem incidents must be reported to Security Police.

### **Tornado Information**

A tornado watch means that conditions are favorable for the development of tornadoes. Watches may be issued frequently. Except for keeping informed via radio or television, they do not require immediate action.

A tornado warning requires immediate action because a tornado has been sighted, either visually or on radar and Notre Dame is in its path.

**If you are inside:**

1. Do not leave the building during a tornado warning.
2. All occupants should move to an interior room or hall on the lowest level, avoiding windows and large rooms, auditoriums or gymnasiums.
3. Get in a crouched position, head between knees with hands protecting the back of the head.

**If you are outside:**

1. Never try to outrun a tornado in your vehicle.
2. Drive to the nearest building or seek shelter in a ditch or ravine.

The St. Joseph County Civil Defense Tornado Warning system will activate the siren near the North Dining Hall. For tornadoes, the siren will issue a steady tone for three to five minutes. (A wailing sound indicates an imminent threat — it is not an “all clear.”)

SIREN TESTS are made at 11:30 a.m. on the first and third Thursdays of the month. They consist of a one-minute steady tone, one minute of silence and one minute of a wailing tone.

**Fire Emergency Instructions**

Any student in a building which is involved in a fire should:

1. Call the Notre Dame Fire Department immediately by pulling the nearest pull station in the building. Pull stations are usually located near or at exits. Dial 911 to report the fire alternately.
2. Use stairwells and stay off elevators.
3. Get out of the building if possible and stay out until fire-fighters signal that it is safe to return.
4. Stay back a reasonable distance from the building to avoid falling objects from upper floors.

Any student trapped by smoke or fire in corridors and who cannot leave by normal exits should:

1. Stay in or return to his or her room or some other smoke- and fire-free area. Shut the door and remain there until being rescued.
2. If smoke enters the room from under or around the door, place sheets, blankets or clothing around the door to seal it as well as possible.
3. Open windows from the top in order to evacuate any smoke that may enter.

4. Try to stay calm and signal firefighters of your location. They will be working their way to you as fast as possible.

**REMEMBER:**

**Call 911 for all fire, medical or police emergencies.**

## **Student Activities**

*Director of Student Activities for Facilities:* Ryan Willerton

*Director of Student Activities for Programming:* Peggy Hnatusko

315 LaFortune Student Center

Phone: (574) 631-7308

Website: [sao.nd.edu](http://sao.nd.edu)

The Student Activities Office enhances the educational experience of students and the campus community through development of, exposure to, participation in, and assistance with intellectual, spiritual, cultural, recreational, social, leadership and employment opportunities. The office also fosters an environment which values differences, the freedom of expression and the holistic development of students.

## **Support Services for Students with Eating Disorders and Concerned Others**

Students who are struggling with their eating behaviors, have body image concerns or are worried about the eating behaviors of friends, roommates, teammates or family members are encouraged to utilize the following resources for assistance. Many students minimize their eating concerns and wait until the problem has spiraled out of control. Eating disorders impact both male and female students. Whether a person is eating too much or not enough, is overweight or underweight, or avoids activities and interactions because of how she/he feels about her/his weight, appearance or behavior — there are many campus resources that can provide assistance. Those students who worry about the eating behaviors of others may also benefit from the support services described below. Eating behaviors can impact students whether they are worried about a friend or have begun to worry about their own eating behaviors and appearance.

**University Counseling Center:** St. Liam Hall, (574) 631-7336;  
Counselors are available to provide a professional assessment and

determine what types of treatment would be most helpful. Some students benefit from individual counseling, group therapy, nutritional counseling and/or a psychiatric consultation on campus. Services for eating disorders are coordinated to include a multi-disciplinary approach. Some students may benefit from more intensive services than are available on campus and referrals will be provided for other resources. UCC's web page provides educational information about eating disorders at [ucc.nd.edu](http://ucc.nd.edu).

**University Health Services:** Student Health Center, (574) 631-7497; Physicians are available to conduct physical examinations and make recommendations to students about their physical health. A physician participates on the eating disorders multi-disciplinary treatment team. Health Services also advises a University Wellness Committee with representatives from various campus offices and student groups that help coordinate a week of activities dedicated to the education and prevention of eating disorders in the spring semester.

**Food Services:** Nutrition Office in South Dining Hall, (574) 631-0106; a registered dietitian is available to help assess potential eating problems and provide nutritional counseling to those struggling with eating issues.

**RecSports:** Rolf Sports Recreation Center, (574) 631-6100; Consultations are available to answer questions such as "How do I get started with an exercise program?" "What changes should I make?" "Am I doing enough/too much?" To make sure your workouts are safe and effective, orientations on fitness equipment are available throughout campus.

**Residence Hall Staffs:** Your hall staff has received training about eating disorders and is available to discuss this type of concern with you.

## **Support Services for Problem Gamblers and Concerned Others**

Problem gambling is gambling behavior which causes disruptions in any major area of life: psychological, physical, social or vocational. The term "problem gambling" includes, but is not limited to, the condition known as "pathological" or "compulsive" gambling. Pathological or compulsive gambling is a progressive addiction characterized by increasing preoccupation with gambling, a need to



bet more money more frequently, restlessness or irritability when attempting to stop, “chasing” losses, and loss of control manifested by continuation of the gambling despite serious or negative consequences. ([www.ncpgambling.org](http://www.ncpgambling.org))

**Symptoms of Problem Gambling Include**

- Unexplained absences from school or classes
- Sudden drop in grades
- Change in personality
- Possession of large amounts of money or bragging about winnings
- Unusual interest in newspapers, magazines or periodicals having to do with horseracing
- Intense interest in gambling conversations
- Exaggerated display of money and/or material possessions
- Visible changes in behavior (e.g. mood changes, behavior problems, etc.)
- Increased use of gambling language in conversation

**Facts about College Students and Gambling**

- Most forms of internet gambling are illegal in the State of Indiana.
- Most people who gamble do it in a controlled way; however, for 15-20% of the population gambling creates problems in their lives.
- Approximately 5% of adults and 8% of those under 21 are compulsive gamblers.
- Approximately 7 million youth under 18 gamble. 4-7% of this 7 million meet criteria for problem gambling.
- A 1995 survey found problem or pathological gambling in 8% of young adults between the ages of 18-24.
- Problem/compulsive gamblers are disproportionately represented among males, fraternity/sorority members, binge drinkers, alcoholics, drug abusers, youth and those addicted to video games.

**Resources:**

University Counseling Center, St. Liam Hall, (574) 631-7336

Office of Alcohol and Drug Education, St. Liam Hall, (574) 631-7970

[www.gamblersanonymous.org](http://www.gamblersanonymous.org)

[www.gam-anon.org](http://www.gam-anon.org)

[www.ncpgambling.org](http://www.ncpgambling.org)

## Support Services for Survivors of Rape and Sexual Assault

### Introduction

The University of Notre Dame is committed to providing a campus environment which fosters inquiry, faith, scholarship and community. Clearly, misconduct such as rape or any form of sexual assault have no place in any community — least of all in a Catholic University.

Sexual assault is defined as any unwanted sexual activity forced by one person on another, including but not limited to: stranger rape, forced sodomy, acquaintance rape, date rape, marital rape, and gang rape.

Rape is a crime of violence. It is motivated by the desire to control, dominate and humiliate. College-age students are more likely to be raped than any other age group. It is estimated that as many as 1 in 4 college women will experience sexual violence during their college years (Fisher, Cullen & Turner, 2000). While most rapes are committed against women, 10% of sexual assault survivors are men.

Ninety percent of rape survivors attending colleges and universities knew the offender. An offender may be a date, friend or someone the survivor knows only casually through the residence halls, classes or mutual friends.

Rape and sexual assault, in any form, are unacceptable and will not be tolerated in this community. All members of this community share responsibility for creating and maintaining an environment which promotes the safety and mutual respect of each individual. Additional information regarding the University's sexual harassment policy is found on page 119.

*The University encourages the reporting of sexual misconduct, especially sexual assault. At times, victims are hesitant to report to University officials because they are concerned that they themselves may be charged with policy violations, such as intoxication or parietales. The University recognizes that it is in the community's best interest that victims feel supported and encouraged to report sexual assaults or misconduct; accordingly, student victims will not be subject to disciplinary action in connection with their reporting of sexual assault or misconduct. In some circumstances, the University may recommend and provide educational options that do not include formal disciplinary sanctions.*

## **University and Community Resources**

For more information about University and community resources, please visit the Committee on Sexual Assault Prevention's website at [csap.nd.edu](http://csap.nd.edu).

### **A. Personal Support**

Should someone who has been assaulted come to another student for help, that student should listen and support the survivor. A sensitive, accepting and nonjudgmental response will influence one's recovery in a positive way.

Recovery takes time, and the timetable is different for each person. Following a rape or sexual assault, the survivor needs to regain control of her or his life. It is, therefore, important to let the individual make decisions for herself or himself. Support persons should be careful to allow the survivor to choose whom she or he wants to tell about the incident.

### **B. Pastoral Support**

Campus Ministry and residence hall staffs are available to provide pastoral support for the survivor and for any friends who may need support in assisting someone throughout the healing process.

### **C. University Counseling Center**

The University Counseling Center is staffed by trained professionals who can provide specialized support and assistance. Students may seek counseling at any time, whether it is days, months or years later. Common aftereffects include shame, isolation, sleep disturbances, substance abuse, sexual dysfunction, mistrust, intrusive thoughts, denial, dissociation, helplessness, feeling overwhelmed, feeling loss of power and autonomy, fear, guilt, depression, anxiety, impairment of concentration, exaggerated startle responses, and posttraumatic stress disorder.

This confidential service is available to the survivor and her or his friends who may need support in assisting the survivor. Staff members are available for individuals who are supporting someone through an incident of sexual assault and want additional information or resources.

### **D. University Health Services**

University Health Services is equipped to provide confidential and professional medical care to rape and sexual-assault victims. The staff, however, is unable to perform procedures related to the collection of evidence.

### **E. S-O-S**

S-O-S is St. Joseph County's rape-crisis center. S-O-S is staffed by trained professionals and volunteer advocates who are available 24 hours a day. The staff can provide confidential counseling and recovery services, as well as support and information about communication with the police, family and friends. S-O-S Volunteer Advocates provide emotional support and information on the phone and in person at area hospital Emergency Departments around the clock. Specially trained professionals offer confidential counseling, group therapy, information, and referrals. The S-O-S Advocate acts as a liaison between the survivor and the legal process, and can accompany the survivor to court, if desired.

### **F. Important Phone Numbers**

#### University of Notre Dame

Ava Preacher, Victim's Resource Person.....(574) 631-7728

Campus Ministry .....(574) 631-7800

Counseling Center .....(574) 631-7336 (24 hour)

Health Services .....(574) 631-7567

Office of Residence Life and Housing .....(574) 631-5878

Security Police .....(574) 631-5555 (24 hour)

S-O-S Rape Crisis Center .....(574) 289-4357 (24 hour)

#### St. Joseph's Regional Medical Center

Emergency Room .....(574) 237-7111

#### Police — Notify police in the

locale in which the incident occurred .....911

St. Joseph County Police .....(574) 245-6500

South Bend Police .....(574) 235-9201

Mishawaka Police .....(574) 258-1683

State Police .....(574) 233-1123

St. Joseph County Prosecuting Attorney's Office ....(574) 235-9544

### **Reporting Procedures**

#### **A. Police Agencies**

The University of Notre Dame encourages all survivors of rape, or any other sex offense, to report such incidents to the appropriate police agency. If the incident occurred on Notre Dame property, Notre Dame Security Police is the appropriate agency. For most local but non-campus incidents, the appropriate agency will be either the St. Joseph

County, South Bend or Mishawaka police departments. Notre Dame Security Police is available, at any time, to assist any student who wishes to report a sex offense that occurred in any police jurisdiction.

Once Notre Dame Security Police is contacted, a trained investigator who is sensitive to a survivor's rights and emotions will be assigned to follow up on the initial report. Filing a report with Notre Dame Security Police does not commit the student to any subsequent course of action. While the follow-up options and alternatives will be presented and discussed, final decisions are left to the individual.

Confidentiality is a critical concern for survivors of sexual assault. Student victims frequently express concern that family, friends, professors, police, hall staff and/or press will learn of their situation. Because of the University's pastoral relationship with its students, the Vice President for Student Affairs is generally apprised of any serious incidents involving a Notre Dame student. Insofar as it does not interfere with the University's legal or ethical obligations, the Office of Student Affairs will honor the survivor's choices regarding additional reporting and follow-up. While options and alternatives will be presented and discussed, final decisions are left to survivors unless they are too seriously injured to make their own decisions.

Notre Dame Security Police and University Health Services can be of assistance when a survivor requests and/or requires transportation to the hospital. Because St. Joseph's Regional Medical Center (South Bend) has a specially trained sexual assault team available 24 hours a day, seven days a week, a survivor is generally transported to this facility.

### **Victim's Options**

Ava Preacher  
Victim's Resource Person  
(574) 631-7728

The Victim's Resource Person can inform victims of the processes, procedures, and policies that apply when a sexual assault is reported to the University. Other services provided by this person include: making referrals as appropriate, furnishing materials for support services on and off campus, and providing information on civil and criminal investigation and adjudication processes. The Victim's Resource Person is a resource outside of the division of Student Affairs for survivors of

sexual assault. This individual does not make decisions regarding the process or the outcome of University disciplinary cases.

The following options are neither mutually exclusive nor mandatory. A survivor may choose to pursue any of the following options or take no action.

### **A. Off-Campus Legal Options**

As rape and other sex offenses are violations of Indiana law, whether they occur on or off of University property, criminal prosecution and/or civil litigation are options available to all Notre Dame students. Criminal cases are handled by the St. Joseph County Prosecuting Attorney's office. Notre Dame Security Police is available to act as a liaison with this office. Students should consult legal counsel for assistance in exploring possible civil actions.

### **B. On-Campus Disciplinary Options**

A student may also elect to pursue University disciplinary options. The same procedures will be followed and the same sanctions may be imposed as those outlined in University Standards of Conduct and Disciplinary Procedures. A student seeking further information, clarification or assistance in pursuing the on-campus disciplinary option may make confidential inquiries through the Office of Residence Life and Housing. A student making such inquiries will not be required to give her or his name, describe the alleged incident in detail or submit anything in writing to the Office of Residence Life and Housing. Requesting information does not commit a student to any subsequent course of action.

An Office of Residence Life and Housing staff member will answer questions and thoroughly review Administrative Hearing procedures with the student so that she or he can make her or his own decision about exercising this option. If a student chooses to proceed, the Office of Residence Life and Housing will request a written report of the incident.

### **C. Housing and Academic Options**

A student victim may change academic and housing arrangements after an alleged sexual assault incident, if requested by the victim and if reasonably available.

## **Educational Programs and Prevention Services**

The University of Notre Dame provides campus sexual assault programs aimed at the prevention of sex offenses. The following University departments and campus organizations sponsor such programs for students, faculty and staff: Notre Dame Security Police, Athletic Department, Gender Relations Center, Gender Studies, residence hall staff, Student Government, Men Against Violence, and the University Counseling Center. The Committee on Sexual Assault Prevention (CSAP) coordinates and facilitates many education and prevention efforts. For specific information about any of these programs, contact the co-chairs of CSAP, Ann Firth, Associate Vice President for Student Affairs (firth.2@nd.edu), or Bill Kirk, Associate Vice President for Residence Life (kirk.1@nd.edu). Notre Dame Security Police officers receive training on this topic as well and are sensitive to the issues and needs of survivors of sexual assault.

The University is sensitive to the following facts regarding sexual violence/assault:

- *It is never the survivor's fault.*
- *A survivor's behavior is irrelevant, including his/her dress. No one "deserves," "asks for," or "provokes" sexual assault.*
- *It is estimated that as many as 1 in 4 college women will be sexually assaulted during their college years.*
- *Recent statistics indicate that 10% of sexual assault survivors are men.*
- *Sexual assault is a crime of dominance, control, and power.*
- *Sexual assault is a violent and aggressive act.*
- *Using alcohol or drugs is not an excuse for sexual assault.*
- *Submission out of fear is not consent, and does not imply failure on the part of the survivor.*
- *Survivors of acquaintance or date rape are as much a survivor as someone assaulted by a stranger.*
- *Survivors may experience many aftereffects as a result of sexual assault, and individual reactions may vary.*







du Lao

**Academic  
Policies and  
Resources**

## **Notre Dame's Vision for Undergraduate Education**

Notre Dame is a vibrant academic community dedicated to scholarship and the advancement of knowledge, where students find opportunities on campus and abroad to develop initiative and leadership, and to learn by being fully engaged in our classrooms, libraries, research laboratories, studios, and residence halls, among other venues. Notre Dame seeks to nurture in its students intellectual passion and a keenly developed moral sense, goals attainable only where freedom of thought and expression flourishes in a culture built on respect, responsibility and integrity.

Drawing on our Catholic intellectual tradition, which fosters the integration of faith and reason, Notre Dame offers an undergraduate education rooted in the fundamental belief that all truths participate in the Divine Truth, a belief that motivates the vigorous search for knowledge.

Notre Dame inspires students to pursue learning as a good in itself and to see that pursuit as involving the whole person. We cultivate each student's capacity to think creatively and critically while valuing the rich inheritance that comes from our shared past. We expect our graduates to be conversant with and equipped to contribute to the best thinking across the disciplines. Notre Dame helps students acquire the virtues necessary for living a good human life and prepares them to become leaders in their professions, for their communities, the Church, and the world.

As a community committed to service, we challenge students to grow in their understanding of complex human realities, and we call them to respond to the needs of the world with compassion and committed action. By educating students to be engaged by both their intellectual labors and their faith, we aspire to offer an education that is Catholic in the broadest sense of the word, both in welcoming all persons of good will to our university community and turning outward to embrace the larger world.

Formed by a rich liberal education and possessed of mature faith in service to others, our graduates leave Notre Dame prepared to take their places at the forefront of discovery, innovation, and human achievement.

*Approved by Academic Council on March 23, 2009*

## Academic Policies

The following authoritative documents are available online at the corresponding web addresses. A summary of each document is provided here. Students are strongly encouraged to familiarize yourself with these documents.

### **Academic Articles: [facultyhandbook.nd.edu/governance](http://facultyhandbook.nd.edu/governance)**

The Academic Articles define the structure of academic governance at the University, and the participation of faculty, students, and administrative officers in academic governance. The major topics addressed by the Academic Articles include:

- Academic Officers
- Faculty Categories
- Academic Freedom
- Faculty Appointment, Reappointment, Promotion, and Tenure
- University Committees

### **Academic Code: [facultyhandbook.nd.edu/governance](http://facultyhandbook.nd.edu/governance)**

The Academic Code contains policies and regulations governing the student attainment of academic credit and degrees from the University of Notre Dame. The major topics addressed by the Academic Code include:

- Student Withdrawal from the University
- Student Separation from the University
- Leave of Absence Policy for Students
- Class Loads
- Course Numbering System
- Changes in Student Class Schedules
- Transfers within the University
- Class Attendance and Conduct
- Final Examinations
- Degree Requirements
- Midsemester Deficiency and First-Year Student Grade Reporting
- Semester Grade Reporting
- Grading System
- Dean's Honor List
- Academic Good Standing
- Honors at Graduation

## **Student Guide to the Academic Code of Honor: honorcode.nd.edu**

The *Student Guide to the Academic Code of Honor* provides a concise summary of the *Undergraduate Student Academic Code of Honor Handbook*. The Handbook describes the standards of personal academic conduct that all Notre Dame undergraduates pledge to follow and also outlines the detailed set of procedures by which violations of the Honor Code are reported and adjudicated.

## **First Year of Studies**

Dean: Hugh Page Jr.  
216 Coleman Morse Center  
Phone: (574) 631-7421  
Website: [fys.nd.edu](http://fys.nd.edu)

The First Year of Studies (FYS) is an academic unit which, utilizing a variety of support services, facilitates the transition of first-year students from high school to university life. It advises them in the selection of courses in the First Year curriculum and an appropriate undergraduate college or major, while seeking to prepare them for the academic and personal challenges of Notre Dame.

Serving as an advocate for the students, the unit administers academic programs, sets procedures and guidelines in accord with academic policy, and attempts to foster within them a spirit of inquiry and intellectual discourse, independence, appreciation for diversity, and enthusiasm for excellence.

Students stay informed about First Year activities through the FYS tab on the insideND web portal and regular email communications from the office. The FYS office is located on the second floor of the Coleman-Morse Center.

### **First Year Curriculum**

The academic program for first-year students is a varied one that generally includes a semester of composition, one semester of University Seminar, two semesters of mathematics, two semesters of a natural science, one semester of history or social science, and three semesters of elective courses. The *First Year of Studies Academic Guide* discusses the relationship between the First Year curriculum and the College programs and suggests possible choices of courses for various interests.

### **First Year Advising Program**

Advising for first-year students is done through a team approach. Each first-year student is assigned an advising team that includes an academic advisor and a senior undergraduate peer advisor. Meetings between a first-year student and members of the advising team may be initiated by the advisors or by the student.

Periodically throughout the year, each first-year student will be asked to come to the First Year of Studies for a meeting with the advisor or a peer advisor. These requests must be answered promptly. Some of the meetings will be for official academic transactions; some will be for progress checks; and others will be for discussion of academic plans and options

A first-year student should request a meeting with the advisor whenever the need arises. The meeting could be to arrange an academic transaction, such as scheduling for the next semester, withdrawal from a course or changing of intended major; to discuss plans for the future or to seek advice on any topic relating to their lives at Notre Dame. Whenever appropriate, advisors will refer students to departments on campus for advice or counseling.

### **First Year Learning Resource Center**

The First Year of Studies Learning Resource Center provides workshops on study skills, test-taking and time management. Assistance with reading and writing skills is available on a one-to-one basis. The Learning Resource Center also provides tutoring and collaborative learning programs. The Learning Resource Center is located on the second floor of the Coleman-Morse Center.

### **First Year Tutoring and Collaborative Learning**

Tutoring and collaborative learning are available to those students whose success in a particular course requires assistance over and beyond that which can be reasonably given by the teacher of a course. A first-year student who wishes to join a tutoring or collaborative learning group should seek the guidance of his or her advisor. The student is then directed to the Learning Resource Center for assignment.

The tutoring and collaborative learning groups are meant to supplement classroom instruction, tutorials, discussion sections, private meetings or any other aids offered by a teacher or through a course. There is no charge for any of these services.

## Office of the Registrar

### Student Academic Services

*Registrar:* Harold Pace, Ph.D.

105 Main Building

Phone: (574) 631-7043

Website: registrar.nd.edu

The Office of the Registrar, located in 105 Main Building, is your source for most student academic services. An excellent resource for using many of these services is registrar.nd.edu.

The Office of the Registrar provides the following academic services: registration for classes, registration time ticket, publicizing the class offerings to the university, view class schedules, enrollment services, official leave-of-absence, withdrawal from the University, keeper of the student's academic record, grade collection and processing, provide for privacy of student records, process change of major/college, provide official transcripts and verifications of enrollment, maintain off-campus and home addresses, publish the official academic calendar, create and distribute final and departmental exam schedules, reservations for the use of classrooms, Commencement services, degree audit services, Academic Bulletins, and interpretation of Academic Code (policies and procedures).

InsideND is a service which allows secure web access to real-time student and course information. The secure server encrypts the data before it is sent. This will allow access from any web connection: on campus, from home, or abroad.

The information being provided by way of insideND by the Office of the Registrar includes:

- **Personal Information** — Shows your current local and home address, phone numbers, and email address. This also lists basic biographic information, academic information (school, degree, majors, and specializations) and your current schedule.
- **Academic History** — Lists all courses students have taken at Notre Dame with semester GPA totals. Also listed are any transfer courses and AP credits earned.
- **Schedule of Classes** — Displays each department's courses including the course title, number, instructor, time and day, open/closed status, the number of available seats, and course descriptions.

- **Grades** — Grade information is available to students on insideND. The Office of the Registrar does not mail paper copy of grades, unless a copy is requested by the student. The Printed Grade Report Request form is available at [registrar.nd.edu/printed\\_grade\\_report\\_request.htm](http://registrar.nd.edu/printed_grade_report_request.htm). The completed form must be submitted to the Office of the Registrar no later than the first day of the Final Examination period in order to receive a printed grade report at the end of a given term. If submitted in the Fall, the request will also assure a printed grade report for the Spring and Summer terms.

Mid-semester deficiency reports and mid-semester grades for First Year of Studies students will continue to be mailed to the home address for undergraduates.

- **Class Search** — Gives the same information as the Schedule of Classes search in a useful summary format. A pop-up window for each section also provides details about the class, including relevant registration restrictions.
- **Registration Alternate PIN and Time Ticket** — During certain times of the semester your registration PIN and registration time ticket will be displayed.
- **Class Schedule** — Displays your current schedule.
- **Transcript Request** — Order a copy of your official transcript and view status of your submitted transcript request online at InsideND.

## Summer Session Office

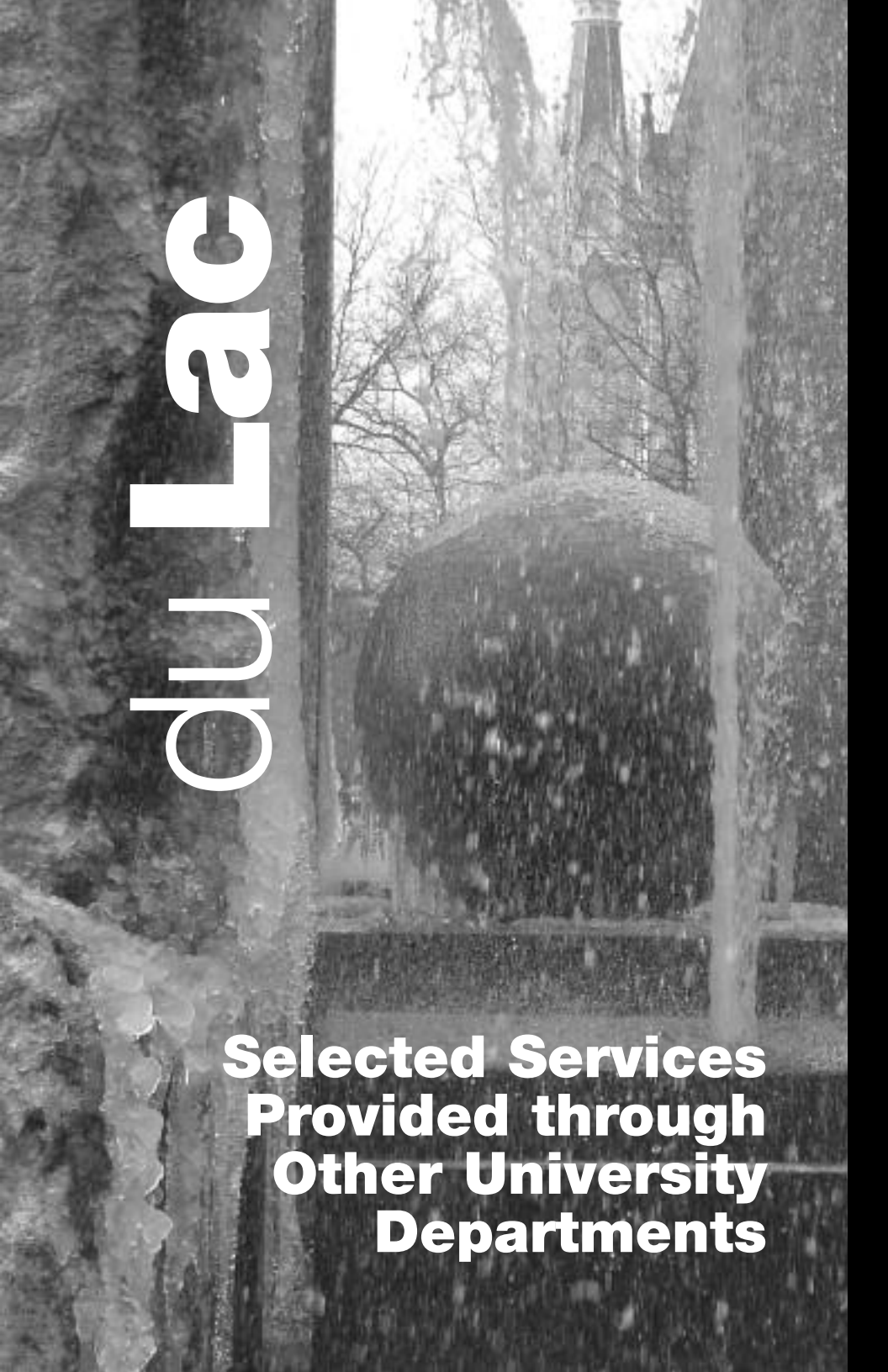
*Director:* Charles T. Hurley III  
105 Main Building  
Phone: (574) 631-7043  
Website: [www.nd.edu/~sumsess](http://www.nd.edu/~sumsess)

The summer session is a seven-week term which ordinarily begins in the third week of June and ends in the first week of August. Some courses begin and end before or during the main session. Notre Dame continuing students register for the summer session, as for any other term, through web registration.

Summer session courses are taught by Notre Dame and some visiting faculty. Enrollment consists of undergraduate and graduate students who are pursuing a Notre Dame degree or registering for individual courses on a non-degree basis.







# du Lac

**Selected Services  
Provided through  
Other University  
Departments**

## Alumni Association

All right, we admit it. Some of our Alumni do wear plaid pants and they can get pretty loud (the pants, that is). But if you look beyond the perpendicular combinations of blue, green and gold, you will find the Notre Dame Alumni Association offers alumni and students a tremendous opportunity to become an integral part of the Notre Dame family.

Best of all, there are no dues and the Alumni Association does not solicit contributions; they don't ask for money! Below are a few of the services they provide:

### Student Programs

The Notre Dame Student Alumni Club is a student organization, sponsored by the Alumni Association, to foster student-alumni interactions through various events. This organization runs just like an alumni club — offering students an opportunity to see what it takes to run and to be involved in an alumni club. Students can participate in camaraderie events, community service and networking programs to name a few. This club will help students see the value and importance of becoming active young alumni after they graduate.

*Student Awards* — Each year, the Alumni Association sponsors several student awards including: the Distinguished Student and Graduate Student Awards; the Hall Spirit Awards; and the Mike Russo Award.

*Open House for Graduating Students* — In April, the Alumni Association hosts an open house for all graduating students. The reception is an opportunity for students to meet alumni from their future Notre Dame club and to learn about Alumni Association services. Additionally, students can meet other students moving to their future Notre Dame club, connecting to find roommates, or networking with friendly faces that they may run into at their future Notre Dame club events.

*Other Alumni Association Sponsored Programs* — Throughout the year, the Alumni Association co-sponsors and participates in several other campus programs. The Association is involved in Orientation Weekend activities, Spring Visitation Weekend activities, Commencement activities, as well as several other events throughout the year.

*Alumni Association/Monogram Club* — Support for the university athletic teams as they travel and are hosted by the local club for meals, events and networking.

## **Alumni Clubs**

Currently there are 210 alumni clubs throughout the U.S. and in 45 different countries, making the Notre Dame Alumni network the most extensive of any U.S. institution. These clubs offer a variety of activities and services: student send-offs, game watches, career networking, volunteer opportunities and more!

## **Programs**

If you are active on campus or with a Notre Dame Club, you can attend a lecture; hear the Glee Club, Chapel Choir, or Concert Band; perform social service in the local community; learn about current issues in education or religion; watch a sporting event; network with professionals; celebrate Mass with friends; play golf; cheer for the Irish; or contribute your time and talents to Notre Dame.

Like the song says, “WE ARE FAMILY!” The most tangible way to be a part of our Notre Dame family is to be involved — and for many events, the best way to keep involved is through the Alumni Association.

The doors of the Alumni Association are always open to you. Just stop by the Eck Center on Notre Dame Avenue or call (574) 631-6000. You can also learn more about our programs and clubs by visiting us at [alumni.nd.edu](http://alumni.nd.edu).

## **Athletics**

### **Office of Recreational Sports Activities**

The Office of Recreational Sports is among the most comprehensive campus recreation programs in the country, and plays a vital role within the Notre Dame community. Nearly 300 programs are offered, providing a broad range of activities to meet the diverse interests of a sports-minded, active student body. Over 90% of the undergraduate students participate in some form of campus recreation, among the highest participation rates in the nation.

RecSports provides opportunities for competition, fitness and education as well as contributing to the spirit and culture of campus life. Many programs (interhall football, Bengal Bouts, Late Night Olympics) are steeped in history and tradition.

Emphasis is placed on providing high quality programs, facilities and services in a safe and enjoyable atmosphere.

Insurance is required for every student who participates in a recreational, intramural or club sport. There are no exceptions. Insurance coverage may be provided by either personal family insurance or available student insurance. Note: student insurance does not cover all club sports. Check with RecSports.

*All Recreational and Competitive Activities* — A student must complete the appropriate medical consent/insurance and release form available in the RecSports Office in the Rolfs Sports Recreation Center prior to taking part.

*Club Sports* — Students must complete and return the proper consent forms and provide insurance information to the RecSports Office prior to participating. It is understood that any student taking part in voluntary RecSports activities agrees to hold the University harmless for any and all liability associated with the student's participation.

For further information, please contact the Office of Recreational Sports in the Rolfs Sports Recreation Center, (574) 631-6100 or go to the website: [recsports.nd.edu](http://recsports.nd.edu).

### **Warren Golf Course**

The William K. and Natalie O. Warren Golf Course was designed by Bill Coore and Ben Crenshaw. It serves the men's and women's golf teams and is a haven for avid golfers of the Notre Dame community. The course features 18 championship caliber holes, a practice range and putting green, a fully stocked golf shop, PGA instruction and the Warren Grille. Call the Warren Golf Shop at (574) 631-4653 for tee times and rates.

### **Equity in Athletics Disclosure Act**

The Equity in Athletics Disclosure Act requires that the University make available annually certain information regarding its athletic programs to all students, prospective students and members of the general public who request it.

The University has prepared a report containing the above information. You may access this report at [newsinfo.nd.edu](http://newsinfo.nd.edu). For those without access to the Web, please contact the News and Information Office, 501 Grace Hall, Notre Dame, IN 46556, (574) 631-7367, for a copy of the report.

## Center for Social Concerns

*Director:* Rev. William Lies, C.S.C.

Geddes Hall

Phone: (574) 631-5293

Fax: (574) 631-4171

Website: [socialconcerns.nd.edu](http://socialconcerns.nd.edu)

*Center hours during the academic year:*

Monday through Thursday, 5 p.m. to 10 p.m.

Friday, 5 p.m. to 7 p.m.

Saturday, 10 a.m. to 5 p.m.

Sunday, 5 p.m. to 10 p.m.

Rooted in the Gospel and Catholic social tradition, the Center for Social Concerns creates formative educational and service experiences in collaboration with diverse partners, calling us all to action for a more just and humane world. Students explore social issues in the South Bend area, throughout the United States, and internationally through social action opportunities, seminars, courses, and service. Center staff also work with faculty to assist them in incorporating justice education and appropriate experiential and community-based learning models into their courses.

*Geddes Hall Facilities*

Geddes Hall has a chapel, coffee house, small library, and conference rooms that may be used for gathering spaces and meetings.

The Center assists students in identifying South Bend Transpo Buses available at no cost for travel to local service sites. The Center schedules vehicles through the University's Transportation Services that are available for use by service and social action groups unable to reach their site by Transpo, the local bus service. Drivers and passengers are subject to all expectations outlined in *du Lac* concerning possession and use of alcohol and drugs. To reserve a vehicle, groups should contact the vehicle coordinator at (574) 631-5293 well in advance of the expected date of usage.

## **Dining Opportunities**

### **Notre Dame Food Services**

*Director:* David Prentkowski

Food Service Administration

217 South Dining Hall

Phone: (574) 631-7253

Website: [food.nd.edu](http://food.nd.edu)

Perhaps the largest student-service operation on campus, Notre Dame Food Services employs approximately 400 full-time professionals and 400 part-time student employees who serve more than 25,000 meals daily. In addition to overseeing the operation of the South and North Dining Halls, Food Services operates a number of campus restaurants, special operations and special events.

#### *South Dining Hall*

Located on the South Quad between Dillon and Fisher halls, the South Dining Hall was built in 1928. Designed in Gothic style, it is a legend as a University facility. The dining hall is open seven days a week; Monday through Friday serving breakfast, lunch and dinner; Saturday and Sunday serving continental breakfast, brunch, and dinner. Parents, family members, friends and guests of the University are welcome. Guest meal tickets may be purchased at the door of the dining hall. Meals are served in the food-market atmosphere and include unlimited seconds.

#### *North Dining Hall*

North Dining Hall is located on the North Quad between Haggard and Farley Halls. Guests of the University are always invited to dine at North Dining Hall with the purchase of a guest meal ticket. There is an extensive range of specialties in a food-court layout. Its contemporary design features nine different dining environments, with three serveries providing a variety of menu items. North Dining Hall is open seven days a week; Monday through Friday serving breakfast, lunch and dinner; Saturday and Sunday serving continental breakfast, brunch and dinner.

*Schedules for North and South Dining Halls*

<i>Meal</i>	<i>Monday through Friday</i>	<i>Saturday and Sunday</i>
Breakfast	7 to 9:30 a.m.	—
Continental Breakfast	9:30 to 11 a.m.	8 to 11 a.m.
Brunch	—	11 a.m. to 1:30 p.m.
Lunch	11 a.m. to 2 p.m.	11 a.m. to 2 p.m.
Dinner	4:30 to 8 p.m. (NDH — <i>Monday through Thursday</i> ) 4:30 to 9 p.m. (SDH — <i>Monday through Thursday</i> ) 4:30 to 7 p.m. (SDH/NDH— <i>Friday through Sunday</i> )	

**Campus Restaurants**

Notre Dame Food Services provides the Notre Dame campus with a variety of restaurant operations for the convenience of its constituencies and their guests. The food services in these facilities are convenient, high quality, moderately priced and located in pleasant surroundings. These facilities include the following:

*Express Units*

Notre Dame Food Services operates a number of express units that offer limited but convenient menus such as made-to-order sandwiches, pastries, coffee, soft drinks, soups, and snack foods. Our express units are: Waddicks (O'Shaughnessy Hall), Decio Commons (Decio Hall), Crossings (Law School), Cafe Commons (Mendoza College of Business), Café Poche (Bond Hall), the Warren Grille (Warren Golf Course), Irish Ink (Bookstore) and Ala Des Cartes (Jordan Hall of Science).

*Huddle Food Court*

Located in the LaFortune Student Center are a large number of fast food and specialty food shops. Also located in LaFortune is the largest convenience store on campus. Located on both the first floor and lower level are: Starbucks, Sbarro, Subway, Burger King, Buen Provecho Mexican Restaurant, and the Huddle Mart convenience store.

*Full Restaurants*

Notre Dame Food Services also operates a number of restaurants with greater selections of product and expanded services. Our destinations include: Legends (100 yards south of Notre Dame Stadium), Greenfield's International Café (Hesburgh Peace Center), Café de Grasta (Grace Hall), and Reckers (McGlenn side of South Dining Hall).

## **Other Dining Services**

### *Family Ties*

Family or friends from home may order care packages through Catering...by Design. Special occasion cakes, fresh fruit baskets, cookiegrams, survival kits and cookie bouquets may be delivered to students on campus.

### *Grab-n-Go*

Students can grab a meal on the run. No special arrangements are needed; all you need to do is “grab-n-go.” These take-out meals may be picked up at either the North or South Dining Hall by students with a valid meal plan. The program hours are 7 a.m. to 7 p.m. during class days only. Grab-n-Go meals may be used as an alternative to breakfast, lunch or dinner and must be taken out of the dining hall. It is not meant as a replacement for meals in the dining halls.

### *Co-Ex tickets*

This is an exchange program with Saint Mary’s College. Any student having a Notre Dame meal plan can exchange it for dinner at Saint Mary’s. Co-ex tickets are available only for dinner. On special-event days, co-ex tickets are not issued. All co-ex tickets are available at the lead monitor’s desk in both dining halls.

### *Nutritionist*

Notre Dame Food Services has a staff nutritionist who can assist students with special dietary needs including allergies and intolerances as well as advise students on healthy eating habits.

### *Student employment*

Notre Dame Food Services employs around 400 students in its dining halls during the academic year and another 100 students as regular catering workers. During major operations, such as Junior Parents’ Weekend or Commencement, the catering department may employ as many as 500 additional students.



### *Web page*

For more information about our dining locations or meal plans please visit us on the web at *food.nd.edu*. Our website contains printable coupons and current daily specials along with the entire daily menu of North and South Dining Halls. Valuable nutrition information is available to assist students as well. Many products and services can also be ordered electronically through the site.

## **Information for Students with Disabilities**

Scott Howland

Coordinator of Disability Services

Sara Bea Learning Center for Students with Disabilities

Phone: (574) 631-7157/7141

[www.nd.edu/~osd](http://www.nd.edu/~osd)

Disability Services located in the Sara Bea Learning Center for Students with Disabilities provides a variety of services and accommodations to ensure that qualified students with disabilities have equal access to the programs and facilities of the University. Accommodations do not lower course standards or alter essential degree requirements but instead give students the opportunity to demonstrate their academic abilities. Students may initiate a request for services or accommodations by registering with the Disability Services and providing appropriate documentation of their disabilities. While the services or accommodations provided depend on the student's disability and their course or program, some of the services that have been used or provided in the past include extended time on exams and/or separate testing room; textbooks on cassette tape, in large print, in Braille or on computer disk; readers, note-takers and academic aids; screening and referral for diagnostic testing for a learning disability or Attention Deficit Disorder; and hearing amplification equipment.

### **Academic Accommodations for Graduate Students Enrolled in the Graduate School or the Law School**

Because of the varying nature of their respective courses and evaluation procedures, the Graduate School and Law School handle academic accommodations for their students differently than the policy set forth below for undergraduate and graduate business students. For

additional information, students in the Graduate School should contact Associate Dean Barbara Turpin at (574) 631-5778 and students in the Law School should contact Assistant Dean for Students Gail G. Peshel at (574) 631-7625. In addition, students enrolled in the Graduate School or the Law School may contact the Coordinator of Disability Services directly.

Please note that any Notre Dame undergraduate or graduate student may file a grievance under the *“Student Grievance Procedures to Complaints Under the Americans with Disabilities Act and the Rehabilitation Act of 1973”* set forth at the end of this section.

### **Disability Services Policy Regarding Academic Accommodations for Undergraduates and Graduate Business Students**

1. Prior to any consideration of accommodations, a student must identify to the Disability Services and provide appropriate documentation of his/her disability.
2. The Coordinator of Disability Services (“Coordinator”) reviews the documentation to determine if the student is a “qualified individual with a disability” under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The Coordinator’s determination is final (although the determination may be grieved by the student; see Section 10. below).
3. If the student is a qualified individual with a disability, the Coordinator meets with the student to determine the reasonable accommodation(s) that the student may request.
4. Each semester, students must request that the Coordinator write a Course Accommodation Letter for the instructor of each class in which they are requesting accommodations. The letter will include information regarding the accommodations, but not about the student’s disability. The Coordinator can share information about a student’s disability with an instructor only if the student provides written consent. A student may, however, voluntarily elect to discuss the nature of his/her disability, the particular limitations posed by the disability, supplemental accommodations or learning aids, or other related issues with his/her instructor. The Coordinator recommends that faculty not provide additional accommodations beyond those recommended in the accommodation letter without first consulting with Disability Services.

5. The student hand-delivers the letter and meets with the instructor to discuss the requested accommodations. If the instructor agrees that the accommodations do not fundamentally alter the nature of the course, then the student and instructor complete the Arrangements for Reasonable Accommodations form together describing how the accommodations will be provided, and the student returns the form to the Disability Services.
6. If the instructor and the student have both signed the Arrangements for Reasonable Accommodations form, the student must return the completed form to the Disability Services at least seven (7) calendar days prior to implementation of the accommodations. Exceptions to this deadline can be made only by the Disability Services Coordinator and only under exceptional circumstances. The University will not grant accommodations to students retroactively.
7. If the instructor believes that one or more of the requested accommodations will fundamentally alter the nature of the course, he/she should discuss his/her concerns with the Coordinator. If the situation remains unresolved and the instructor wishes to deny the accommodation, he/she must provide reasons for denying the request, in writing, to the Dean (or Dean's designate) of his/her college within seven (7) calendar days of the instructor's receipt of the Arrangements for Reasonable Accommodations form. Prior to determination by the Office of the Provost (see paragraph 9), the student will receive the reasonable accommodations identified by the Coordinator.
8. The Dean (or Dean's designate) reviews the accommodation request and the instructor's written reasons for denying the requests. The Dean (or Dean's designate) may ask that a meeting be held with the instructor and Coordinator. If the Dean (or Dean's designate) feels that the student's request is reasonable and will not fundamentally alter the nature of the course, then the Arrangements for Reasonable Accommodations form is completed and returned to Disability Services. The instructor may appeal the decision to the Office of the Provost.
9. If the Dean (or Dean's designate) feels that the request is unreasonable and will fundamentally alter the nature of the course, then the Course Accommodation Letter, instructor's written reasons for denying the request, and other relevant

- documents are reviewed by the Office of the Provost. If the Office of the Provost agrees with the Dean (or Dean's designate), the student is informed that his/her request is being denied.
10. Students have the right to file a grievance regarding the denial of accommodations and other disability-related issues as outlined in the "*Student Grievance Procedures Relating to Complaints Under the Americans with Disabilities Act and the Rehabilitation Act of 1973*" found in *du Lac*.

### **Student Grievance Procedures Relating to Complaints under the Americans with Disabilities Act and the Rehabilitation Act of 1973**

#### *Purpose and Scope*

The University of Notre Dame du Lac ("Notre Dame") prohibits discrimination on the basis of disability. The purpose of these procedures is to provide the process for addressing student disability discrimination grievances. Faculty grievances are not within the scope of these procedures and should be submitted pursuant to the faculty grievance procedures set forth in the Faculty Handbook. Employee grievances also are not within the scope of these procedures and should be submitted pursuant to the separate Employee Grievance Procedures relating to complaints under the Americans with Disabilities Act and the Rehabilitation Act of 1973. These procedures do not replace any other University policies or procedures.

#### **Definitions**

- A. *Grievance*: Grievance means a complaint alleging any policy, procedure or practice which would be prohibited by the Americans with Disabilities Act (ADA) or the Rehabilitation Act of 1973.
- B. *Grievant*: Grievant means a student who submits a grievance relevant to the ADA or the Rehabilitation Act of 1973.
- C. *Respondent*: Respondent means any University officer, administrator, faculty or staff member acting in their official capacity and alleged to be responsible for the violation(s) alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

### **Filing of Grievance**

A. *Eligibility for Filing:* Any Notre Dame student may file a grievance relating to the ADA or the Rehabilitation Act of 1973.

B. *Pre-Grievance Meeting:* Prior to the filing of a written grievance, the grievant should first consult with and have a pre-grievance meeting with the respondent alleged to be directly responsible for the possible violation and/or persons with immediate supervisory authority related to the grievance. These persons will make reasonable efforts to meet with a du Lac grievant to discuss a complaint. If the matter cannot be resolved informally at this level, a written grievance may be submitted to the chairperson of the Hearing Board referenced in Section E. below.

### **Formal Grievance Procedure**

A. *Grievance Filing:* All grievances shall be in writing and shall provide the following information:

- (1) Name, address and telephone number of grievant(s);
- (2) The nature, date and description of the alleged violation(s);
- (3) The name(s) of the person or persons responsible for the alleged violation(s);
- (4) The requested relief for corrective action; and
- (5) Any background information the grievant believes to be relevant.

B. *Time Limit for Grievance Filing:* A grievance must be filed within 60 days of the alleged violation.

C. *Notification of Respondent(s):* Upon receipt of a formal grievance, the chairperson of the Hearing Board shall send the respondent a copy of the complaint and ask the respondent to reply to the charges within 20 calendar days. The respondent will be specifically warned not to retaliate against the grievant in any way. Retaliation will subject the respondent to disciplinary action.

D. *Response:* The response should include any denial, in whole or part, of the charges.

E. *The Disability Grievance Committee:* Each year, the president shall appoint a Hearing Board compiled of three persons to hear student disability grievances. The board shall include one member from the University Committee on the Disabled. The Hearing Board will hear all student disability grievances. Officers of the University and the Coordinator of Disability Services shall not be eligible to serve on the Student Hearing Board. The Hearing Board and its chairperson may, however, consult with the Office of the Vice President and General Counsel of the University at any time.

F. *Hearing Board Action*: When the chairperson of the Hearing Board receives a response to a complaint, or 21 days after sending the respondent a copy of the complaint, whichever occurs first, he or she shall convene the Student Hearing Board, which, in turn, shall conduct a hearing on the grievance within 30 calendar days thereof.

G. *Hearing of Grievance Before Disability Grievance Board*: Hearings before the Hearing Board will be conducted in accordance with the "Hearing Procedure" section.

H. *Representation*: Neither party may proceed through legal counsel at the hearing. They may, however, seek the advice of legal counsel or be represented by legal counsel outside the hearing.

I. *Transmittal of the Board's Recommendations*: After the hearing is concluded, the Hearing Board shall convene to deliberate its findings and recommendations. Within 10 days after the hearing is concluded, the Hearing Board shall transmit a written copy of its findings and recommendation(s) to the parties and to the individual who is charged with making a final decision concerning whether to accept, reject or modify the Hearing Board's recommendations. In the case of academic matters, the Office of the Provost shall designate an individual in the Office of the Provost to make the final decision. In the case of non-academic matters, the vice president for Student Affairs or his or her designee shall make the final decision. Upon making the final decision, the individual shall transmit it in writing to both parties. Either party may submit to the individual designated to make the final decision, within 10 days of receiving the Hearing Board's recommendations, written arguments in favor of or opposed to the adoption, modification or rejection of the Hearing Board's recommendations; or, explaining why they believe they have been treated arbitrarily, capriciously, inequitably or in an unfair, unlawful or discriminatory manner.

J. *Maintenance of Written Grievance Records*: Records shall be kept of each grievance process. These shall include, at a minimum: the written grievance complaint filed by the grievant, the written response filed by the respondent, and the written finding(s) and/or recommendations of the Hearing Board. A file of these records shall be maintained in the office of the Coordinator of Disability Services. For purposes of the dissemination of grievance precedents, separate file records and statistics may be kept by the coordinator which indicate only the subject matter of each grievance, the resolution of each grievance and the date of the resolution. These records shall not refer to any specific individuals and shall be treated as confidential unless their disclosure is required by law.

K. *Retaliation*: No person shall be subjected to retaliation for having utilized or having assisted others in the utilization of this grievance process.

L. *Reconciliation*: Nothing in these procedures is intended to prevent the grievant and respondent from resolving their grievance amicably by signing a written statement of agreement and submitting it for review and approval by the Hearing Board. If the agreement is approved, the pending grievance shall be deemed dismissed.

### **Hearing Procedure**

A. All parties shall be afforded reasonable opportunity for informal opening statements and for the presentation of relevant witnesses and pertinent documentary evidence at the hearing.

B. The Hearing Board shall have the right to question any and all witnesses, to examine documentary evidence and to summon other witnesses as the board deems necessary. Witnesses shall not be present during the testimony of any party or any other witness.

C. All parties shall have the right to the advice of legal counsel of their choice outside of the hearing; however, neither party may proceed through legal counsel at the hearing. Hearings shall not be public and shall be open only to the Hearing Board, the parties and witnesses while testifying.

D. The grievant and respondent shall provide to the chairperson of the Hearing Board all documents to be used and relied upon at the hearing, and any witnesses they intend to call, no later than seven days prior to the hearing. There shall also be a simultaneous exchange of this information between the parties. Witnesses and documents not so disclosed shall not be presented to the Hearing Board.

E. At the conclusion of the hearing, the Hearing Board shall deliberate in closed session. Its deliberations shall be and remain confidential unless disclosure is required by law. The administrative review referenced in the "Formal Grievance Procedure" section is the final institutional step in matters of disability grievances. Nothing herein, however, shall preclude a student from filing a complaint with any external agency that handles discrimination complaints.

## **Publicity and Media Relations**

*Assistant Vice President for News and Information:*

Dennis Brown

405 Main Building

Phone: (574) 631-8696

*Senior Associate Athletic Director, Media Relations:*

John Heisler

C113 Joyce Center

Phone: (574) 631-7516

Media relations are the responsibility of the Department of News and Information and the Department of Sports Information. Students or student organizations seeking news coverage of their events, programs and activities in other than campus media should avail themselves of the experience and useful relationships of these offices. In the interest of good order and to ensure regular receipt of press materials and credentials, student correspondents for newspapers, magazines, television and radio stations, and other media should notify the News and Information and/or Sports Information offices of their name, address and journalistic affiliation at the beginning of each academic year or immediately upon undertaking such duties.

## **Office of Student Financial Services: Financial Aid and Student Accounts**

*Director:* Kevin P. Cannon

Financial Aid

115 Main Building

Phone: (574) 631-6436

Website: [www.nd.edu/~finaid](http://www.nd.edu/~finaid)

Student Accounts

100 Main Building

Phone: (574) 631-7113

Website: [www.nd.edu/~stdacct](http://www.nd.edu/~stdacct)

The Office of Student Financial Services is committed to assisting students in the financing of a Notre Dame education through its administration of University-based and government-sponsored student aid programs, along with a broad array of quality financial products and services.

The Office of Financial Aid, located in 115 Main Building, provides financial aid information to assist students in the financing of a Notre Dame education. Students are encouraged to contact the Office of



Financial Aid for additional information regarding scholarships, grants, loans and employment opportunities. Office staff are available to meet with students on an individual basis to discuss their education financing needs.

The Office of Student Accounts, located in 100 Main Building, administers all student account transactions including issuing monthly Student Account Statements along with processing payments, credits, refunds and charges. Two publications, *Affording a Notre Dame Education* and *A Guide to Your Student Financial Account*, available in the Office of Student Accounts and the Office of Financial Aid, provide additional information regarding the services available through the Office of Student Financial Services.

Similar information may also be found on the websites of each of the offices: [financialaid.nd.edu](http://financialaid.nd.edu) and [studentaccounts.nd.edu](http://studentaccounts.nd.edu).

## Office of Institutional Equity

*Director:* Jannifer Crittendon

414 Grace Hall

Phone: (574) 631-0444

Fax: (574) 631-0877

Email: [equity@nd.edu](mailto:equity@nd.edu)

Website: [equity.nd.edu](http://equity.nd.edu)

The mission of the Office of Institutional Equity (OIE) is to ensure that the University of Notre Dame does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, or age in the administration of any of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs or in employment. OIE supports the University's efforts to comply with both the letter and spirit of laws regarding equal opportunity and affirmative action. OIE strives to develop a diverse community by welcoming and recruiting others who bring a multitude of talents and backgrounds to the University.

To fulfill this mission, the Office of Institutional Equity offers:

- Information, consultation, and resources for the Notre Dame community with regard to diversity, harassment and discrimination prevention, affirmative action, and equal opportunity matters;
- A mechanism for addressing complaints of harassment and discrimination;
- Oversight of and support for the University's compliance efforts in the areas of equal opportunity and affirmative action.





**du Lac**

**Student  
Government**



Dear Students,

In this Student Government section of *du Lac*, you will find the contact information for the various groups that constitute the Student Union. All of the groups within the Student Union work hard to enhance student life at Notre Dame, providing fun opportunities and improving convenience and efficiency. This year, we are particularly interested in bettering community relations, creating affordable resources, and continuing to assist with campus development and overall student life. We encourage each of you to contact any of these groups with questions or comments that you may have about Student Government, because it is your input that allows us to be effective leaders for you and faithful representatives of your interests.

The Student Union is here to serve you: to listen, discuss, and advocate. Through your willingness to share your thoughts, questions, and concerns, we can build a greater Notre Dame. We encourage you to join a Student Union group or stop by our offices in 203 LaFortune; there are always opportunities to voice your opinion, learn about the current projects of Student Government, and get involved. Whether this is your senior year or you have four exciting years ahead of you, we hope that all of you will take advantage of your time at Notre Dame. We wish you all the best in the coming year and look forward to meeting you. Welcome home!

In Notre Dame,

Grant Schmidt  
Student Body President

Cynthia Weber  
Student Body Vice-President

## **Preamble of the Undergraduate Student Union Constitution**

*We, the undergraduate students of the University of Notre Dame du Lac, recognize the uncommon value of the vision of Our Lady's University and our essential role in its ongoing realizations. In order to achieve the greatest possible contribution to our community, we endeavor to make efficient and effective use of the resources available, to communicate student convictions clearly and willfully to faculty, administrators, and trustees, and to achieve consensus within the University community on formulation and execution of policy. We labor with the entire Notre Dame family to ensure that each student reaches his or her full academic, social, and spiritual potential and resolve to sustain the evolving spirit of Notre Dame by entrusting its care to the student. Therefore, we do hereby ordain and establish this Constitution of the Undergraduate Student Body of the University of Notre Dame and form the Student Union.*

## **Student Government at Notre Dame**

The unique blend of elements that give the Notre Dame community its identity has, over the last century, shaped the character of Student Government and Activities.

One of the most unique features of Notre Dame Student Government reflects Notre Dame's commitment to residentiality. Each of the 29 residence halls has its own government, consisting of a hall president, vice president, commissioners and judicial board, which works in cooperation with the hall staff to develop the best possible environment for its residents. One senator from each hall is elected to sit on the Student Union's legislative body, the Student Senate. As the basic unit of student government, the halls and their needs significantly shape the campus-wide Student Government.

### **Student Government**

203 LaFortune Student Center

(574) 631-7668

studegov@nd.edu

*Grant Schmidt, Student Body President*

*Cynthia Weber, Student Body Vice President*

*Ryan Brellenthin, Chief Executive Assistant*

Student Government is divided into two branches, policy and programming. At the head of these two branches is the Student Body

President. Elected each spring semester on a ticket with a vice presidential running mate, the Student Body President is responsible for representing the interests of the student body in all areas of life at Notre Dame. It is the duty of this person to serve as an active student voice to the University administration and greater South Bend community.

The Student Body President, Vice President, and their chief executive assistant are the top three officials within the Student Union. Along with the chairpersons of the Student Senate Committees and other Student Union leaders, they address all aspects of student life at Notre Dame, including social life, academics, student technological needs, campus improvements, and student security and safety.

### **Campus Life Council**

*Chairperson: Grant Schmidt (574) 631-4555 studegov@nd.edu*

A forum where students, faculty, Rectors, and administrators discuss matters affecting student affairs, the Campus Life Council makes policy recommendations directly to the Vice President for Student Affairs. The Student Body President serves as Campus Life Council Chairperson, ensuring its efficient and effective operation. Other student representatives include the Judicial Council President, Student Union Board Manager, three Student Senators, one Hall President, Council Co-chair, and one representative from the Diversity Council. Initiatives of the Campus Life Council are delegated to several task forces who report progress back to the greater council every meeting. Meetings are open to the public and held every other Monday during the regular academic year.

### **Club Coordination Council**

*Chairperson: Cameron Shane (574) 631-4078 ccc@nd.edu*

The Club Coordination Council is responsible for all organizations operating as recognized clubs on the University of Notre Dame campus. Currently there are approximately 200 recognized groups involving over 75 percent of the student body. The Club Coordination Council works to promote the interests of each organization and handles budget and office space requests. The Club Coordination Council also serves as the official representative for all campus clubs. Additionally, the Club Coordination Council facilitates cooperation between clubs and other branches of the Student Union. The Club

Coordination Council is charged with cultivating and supporting Notre Dame's active club environment. Thus the four primary goals of the Club Coordination Council are education, collaboration, representation, and allocation. The Club Council is chaired by the Club Coordinator and includes elected representatives and several appointed members.

### **Financial Management Board**

*Chairperson: Nicholas Danna (574) 631-4557 fmb@nd.edu*

Chaired by the Student Union Treasurer, the Financial Management Board is charged with managing and monitoring the Student Union allocations throughout each fiscal year. Annually, the Financial Management Board holds an allocation hearing in order to distribute funds of the Student Union Board. In the winter of each year, the Financial Management Board conducts spending reviews to ensure that organizations and clubs are responsibly spending their allocations and to reallocate funds if deemed necessary. Additionally, the Financial Management Board oversees the Student Business Board, The Shirt Project, The Shirt Charity Fund, and approves any expenditure by a student organization over \$5,000 or 10 percent of their budget (whichever figure is larger). Members of this board include the Student Union Treasurer and Assistant Student Union Treasurers, the Student Government Controller, the Student Union Board Controller, the Hall Presidents' Council Treasurer, the Club Coordinator Controller, two Student Senators, each Class Council Treasurer, and the Off-Campus President. Meetings are held every week during the regular academic year.

### **Hall Presidents' Council**

*Co-chairperson: Duda Cardoso (574) 631-4556*

*Co-chairperson: Brendan McQueeney (574) 631-4556  
hpc@nd.edu*

Hall Presidents' Council serves as an information disseminating body as well as a forum for Hall Presidents and Vice Presidents to discuss common matters of campus life. Weekly Tuesday meetings provide an opportunity for the Cabinet Members of the Hall Presidents' Council, who attend Campus Life Council, Council of Representatives and Financial Board meetings, to inform residence hall leaders of

upcoming events or summaries of past happenings. The Hall Presidents' Council is composed of the duly elected presidents of each residence hall, Hall Presidents' Council chairpersons, and the appointed cabinet members, including Financial, Social and Athletic Chairs, and an Awards Liason.

### **Judicial Council**

*Chairperson: Ian Secviar (574) 631-5136 jccouncil@nd.edu*

The Judicial Council is comprised of the Judicial Council President, who serves as Chairman of the Judiciary and Chairman of the Student Union Ethics Commission; a Judicial Council Vice-President for Elections; and a Judicial Council Vice-President for Peer Advocacy. Other members of the Judicial Council include an independent judiciary vested with judicial review, and an election coordinator for each undergraduate residence hall. The Judicial Council interprets the Student Union Constitution and Bylaws as provided for under the Constitutional Review Board. Aside from interpreting the Constitution, the Judicial Council organizes and conducts student body elections provides student advocates for students involved in University disciplinary proceedings. These peer advocates are trained to assist students with Office of Residence Life and Housing hearings and to answer questions about the University disciplinary process.

### **Council of Representatives**

*Chairperson: Grant Schmidt (574) 631-4555 studegov@nd.edu*

The Council of Representatives helps address and coordinate the operations and priorities of the Student Union. It also serves as an advising body to the Student Body President, who chairs the Council. As the centerpiece of the Student Union structure, the forum allows leaders of all major student organizations to voice concerns or ideas so that they can be delegated and addressed by the appropriate body. Other responsibilities of the Council of Representatives are to review and pass the annual fiscal budget recommended by the Financial Management Board, to approve students nominated to various positions within the Student Union, and to allocate approximately \$14,000 in collaborative programming funding. Other members of the Council of Representatives include the Student Body Vice President, Chief Executive Assistant, Student Union Treasurer, Judicial Council President, Student Union Board Manager, one Hall Presidents' Council



Co-chair, Club Coordination Council President, Class Presidents, and Off-Campus President. Meetings are open to the public and held every Tuesday during the regular academic year.

*Council of Representatives Collaboration Fund Appeal Process*

- In order to request funds from the Council of Representatives, the parties involved must have already contacted each other and be informed on all details regarding the event proposed. To receive funds, an event must involve at least one club and one other organization.
- Clubs must have gone through the Club Coordination Council's process before a proposal can be brought to the Council of Representatives. If the Club Coordination Council feels that the club's event should not be brought to the Council of Representatives, then the other organization (Office of the Student Body President, Student Union Board, Hall Presidents' Council, Judicial Council, Freshman Class Council, Sophomore Class Council, Junior Class Council, Senior Class Council, Off-Campus Council) in which the event is co-sponsored can bring the proposal before the Council.
- A written proposal signed by the advisors of the appealing organizations must be turned into the Council of Representatives three weeks before the scheduled event. This proposal must include a detailed description of the event and the amount of funds requested.
- The proposal must be received by the Student Union Secretary the Wednesday before the following Council of Representatives meeting so that all members can read the proposal before the next meeting.
- The organizations involved in the request are required to attend the Council of Representatives meeting for questions regarding their proposal, however all voting will take place when these parties (non-Council of Representatives members) have left the meeting.
- The Council of Representatives has the power to grant funding lower or higher than the requested amount.

- The Council of Representatives will vote the following Tuesday on whether or not to grant funds for the event. The decision will be based on a two-thirds vote of the members with one vote being allotted per organization.

### **Student Union Senate**

*Chairperson: Cynthia Weber (574) 631-4554 studegov@nd.edu*

The Student Union Senate consists of one elected representative per undergraduate residence hall and one elected off-campus undergraduate representative. In this body, the Student Body Vice President serves as Chairperson ensuring its efficient and effective operation. The Student Union Senate formulates and advances the position of the undergraduate student body on all issues concerning campus life. The Senate has eight standing committees; all senators must serve on at least two of them: Academic Affairs, Community Relations, Gender Issues, Multicultural Affairs, Oversight, Residence Life, Social Concerns, and University Affairs. In addition, for the 2008-09 academic year, two Ad-Hoc committees were created by the Student Body President: Campus Technologies and Student Outreach. Meetings are open to the public and held every Wednesday during the regular academic year. The meetings serve as an opportunity for student representatives to address or debate certain issues pertaining to students at the time, accommodate speakers who wish to reach students through Senate and as a time for Senators to vote on particular matters in order to advance resolutions issued by the committees.

### **Student Union Board**

*Board Manager: Kat Burke (574) 631-4560 sub@nd.edu*

Charged with providing student services and social, intellectual, and cultural opportunities in response to the needs and wants of the student body, the Student Union Board is Notre Dame's lead programming body. This organization is composed of talented and driven students under the leadership of the Student Union Board Manager and the Executive Board of Chief Controller and Directors of Programming, Operations, Publicity, and Art. The Student Union Board coordinates many campus events ranging from large and small venue concerts, lectures, and weekly movies to comedy shows, Chicago bus trips, and cultural events. Annually, the Student Union Board sponsors three festivals: Notre Dame Literary Festival, the Collegiate Jazz Festival,

and AnTostal, a weeklong celebration of spring held during the last week of classes. In addition, Student Union Board sponsored Acoustic Café and the Battle of the Bands allow student musicians and vocalists to perform for the campus audience.

## **The Graduate Student Union**

Mezzanine – LaFortune Student Center

Phone: (574) 631-6963

Website: [gsu.nd.edu](http://gsu.nd.edu)

*Andrew Bramsen, GSU President*

*Carolyn Rodak, GSU Co-vice President*

*Victoria Froude, GSU Co-vice President*

Founded in 1969, the Graduate Student Union (GSU) is a student organization which represents all graduate students of the five divisions of the Graduate School (Architecture, Engineering, Humanities, Sciences, and Social Sciences). It promotes excellence in graduate education and strives to meet the needs of graduate students in all aspects of student life.

The GSU organizes an orientation program for new graduate students to help smooth the transition to a new life. It sponsors social gatherings, special activities, and lecture series to enhance the graduate school experience outside the classroom and laboratory. The GSU offers a *Conference Presentation Grant Program* (formerly known as the Gordon Travel Grant Program) which is supported by the GSU and the Graduate School. This fund subsidizes expenses up to \$250.00/year with a lifetime cap of \$1,500 for graduate students presenting original research at a conference.

In its early years, the GSU obtained an increase in stipends for teaching assistants and successfully pushed for additional campus graduate student housing. More recently, the GSU has been instrumental in the creation of a new family center at the housing facility for married students, worked towards obtaining affordable on-campus child-care and created a graduate students-only computer cluster located on the 11th floor of Hesburgh Library. With the help of the Graduate School, graduate students now have a study lounge located on the 10th floor of the Hesburgh Library that contains a whiteboard, table, chairs, ethernet connection, and a large 46-inch LCD monitor that can be used for practicing presentations or for small group meetings. In Spring 2008, the GSU obtained one-time funding from the Dean of the Graduate School for its inaugural Graduate Student Research Symposium whose objective is to showcase the research projects that

are being conducted at the University to the alumni, family, and friends of Notre Dame, as well as the South Bend community at large.

Currently, GSU continues its efforts to seek the highest possible quality of life for graduate students. This includes negotiating for maternity leave for students, lobbying for affordable health insurance for graduate students and their families, working to better facilitate both the research and social needs of graduate students, involving graduate students in several service projects, and endeavoring to assist graduates in finding job opportunities once they leave Notre Dame.

The GSU offers several stipend positions in which graduate students can be involved directly with staff, advisors, professors, committees and university administration. These positions run from August through April when new officers are elected. The committees of *Academic Affairs*, *Electronic Resources*, *External Affairs*, *Health Care*, *Publicity & Procedures*, *Quality of Life* and *Social* are offered through the GSU, and the corresponding chairs are appointed by the President of the GSU. Important news and updates are usually transferred from the GSU to the graduate student body via department representatives.

GSU maintains an office on the Mezzanine in the LaFortune Student Center. The office is open from 8 a.m. to 2 p.m. daily throughout the year. Donna Frahn, an assistant employed by The GSU, is on hand to provide information and assist in solving problems. Email should be sent to [donna@gsu.nd.edu](mailto:donna@gsu.nd.edu).

## **MBA Association (MBAA)**

276 Mendoza College of Business

Phone: (574) 631-8057

Website: [www.nd.edu/~mbaa](http://www.nd.edu/~mbaa)

The MBA Association is responsible for acting as a liaison to, and a representative of, all Notre Dame MBA students and alumni, the University of Notre Dame community, and the greater global MBA community at large. The MBAA is responsible for activities, programs, and initiatives for the Notre Dame MBA community, including students, students' families, faculty, and administrators. All activities of the MBAA are conducted to serve and better promote the Notre Dame MBA Program and its constituencies.

Within the MBAA, several standing committees exist which serve the various functions of the organization and the community. The committees include Academic and Student Affairs, Admissions, Alumni Relations, Career Development, Community Service, Diversity, Faith

Development, Family Life, Global Business Council, Graduation, Student Activities, Student Orientation, and School, Inc. Each committee is chaired by a Notre Dame MBA student who has been appointed by the Executive Board of the MBA Association.

## **Student Bar Association**

Law School

Phone: (574) 631-8053

Website: [www.nd.edu/~sba](http://www.nd.edu/~sba)

Email: [sba@nd.edu](mailto:sba@nd.edu)

*Erin O'Neill, President*

The Student Bar Association (SBA) is the student government at the Law School; all students are considered members. The association performs various tasks related to student life, both social and academic, such as orientation, appointment of students to various committees, fundraising, intramural athletics and several social functions throughout the year. More generally, the officers attempt to represent student interests in any matter of sufficient importance. At the national level, the association is a member of the Law Student Division of the American Bar Association.

In addition to regularly scheduled SBA meetings held on Sunday at 6pm in Law School 1130, the SBA President convenes and presides over the Gavel Club. The Gavel Club is made up of all the Law School club and organization presidents and serves to coordinate all club activities. Gavel Club meetings are held monthly.

The SBA holds elections for its members twice a year. In the Spring, Executive Officers (President, Vice President, Treasurer, and Secretary), three 3L Representatives, three 2L Representatives, six Honor Council Members and two American Bar Association Representatives are elected. SBA holds these elections in April, and those elected will serve in their positions the following year. In addition, the President will appoint two Athletics Chairs, two Community Service Chairs, two Social Activities Chairs, two Merchandise Chairs, a Transfer Liaison, an LL.M. Representative, and a London Chair. In September of each year, SBA holds elections for three 1L Representatives and three 1L Honor Council Representatives. Those members will serve for that school year.





du Lao

**Communications  
Policy**

## **Communications Policy**

The University of Notre Dame regularly uses University-provided email and voice mail systems to communicate with students. Email and voice mail messages may be used by the faculty to communicate class assignments and changes in meeting dates. University administrators may use these systems to keep students informed of academic requirements and deadlines, class scheduling announcements, financial and billing services, student affairs announcements, housing, general campus events announcements and other important information. Accordingly, the University requires that students will receive, read, and respond (as appropriate) in a timely manner to all official University email and voice mail messages from faculty and administrators.





**du Lao**

**University  
Standards of  
Conduct and  
Disciplinary  
Procedures**

## Introduction

As a Catholic university, Notre Dame has a distinct mission. The University focuses not only on excellence in teaching, learning and scholarship, but also on growth and development of the whole person. Students come to Notre Dame to pursue undergraduate and advanced degrees and to hone their God-given talents.

From the testimony of successive generations of Notre Dame graduates, we know that student life outside the classroom plays a pivotal role in the total educational experience. By building strong communities in our residence halls and graduate residences, by offering opportunities to nurture spiritual growth, by providing a wide range of student activities, and by furnishing a full spectrum of student services, we strive to create a setting in which personal growth can take place, deep friendships can be formed, and leadership can be exercised on behalf of the broader community.

As a Catholic university, Notre Dame stands for the human dignity and worth of every person. We believe, therefore, in values that foster the human respect needed for people to live, work, study and socialize together as a community. Living these values requires each of us to make an effort toward building a University community that will be known for love of truth, active care and concern for the common good and service toward others. Respect for self and respect for others, both within and outside the University community, lie at the heart of our standards of conduct. Our policies and procedures are intended to contribute to the moral, intellectual, spiritual and social growth of the individuals and groups that constitute this community. We call students to accountability for their actions as a necessary part of our common life.

Because we are a community committed to Christian ideals and to the growth of each individual, the ties that bind members of this community are not always exactly the same as those within society at large. Campus policies are sometimes different from the law of the land. The University's standards of conduct go beyond what is simply required for public order. They ask what is good and life-giving for the individual and for the University community.

At times the process of calling students to accountability can be very difficult. This is particularly the case on those rare occasions when the conduct in question is so intolerable in terms of our community standards as to warrant separation from the University. Even in these most difficult situations, however, the University seeks first

and foremost to serve its students in an educative role. Because education is our primary purpose, procedures in University disciplinary hearings are not the same as due process in the courts.

Properly understood, the University's standards of conduct are designed to promote positive behavior, to contribute to personal growth and to foster the creation of community. As a community committed to moral values, we encourage one another to become mature and responsible participants in our common life, in preparation for life after graduation. With the rules and regulations which follow, the University describes minimally what behavior we will not tolerate; by our disciplinary procedures, we admit unhappily that some of our members will occasionally engage in unacceptable conduct.

## **Student Life Policies**

The University's student life policies and disciplinary procedures are under the jurisdiction of the Office of Student Affairs. All alleged violations are at the disposition of that office through the Office of Residence Life and Housing. Unless otherwise noted, these policies and procedures apply to all students; undergraduate, graduate, and professional, whether the behavior occurs on or off campus.

1. Some actions are obviously inconsistent with the ideals of the University community, and raise questions of whether the individual involved wishes to remain a member of this voluntary community, and/or whether the community believes the individual can and should remain here. Committing such actions while under the influence of alcohol and/or other drugs is considered an aggravating factor. The following acts are prohibited and may result in disciplinary suspension or permanent dismissal:
  - a. Any act of physical violence or any act which causes serious personal injury to another.
  - b. Any threat to or harassment of another. Unwelcome communications, obscene or not, may constitute harassment.
  - c. Any disrespect, failure to follow the directives, harassment, threats or acts of physical violence directed at any hall staff member or other University official.
  - d. Any theft, unauthorized possession or damage to property.

- e. Any dishonesty, forgery or taking advantage of another for personal gain.
  - f. Any serious disturbance of the University community or infringing upon the rights and well-being of others.
  - g. Any willful damage to the reputation or psychological well-being of others.
  - h. Any actions which seemingly affect only the individuals involved but which have a direct bearing on the University community and concern personal and academic growth.
2. All students are responsible for complying with University regulations and Indiana laws regarding possession or consumption of alcohol.
- a. Any person under 21 years of age is underage in the State of Indiana. All students are expected to comply with Indiana law at all times. Students may be subject to disciplinary action for underage consumption, possession or transportation of alcoholic beverages.
  - b. Consumption or possession of alcoholic beverages in open containers is prohibited in the corridors and common areas, such as lounges or lobbies, of University residence facilities. Exceptions may be granted by the office of the Associate Vice President for Residence Life when students of legal drinking age wish to sponsor a function in a residence hall social room for other students and guests of legal age. Such gatherings must be approved by the Rectors before the proposal is submitted to the Associate Vice President for Residence Life. The hosts and guests must comply with all residence hall and University regulations.
  - c. Within undergraduate residence halls, the possession or consumption of alcoholic beverages that contain in excess of fourteen percent (14%) alcohol by volume is prohibited. This regulation applies to all students and their guests, regardless of age.
  - d. Kegs are not permitted in any University residence hall, residence facility or anywhere else on University property.
  - e. Students are not permitted to provide alcohol to any person who is underage. For purposes of this policy,

- “provide” means to sell, lend, give, make available, exchange, barter or furnish in any way.
- f. Students of legal age may possess or transport in public areas of campus or in common areas of University residence halls only an amount of alcohol consistent with the concept of responsible consumption. When doing so, students must ensure that the containers are closed, and in suitable packaging, such that the contents of the package are not readily identified as alcoholic beverages.
  - g. Underage students may not host tailgate gatherings at which alcohol is served or consumed. All undergraduate student tailgate gatherings must be registered with the Student Activities Office; graduate student gatherings need not be registered. Hosts of tailgate gatherings will be held responsible for any violations of University regulations or Indiana laws by their guests. Tailgating during the game is prohibited.
  - h. Students may not possess or consume alcoholic beverages inside Notre Dame Stadium, the Joyce Center or any other non-residence building on campus, including, but not limited to, LaFortune Student Center, all academic buildings and the dining halls. An exception to this regulation for students of legal drinking age will be granted when the alcoholic beverages are served at a cash bar by a licensed bartender at approved University events held in these locations.
  - i. Students may not possess or consume alcoholic beverages on University grounds, including campus quadrangles or parking lots, except as provided above.
3. Intoxication by any student, regardless of age, whether in public or in private, is prohibited. Symptoms of intoxication include slurred speech, impaired motor coordination and balance, loss of good judgment, or nausea. Symptoms of severe intoxication include the inability to walk or stand, loss of consciousness, or vomiting. A student’s first incident of intoxication shall be addressed by the Rector if the violation occurs in the student’s residence hall and the behavior does not fall within the definition of severe

intoxication. At the discretion of the Rector, the student may be referred to the Office of Residence Life and Housing. Second and subsequent incidents of intoxication throughout a student's academic career, as well as any violations that occur outside the student's residence hall, shall be referred to the Office of Residence Life and Housing. Similarly, all instances of severe intoxication shall be referred to the Office of Residence Life and Housing. Repeated incidents of intoxication or a single incident of a serious nature may result in disciplinary suspension or permanent dismissal from the University.

4. Abusive drinking of alcoholic beverages is prohibited. The following behaviors are among those that will be considered violations of this regulation:
  - a. Participating in drinking games, consuming shots of alcohol, drinking to the point of physical illness, "shotgunning" alcohol, or the possession or use of any instrument of alcohol abuse (e.g. "beer bong").
  - b. Consumption of alcohol directly from containers intended for multiple servings (e.g., quart bottles, 40 oz. bottles, 750 ml wine bottles, etc.).
  - c. Possession or consumption of alcoholic punch, gelatin shots or grain alcohol.
  - d. Consumption of alcohol while using prescription or over-the-counter medication.
5. Sexual misconduct, including, but not limited to
  - a. sexual intercourse without consent,
  - b. unwelcome touching, or
  - c. other offensive sexual behavioris a serious violation. A student found responsible for a violation of this policy shall be subject to disciplinary suspension or permanent dismissal.
6. Possession, use or misuse of any controlled substance, including, but not limited to, marijuana, cocaine, heroin, amphetamines and depressants, is a serious violation of University policy. Students who possess, use or misuse such substances shall be subject to disciplinary suspension or permanent dismissal. Providing for others, by sale or otherwise, marijuana or any other controlled substance, is a serious violation of University policy, which shall result in disciplinary suspension or permanent dismissal. Possession

of drug paraphernalia is prohibited and considered a serious violation of University policy.

7. Because a genuine and complete expression of love through sex requires a commitment to a total living and sharing together of two persons in marriage, the University believes that sexual union should occur only in marriage. Students found in violation of this policy shall be subject to disciplinary suspension or permanent dismissal.
8. Students are required to abide by local, state and federal law. Failure to do so may result in disciplinary action.
9. The University has instituted a policy of limited parietal visitation to foster the personal and social development of residence hall students and at the same time respond to the safety, security and privacy needs of students sharing common living space.

Undergraduate residence halls will set their visitation hours within the following limits: visiting hours for guests of the opposite sex are not to begin before 9 a.m. on any day and are not to extend beyond 2 a.m. on Friday and Saturday nights and midnight on Sunday through Thursday nights. Overnight parietal violations are considered serious violations, and students who commit such violations shall be subject to disciplinary suspension or permanent dismissal.

The design of graduate student apartment and town-house facilities allows for 24-hour visitation without compromising the safety, security and privacy needs of other individuals. Residents of the graduate student housing facilities are expected to comply with the provisions of their housing contracts, as well as with all other policies established for their community.

10. Notre Dame students are expected to take responsibility for their guests' behavior. All visitors, including those from Saint Mary's College and Holy Cross College, are expected to abide by all University regulations. At the discretion of any University official, any guest may be denied admission or removed from any University housing, facilities, and grounds at any time.
11. The only appropriate manner in which to assimilate members into this community is to welcome them. Hazing and initiation-related rites, ceremonies, exercises or activities of any kind, that jeopardize the self-esteem and safety of

students, affect the University as a whole and are, therefore, strictly prohibited. Hazing and/or initiation refers to any behavior on or off campus that singles out members of this community or members of a student organization, group, club, athletic team or residence facility in a manner that is unwelcoming. Hazing and/or initiation includes, but is not limited to, acts that demean, deride or humiliate members or that place the personal safety of students or others in jeopardy. It shall also be a violation of this policy for any student to force or require, as a condition of association with a group or organization, the consumption or use of alcohol, drugs or any other substance. That members may state that they willingly participated in any such activity will not negate characterization of the event as initiation or hazing nor relieve those planning, sponsoring or participating in the event of responsibility. If students from any residence facility, student organization, group, club or athletic team violate this rule, the residence facility, student organization, group, club or athletic team may also be subject to serious collective sanctions. Individual students who violate this rule, including those who plan, sponsor, participate or partake as subjects of the initiation or hazing, will be subject to serious disciplinary action, which may include suspension or permanent dismissal.

12. For health, safety and security reasons:
  - a. Unless authorized by the Office of Student Affairs or Notre Dame Security Police (as referred to on page 51 under Storage of Weapons), fires, and all explosives, flammables, firearms or other weapons of any kind are not allowed in University residence halls, facilities, or on University grounds.
  - b. The possession or use of any form of fireworks is prohibited.
  - c. Tampering with or misuse of fire alarm and safety devices and these system components will result in severe disciplinary action against all persons involved and may include disciplinary suspension or permanent dismissal. The misuse of any emergency communication equipment, including but not limited to the red telephones in the Hesburgh Library and the Emergency Call Boxes, is also a serious violation.



- Students who fail to respond to a fire alarm or a tornado siren will be subject to disciplinary action.
- d. Any unauthorized presence in a construction area, the underground tunnels or any other restricted area shall result in disciplinary action.
  - e. The throwing of food or other objects in the dining facilities shall result in disciplinary action.
13. Every student must carry his/her Notre Dame Campus Identification Card and surrender it when requested by any official of the University, including, but not limited to, members of the faculty, residence hall staff, Notre Dame Security Police, and food service staff. Every student must identify himself or herself properly when requested to do so by any representative of the University, including members of the faculty, residence hall staff, Notre Dame Security Police and food service staff. The University of Notre Dame policy on the Campus Identification Card applies to all students and may be found on page 183.
  14. Any transfer, alteration, falsification or forgery of the Campus Identification Card constitutes a violation of University policy and may result in disciplinary action. The information on the Campus Identification Card must be correct. Possession or use of another student's Campus Identification Card or allowing another to use one's identification is prohibited. Students may not purchase, carry or present any identification which contains false information. Any student who assists another person in creating false identification of any kind may be subject to disciplinary suspension or permanent dismissal.
  15. If a student is found to have sold his/her season ticket booklet, or individual game tickets, for an amount greater than the face value of the tickets, or have sold his/her tickets to a ticket broker/agency who in turn resells the tickets for an amount greater than face value, he/she will lose his/her ticket privileges for a minimum period of one (1) year and reimburse the University for the amount greater than face value. In addition, the individual may face disciplinary action. Repeat offenders will be subject to stricter penalties up to and including permanent revocation of ticket privileges.

16. Failure to comply with disciplinary sanctions issued by the Office of Residence and Housing may result in further disciplinary action.

**SPECIAL NOTE:** Any directive from the Office of Student Affairs has the force of a University regulation. These directives can be general in nature or addressed to the entire student body or a segment of the student body, or they can be addressed to a specific individual as the need arises.

### **University Events that Include the Service of Alcohol**

In all circumstances in which the University serves as the host, alcohol may be provided only when it is possible to ensure moderation of consumption through reasonable measures, including but not limited to the following:

1. Alcohol is dispensed by licensed bartenders;
2. All participants are of majority age;
3. At events in which admission is charged, the cost of the alcoholic drinks shall be borne by individual consumers and will not be included in the admission fee;
4. The bar will be open for a limited time (brief) and either before or after a meal;
5. Those who are hosting will also provide nonalcoholic beverages as an alternative to alcohol.

Permission for such events that include attendance by graduate or undergraduate students must be obtained through the office of the Associate Vice President for Residence Life. The University will not normally sponsor events at which alcohol will be served that include undergraduate students, regardless of their age. Exceptions to this regulation require the written permission of the Office of Student Affairs and will normally be considered only in cases where the service of alcohol is made by a licensed bartender at a cash bar.

### **Print, Electronic, and Broadcast Media and Alcohol**

Print, electronic, and broadcast media funded in full or in part by the University, or by University-solicited funds, or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

### **University Funds and Alcohol**

No graduate or undergraduate student, student organization or University housing facility may use University, student organization or University housing facility funds for the purchase of alcohol.

# Driving under the Influence of Alcohol/Drugs

## Policy and Procedures

Notre Dame considers operation of a motor vehicle while intoxicated or impaired inimical to the common good; any person doing so exhibits wanton disregard for the rights and safety of others. The University will be guided by the following considerations in dealing with those students who operate a motor vehicle while impaired or intoxicated.

### I. Definitions

- A. *Driving under the influence* — a situation in which the operator of any motorized vehicle is determined by admission, by testing for blood alcohol content or by commonly accepted behavioral observations (e.g., slurred speech, staggering, etc.) to be driving such vehicle after having consumed alcoholic beverages or ingested other drugs or legally controlled substances which may alter, inhibit or impair a person's condition of thought and action.
- B. *On campus* — those properties owned and operated by the University of Notre Dame, Saint Mary's College and Holy Cross College, and public and private thoroughfares adjacent to those properties, including Notre Dame Avenue, Angela Boulevard, Edison, Juniper and Douglas Roads, and Indiana Highway 933.
- C. *Off campus* — all areas and locations not included in the "on campus" definition.
- D. *First offense* — a first-time violation of the "driving under the influence" policy on or off campus by someone who has had no prior serious violations of the University's Alcohol Policy.
- E. *Second offense* — a second violation of the "driving under the influence" policy or a first-time violation of the DUI Policy with at least one serious prior alcohol-related violation or a prior off-campus alcohol or substance-related civil violation.

### II. Violations and Sanctions

- A. First offense/on campus
  1. When a duly authorized officer determines that the operator of a motor vehicle is driving under the influence, the student shall be cited and/or arrested according to Indiana law.

2. The case report will be filed by the Notre Dame Security Police:
  - (a) With the state authorities as required by Indiana law;
  - (b) With the Office of Residence Life and Housing, which will proceed as follows:
    - (1) Place the student on Disciplinary Probation for at least one academic semester.
    - (2) Require the student to participate in an alcohol assessment at an appropriate assessing agency.
    - (3) Require the student to participate in alcohol education according to the assessor's determination.
    - (4) Require the student to forfeit all vehicle registration and campus driving/parking privileges.
    - (5) Require the student to pay an appropriate monetary fine or perform equivalent community service.
- B. Second offense/on campus
  1. When a duly authorized officer determines that the operator of a motor vehicle is driving under the influence, the student shall be cited and/or arrested according to Indiana law.
  2. The case report will be filed by the Notre Dame Security Police:
    - (a) With the state authorities as required by Indiana law;
    - (b) With the Office of Residence Life and Housing, which will proceed as follows:
      - (1) Suspend the student from the University for at least one academic semester.
      - (2) Require the student to participate in an alcohol assessment with an appropriate assessment agency.
      - (3) Require University alcohol counselor clearance prior to approving the student for readmission to Notre Dame.
      - (4) Upon approving readmission, require the student to forfeit all vehicle registration and campus driving/parking privileges.

- (5) Upon approving readmission, determine the need to require that the student participate in a continuing alcohol counseling program.
- C. First offense/off campus
1. When driving in locations not defined as “on campus,” students who are reported for “driving under the influence” (or other offenses, e.g., driving while intoxicated, etc.) can expect the matter to be handled by the appropriate civil authority.
  2. However, when the violation comes to the attention of University officials, the Office of Residence Life and Housing shall:
    - (a) Place the student on Disciplinary Probation for at least one academic semester.
    - (b) Require the student to participate in an alcohol assessment at an appropriate assessing agency.
    - (c) Require the student to participate in alcohol education according to the assessor’s determination.
    - (d) Require the student to forfeit all vehicle registration and campus driving/parking privileges.
    - (e) Require the student to pay an appropriate monetary fine or perform equivalent community service.
- D. Second offense/off campus
1. When driving in locations not defined as “on campus,” students who are reported for “driving under the influence” (or other offenses, e.g., driving while intoxicated, etc.) can expect the matter to be handled by the appropriate civil authority.
  2. However, when the violation comes to the attention of University officials, the Office of Residence Life and Housing shall:
    - (a) Suspend the student from the University for at least one academic semester.
    - (b) Require the student to participate in an alcohol assessment at an appropriate assessing agency and in alcohol education according to the assessor’s determination.
    - (c) Require University alcohol counselor clearance prior to approving the student for readmission to Notre Dame.

- (d) Upon approving readmission, require the student to forfeit all vehicle registration and campus driving/parking privileges at Notre Dame.
  - (e) Upon approving readmission, determine the need to require that the student participate in a continuing alcohol counseling program.
- E. Offenses involving injury or harm to persons or property:
1. Sanctions A through D shall apply as appropriate.
  2. The University may place additional expectations/sanctions on the student.
  3. The University will provide professional and pastoral counseling resources to assist the student in rehabilitation.



## Sexual Harassment Policy

### General Policy

The University of Notre Dame prohibits sexual harassment by all faculty, students and employees, and by any other person associated with Notre Dame. Sexual harassment is a barrier to the educational, scholarly and research purposes of the University of Notre Dame and is a violation of the law and University policy. The University of Notre Dame affirms its commitment to maintaining a learning and working environment that is fair, respectful, and free from sexual harassment. Additional information regarding sexual harassment may be obtained on the University of Notre Dame Website at [equity.nd.edu](http://equity.nd.edu), from the Sexual Harassment Ombudspersons, from any of the Contact Persons, from supervisors and department heads, from the Office of Institutional Equity, and in a detailed Sexual Harassment brochure available throughout campus. Additional information regarding support services for victims of rape and sexual assault is found on page 58.

*The terms “employee,” “staff” (i.e., non-exempt employee) and “administrator” (i.e., exempt employee) as used in this policy do not include any person with a faculty appointment; persons with any faculty appointment are referred to generally as “faculty” throughout this policy.*

### Definition of Sexual Harassment

The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in other University activities;

Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive University environment.

## **Ombudspersons**

The University has designated two Sexual Harassment Ombudspersons to provide information and assistance regarding sexual harassment to the entire University community (students, faculty, and employees). The Ombudspersons are Notre Dame faculty or employees appointed by the President.

The Ombudspersons are available to discuss sexual harassment and the University's policies and procedures generally with inquiring parties. In some situations, with the agreement of the reporting party, an Ombudsperson may attempt to work directly with the parties involved to resolve the matter informally (see Reporting Harassment, B. Informal Resolution). However, the Ombudspersons have a duty to ensure that all allegations of sexual harassment that are not resolved informally are reported to the appropriate University Contact Person to initiate the formal report process (see Reporting Harassment, C. Formal Report Process). The Ombudspersons will be available to advise and guide reporting parties prior to and throughout the formal report process, and to serve as a liaison between reporting parties and the University representative handling a formal report of harassment.

Information regarding the Sexual Harassment Ombudspersons is available at [equity.nd.edu](http://equity.nd.edu).

## **Contact Persons**

Contact Persons are those individuals to whom formal reports of harassment should be made. The appropriate Contact Person with whom to initiate a formal report is determined by the status of the harasser student, faculty or employee (see Reporting Harassment, C. Formal Report Process). The reporting party may also choose to proceed informally on a report of harassment made directly to a University Contact Person. Therefore, individuals reporting harassment to a Contact Person may be asked to specify whether they wish to initially proceed informally or formally. Information regarding the current Contact Persons may be found on the University Website at [equity.nd.edu](http://equity.nd.edu) and in the Sexual Harassment brochure available throughout campus.



### University Contact Persons

Jeff Shoup	Residence Life	(574) 631-5878
Grant Woodman	Residence Life	(574) 631-5878
Jessica Schuman	Residence Life	(574) 631-5878
Kathleen O'Leary	Residence Life	(574) 631-5878
Christopher Haug	Residence Life	(574) 631-5878
Lori Maurer	Human Resources	(574) 631-4667
Matthew Blazejewski	Human Resources	(574) 631-7507
Sherry Veith	Human Resources	(574) 631-5679
Sharon Hawkins	Human Resources	(574) 631-4236
Mark Kocovski	Human Resources	(574) 631-0443
Don Pope-Davis	Office of the Provost	(574) 631-5716

### Reporting Harassment

#### A. General Information

In conjunction with training and other preventive means, the prompt reporting of sexual harassment is key to the University's ability to eliminate sexual harassment on campus. Under the terms of this policy, persons who believe they are victims of sexual harassment may proceed informally or formally. These options are described below. Regardless of the status of the harasser or nature of the harassment, individuals who think they may be victims of sexual harassment should note the following:

Report the harassment promptly-before the conduct becomes severe or pervasive. Current contact information for the University officials to whom you are encouraged to make reports of sexual harassment, including the Ombudspersons, is found on the University of Notre Dame Website at [equity.nd.edu](http://equity.nd.edu) and in the Sexual Harassment brochure available throughout campus.

In an emergency situation, such as after normal business hours or in the event that you are concerned for your safety, contact the Notre Dame Security Police Department. As soon as possible thereafter, you should report any conduct that may be sexual harassment to one of the appropriate Contact Persons or to an Ombudsperson.

You are encouraged to utilize the University Counseling Center (for students), the Life Works Program (for employees and faculty), and members of the clergy at Notre Dame (for faculty, employees and students) as confidential resources to discuss sexual harassment and its effects. Because of the confidentiality afforded to these relationships, however, you should know that counselors at the UCC and Life Works and members of the clergy are not in a position to report the

harassment to University officials or to end the sexual harassment. To ensure University involvement, you must report the harassment through either the informal or formal reporting process, as detailed in this policy. On the other hand, if you specifically ask a member of the clergy (such as a Rector or administrator) to assist you in reaching an informal resolution or to take any other steps to end the harassment, and they agree to assist you in such a manner, you must recognize that they will not be able to keep the matter completely confidential and that they will consult with an Ombudsperson, a Contact Person or other appropriate University official to informally or formally resolve the matter.

To ensure accurate communication of the allegations, you are strongly encouraged to submit a written account when reporting harassment. In no case should this suggestion, however, stand in the way of making a report; the most important thing is that you report the harassment in some manner to an appropriate University official.

#### B. Informal Resolution

Selecting informal or formal resolution is initially the decision of the person who is being harassed. You may find informal resolution particularly appropriate if the conduct is isolated and of the following nature: sexual innuendo; display or distribution of drawings, pictures or other materials with a sexual content; sexual or “dirty” jokes; or comments with sexual content. On the other hand, you should submit a formal report if the harassment involves multiple instances of the conduct described above; sexual assault (for allegations of sexual intercourse without consent by a student, refer to the section of this policy titled “Harassment by Students-Reporting”); sexual or inappropriate touching of any kind; or sexual advances or “come-ons.” Please note that the formal report process is available for harassment of any nature, and that these examples are not intended to discourage use of the formal report process.

If you choose to proceed informally, you should report the harassment to any faculty member, administrator, supervisor, employee in the Office of Human Resources, or a Sexual Harassment Ombudsperson. You may also report the harassment to any of the Contact Persons designated to receive formal reports. If you do so, you should specify to the Contact Person that you initially wish to proceed informally. If the person who receives the report is a faculty member, they must consult with their Dean, Department Chair and/or an Ombudsperson throughout the attempt to resolve the matter

informally. If the person who receives the report is an employee, they must consult with their Director or other Department Head and/or an Ombudsperson throughout the attempt to resolve the matter informally. At least one person working to resolve the matter informally must have the authority to promptly end the harassment.

If the matter is resolved informally to the satisfaction of the reporting party, the person to whom the report was initially made shall send a written summary of the matter to a Contact Person in the Office of Residence Life and Housing, the Office of the Provost, or the Office of Human Resources, depending on the status of the alleged harasser. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record-keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the harasser (if any) as part of the informal resolution may be kept in that person's appropriate University file (faculty or employee's personnel file or student's disciplinary file).

If the matter is not resolved informally to the satisfaction of the reporting party, the person to whom the report was originally made must immediately report the allegations to an appropriate Contact Person (in the Office of Residence Life and Housing, Office of the Provost or the Office of Human Resources), or to a Sexual Harassment Ombudsperson, to begin the formal report process, regardless of whether the person reporting the harassment requests or desires this action.

### C. Formal Report Process

If the reporting party initially chooses to proceed with a formal report, or if informal resolution is unsuccessful, the person to whom the harassment is reported and the nature of the resulting investigation and resolution process depends upon the status of the harasser, as described in this section.

## **Harassment by Students**

### **Reporting**

Any incident of sexual harassment by an undergraduate or graduate student (including a student with teaching or classroom responsibilities

if the allegations are unrelated to such responsibilities) toward any faculty member, employee or other student that the reporting party cannot or does not desire to resolve informally should be reported promptly to one of the Contact Persons in the Office of Residence Life and Housing. Contact information for these individuals may be found on the University Website at [equity.nd.edu](http://equity.nd.edu) and in the Sexual Harassment brochure available throughout campus.

Once the Office of Residence Life and Housing is notified of an alleged incident of sexual harassment by a student that has not been resolved informally, the Office of Residence Life and Housing or its designee will review any written statements from the reporting party. The Office of Residence Life and Housing or its designee may also interview the reporting party, the alleged harasser and any witnesses who may be able to provide pertinent information about the incident, and may review any pertinent documents.

*Note: Allegations of sexual intercourse without consent by students will be addressed under paragraph 5 of the "Student Life Policies."*

## **Resolution**

If there is sufficient evidence to indicate that a violation of the policy may have occurred, the Office of Residence Life and Housing will proceed in accordance with the procedures outlined in the "University Disciplinary Procedures" section of *du Lac*. In response to most reports of sexual harassment, the University will complete the disciplinary procedure in 30 business days (Note: Business days do not include weekends or employee holidays as recognized by the University). There may be some reports for which the disciplinary procedure cannot be completed within 30 business days. In such cases, the University will communicate to the reporting party that the procedure is going to take longer than 30 business days and will also include a statement to the reporting party indicating when the University believes it will complete the procedure. A student found responsible for violating the sexual harassment policy will be sanctioned in accordance with the "University Disciplinary Procedures." These sanctions include, but are not limited to, a verbal or written warning, psychological assessment, a ban from specific areas of campus, loss of specific student privileges, community service, transfer or loss of on-campus housing privileges, disciplinary probation, disciplinary suspension or permanent dismissal. If the student has teaching or classroom responsibilities, the Office of the Provost may also terminate such responsibilities as a sanction if appropriate. Students found

responsible may ask for review of the matter according to the “Disciplinary Review Procedures” and “Case Review Routes” provisions of *du Lac*. The resolution of a sexual harassment allegation will be shared with the reporting party to the extent allowed by law.

### **Records**

The individual who conducts the review and/or hearing for the Office of Residence Life and Housing shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record-keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the harasser (if any) as part of the resolution may be kept in that person’s student disciplinary file.

## **Harassment by Faculty**

### **Reporting**

Any incident of sexual harassment by a faculty member or postdoctoral research associate (or a student with teaching or classroom responsibilities if the allegations are related to such responsibilities) toward any student, employee, or other faculty member that the reporting party cannot or does not desire to resolve informally should be reported promptly to the Contact Person in the Office of the Provost. Contact information for this individual may be found on the University Website at [equity.nd.edu](http://equity.nd.edu).

### **Investigation**

The Office of the Provost or its designee will promptly and thoroughly investigate any allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may involve interviews and/or written statements from the reporting party, the alleged harasser and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the alleged harasser will be informed of the allegation and the facts surrounding the allegation. The alleged harasser will be afforded a full opportunity to respond to the allegation. In response to most reports of sexual

harassment, the University will complete the investigation in 30 business days (Note: Business days do not include weekends or employee holidays as recognized by the University). There may be some reports that cannot be investigated within 30 business days. In such cases, the University will communicate to the reporting party that the investigation is going to take longer than 30 business days and will also include a statement to the reporting party indicating when the University believes it will complete the investigation. The conclusion of the investigator as to whether the Sexual Harassment Policy was violated will be communicated in writing to both the reporting party and the alleged harasser.

### **Resolution**

If there is sufficient evidence to conclude that the alleged harasser violated the Sexual Harassment Policy, the Office of the Provost will take appropriate action, including but not limited to counseling or educating the individual about sexual harassment, and/or disciplinary action, including but not limited to a verbal or written reprimand, or other disciplinary sanctions up to and including termination in accordance with Article III, Section 8, of the Academic Articles (“Severe Sanctions Including Dismissal for Serious Cause”). In the case of students with teaching or classroom responsibilities, this discipline may also include termination of such teaching and classroom responsibilities, as well as discipline from the Office of Residence Life and Housing if appropriate. Appeals by faculty and by students with teaching or classroom responsibilities from such disciplinary actions will be handled pursuant to the procedures for Faculty Grievances as outlined in Article III, Section 11 of the Academic Articles.

### **Records**

The individual who conducts the investigation for the Office of the Provost shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record-keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the harasser (if any) as part of the resolution may be kept in that person’s personnel file.

## **Harassment by Employees**

### **Reporting**

Any incident of sexual harassment by an employee toward any student, faculty member, or other employee that the reporting party cannot or does not desire to resolve informally should be promptly reported to one of the Contact Persons in the Office of Human Resources. Contact information for these individuals may be found on the University Website at [equity.nd.edu](http://equity.nd.edu) and in the Sexual Harassment brochure available throughout campus. In the alternative, the report can be made to any supervisor in the reporting party's department, who in turn must report the allegation to a Contact Person in the Office of Human Resources.

### **Investigation**

The Office of Human Resources or its designee will promptly and thoroughly investigate any allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may include interviews and/or written statements from the reporting party, the alleged harasser and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the alleged harasser will be informed of the allegation and the facts surrounding the allegation. The alleged harasser will be afforded a full opportunity to respond to the allegation. In response to most reports of sexual harassment, the University will complete the investigation in 30 business days (Note: Business days do not include weekends or employee holidays as recognized by the University). There may be some reports that cannot be investigated within 30 business days. In such cases, the University will communicate to the reporting party that the investigation is going to take longer than 30 business days and will also include a statement to the reporting party indicating when the University believes it will complete the investigation. The conclusion of the investigator as to whether the Sexual Harassment Policy was violated will be communicated in writing to both the reporting party and the alleged harasser.

### **Resolution**

If there is sufficient evidence to conclude that the alleged harasser violated the Sexual Harassment Policy, the appropriate administrator,

in conjunction with the Office of Human Resources, will take appropriate action, including but not limited to counseling or educating the individual about sexual harassment, and/or corrective action, including but not limited to mandatory referral to the Employee Assistance Program, verbal or written reprimands, suspension or termination. Employees may appeal such decisions using the Employee Grievance Procedure.

## **Records**

The individual who conducts the investigation for the Office of Human Resources shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record-keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the harasser (if any) as part of the resolution may be kept in that person's personnel file.

## **Confidentiality**

Sexual harassment is a particularly sensitive issue that may affect any member of the University community. All persons involved in any aspect of a sexual harassment allegation shall treat the matter as strictly confidential. The University will disclose information regarding a sexual harassment report only as required by law and as necessary to meet its legal obligation to investigate allegations of sexual harassment and to take action to end the harassment.

## **Retaliation**

Any attempt by a faculty member, employee, or a student to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an informal or formal sexual harassment report is completely prohibited. The University will treat such conduct as a separate incident subject to appropriate discipline/corrective action, from warning to termination or dismissal (for faculty, dismissal is conducted in accordance with Article III, Section 8, of the Academic Articles ("Severe Sanctions Including Dismissal for Serious Cause").



## **False Reports**

A reporting party who was intentionally dishonest in making the allegations or who acted maliciously is subject to appropriate discipline/corrective action, from warning to termination or dismissal.

## **Duty of Faculty and Employees to Report Harassment**

To assist Notre Dame in preventing sexual harassment, all members of the University community are encouraged to report sexual harassment of others that they witness or otherwise know about. Certain Notre Dame faculty and employees have the following specific duties related to reporting the sexual harassment of others.

The duties in this section apply to all faculty and administrators at Notre Dame who have received reports of harassment or witnessed harassment, and to all faculty and administrators who supervise others who have received reports of harassment, witnessed harassment, or otherwise have any knowledge of conduct that could be in violation of this policy. If a faculty member or exempt employee learns of conduct other than through the person being harassed, they should inquire with the individual(s) involved to determine whether conduct has indeed occurred that could be a violation of this policy. If the parties are uncooperative, the faculty member or exempt employee should contact an Ombudsperson for advice on how to proceed.

If there is indeed conduct that could be a violation of this policy, the faculty or administrator must first consult their Dean, Department Chair, or a Sexual Harassment Ombudsperson (if faculty), or their Director, Department Head or a Sexual Harassment Ombudsperson (if employee). The situation may then be handled either informally or formally (see Reporting Harassment section of this policy), depending on the choice of the person being harassed. If the matter is not resolved informally to the satisfaction of the person being harassed, the faculty member or administrator to whom the report was originally made must ensure that the allegations are reported immediately to the appropriate Contact Person (in the Office of Residence Life and Housing, Office of the Provost or the Office of Human Resources) to begin the formal report process, regardless of whether the person reporting the harassment requests or desires this action.

Individuals who violate the reporting requirements in this provision will be subject to appropriate discipline/corrective action.

## Consensual Relationships

Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University prohibits any faculty member or employee of the University from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled as an undergraduate at Notre Dame.

Furthermore, because of the potential for abuse or the appearance of abuse and the inherent differential in authority between graduate students and their educators, counselors and others holding positions of authority over them, the University prohibits any member of the University community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any graduate student whom he or she educates, counsels, coaches, supervises or evaluates in any way.

Likewise, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University prohibits any member of the University community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee whom that person supervises or evaluates in any way.

Exceptions to any of these prohibitions will be considered by the Office of the Provost or the Office of Human Resources on a limited, case-by-case basis. If you have any questions about the application or effect of this policy to an existing or potential relationship, please ask your supervisor and/or a member of the Office of the Provost or the Office of Human Resources.

In keeping with this University policy, if charges of sexual harassment are made, the existence of a consensual relationship in any of the contexts stated above shall not be a defense in any proceeding brought by the Office of Residence Life and Housing, Office of the Provost or Office of Human Resources.

Individuals who violate this provision are subject to the range of discipline listed in the sexual harassment policy under the appropriate "Resolution" section.

*"Employee" as used in this provision does not include any student employees except for those who teach undergraduate students.*

## Existing University Rules and Regulations

The Sexual Harassment and Consensual Relationships policies are intended to be additions to existing University rules and regulations and do not alter or modify any existing University rule or regulation.

# Protection of Children Policy

## I. Purpose

The purpose of this policy is to ensure the fulfillment of our moral obligation to protect minor children as vulnerable members of society and the obligation that is mandated by Indiana law. Specifically, this policy addresses the abuse of minor children.

## II. Definition of Abuse

Abuse of a minor child includes serious endangerment of a child's physical or mental health due to injury by act or omission, including acts of sexual abuse. Sexual abuse includes contacts or interactions between a child and an adult when the child is being used as an object of sexual gratification for the adult. A child is abused whether or not this activity involves explicit force, whether or not it involves genital or physical contact, whether or not it is initiated by the child, and whether or not there is discernible harmful outcome.

## III. Procedures

Indiana law requires anyone who has reason to believe that a child has been abused or neglected to report the abuse or neglect. Additional obligations are imposed upon institutions such as the University. In order to meet the reporting obligation, as well as to provide appropriate protection to children, this policy applies to abuse that allegedly occurs on our campus, on property owned or leased by the University, or while members of the faculty, staff or student body are participating in a University connected activity off campus.

- A. A minor and/or his or her parents or guardians or anyone external to the University who has knowledge about the abuse of a minor which occurred on University property or which involved a University employee or student during the course of a University connected activity off campus, is urged to report the alleged abuse to the Director, Dean or Vice President in charge of the program in which the minor is involved or to anyone else at the University with whom the reporting person feels comfortable speaking. University employees or students who receive such reports should proceed as outlined in paragraphs B, C and D.

- B. A University employee who has reason to believe that a minor has been abused on our campus, on property owned or leased by the University, or while members of the faculty, staff or student body are participating in a University connected activity off campus or who has received a report of such alleged abuse must report this information to either 1) his or her supervisor or the Director, Dean or Vice President in charge of his or her department; or 2) if the report involves another employee, the direct supervisor of the alleged abuser or the Director, Dean or Vice President in charge of the alleged abuser's department; or 3) if the report involves a student, to the Vice President for Student Affairs.
- C. A University student who has reason to believe that a minor has been abused on our campus, on property owned or leased by the University, or while members of the faculty, staff or student body are participating in a University connected activity off campus or who has received a report of such alleged abuse must report this information to either 1) his or her Rector or the Vice President for Student Affairs or 2) if the report involves an employee, the direct supervisor of the alleged abuser or the Director, Dean or Vice President in charge of the alleged abuser's department.
- D. In all situations, those who receive a report of abuse must immediately report the allegation to the Vice President and General Counsel.
- E. The Vice President and General Counsel in conjunction with the Provost's office, the Office of Human Resources or the Office of Student Affairs shall develop written procedures for handling the investigation of allegations of abuse, for reporting it to the authorities if appropriate, and for resolving the situation including imposition of sanctions if appropriate. Such written procedures will be published in the University staff, employee and student handbooks.
- F. If there is a finding that the alleged abuse occurred, the University will assist the victim in obtaining appropriate counseling for the victim and members of the victim's family if appropriate.

#### **IV. Advisory Board for Cases Involving Abuse**

- A. The President of the University shall appoint an advisory board to review the investigation of any allegations of abuse involving minors and to review the sanctions, if any, imposed on the alleged abuser.
  1. The advisory board shall include three persons who are independent from the University and who will serve without remuneration for their service.
  2. If the advisory board is dissatisfied with the University's investigation or the sanctions, if any, imposed as a result of the investigation, it may conduct its own investigation or hire a law firm, at the expense of the University, to conduct an investigation for them.
  3. If the advisory board believes that the findings of the University are incorrect in that there should have been a finding that abuse occurred or believes that the sanction imposed is insufficient, they shall have the opportunity to discuss the case with the President of the University and the General Counsel. If the President is alleged to have been involved in the abuse, the executive committee of the Board of Trustees shall review the case and meet with the advisory board before making the final decision in the case as to the appropriate resolution.

## **Procedures for Handling Allegations of Child Abuse**

In the event that the General Counsel's Office receives a report of alleged abuse of a minor by a member of the University staff, faculty or student body, the General Counsel shall take the following action:

- A. If the abuse happened on campus or on property owned or leased by the University or off campus while a member of the University staff, faculty or student body was participating in a University connected activity, the General Counsel shall:
  - 1) Notify the President of the University.
  - 2) If the parents or guardians of the victim have not been involved in the reporting and are not the alleged abusers, notify the parents or guardians of the minor involved.
  - 3) If the alleged abuser is a faculty member, notify the Provost of the allegations.
  - 4) If the alleged abuser or the victim is a student, notify the Vice President of Student Affairs.
  - 5) If the alleged abuser is a staff member, notify the Executive Vice President of the University and the Associate Vice President of Human Resources.
  - 6) If the alleged abuser is a member of a religious order, notify the Provincial or head of the order.
  - 7) Notify the Sheriff's office or appropriate agency at such time as the General Counsel receives an allegation of abuse as defined by the University's Policy for the Protection of Children.
  - 8) If appropriate, conduct an investigation in conjunction with the Office of Human Resources, the Provost's office or the Office of Residence Life and Housing, depending on whether the alleged abuser is a member

of the staff, faculty or student body. The investigation may include interviews of the reporting party, the victim, the alleged abuser, and any person(s) whom the reporting party, the victim, the victim's parents or guardians, or the alleged abuser believe have relevant information.

- 9) Report the findings of the investigation to the Vice President in charge of the department where the alleged abuser is employed if the alleged abuser is a staff member, to the Provost if the alleged abuser is a faculty member, or to the Vice President for Student Affairs if the alleged abuser is a student, along with a recommendation as to any sanction which should be imposed, up to and including dismissal.
  - a) If the alleged abuser is a staff member, the Vice President in charge of the department where the alleged abuser is employed in conjunction with Human Resources shall make the final decision as to the sanction, if any. The decision may be appealed by the alleged abuser to the Executive Vice President according to the University appeal procedures.
  - b) If the alleged abuser is a faculty member, the Provost shall make the final decision as to the sanction, if any. If the proposed sanction constitutes a "severe sanction" or dismissal, the Provost shall proceed according to Article III Section 8 of the Academic Articles. If the sanction imposed is less than a "severe sanction" or dismissal, the faculty member may file an appeal under the Faculty Grievance Procedures as described in Article III Section 11 of the Academic Articles.
  - c) If the alleged abuser is a student, the Vice President of Student Affairs shall make the final decision as to the sanction, if any. The sanction may be appealed to the President of the University.

- d) If the alleged abuser is an officer of the University, the President of the University shall make the final decision as to the sanction, if any. If the alleged abuser is the President of the University, the Executive Committee of the Board shall make the final decision as to the sanction, if any.
- B. An employee may be immediately suspended with pay pending the outcome of the investigation if the appropriate officer believes that the circumstances justify such suspension. A faculty member may be suspended only by the President in accordance with Article III Section 8 of the Academic Articles. A student may be suspended according to the procedures outlined in the University Disciplinary Procedures of *du Lac* in paragraph 2 under Other Actions.
- C. If the alleged abuser is not employed by or enrolled as a student of the University but the alleged abuse happened on campus or on property owned or leased by the University, in addition to the above procedures, the Vice President and General Counsel:
- 1) May request that a “no trespass” letter be sent to the alleged abuser pending the outcome of the investigation.
  - 2) May, if the alleged abuser is present on the campus as a result of working for someone or some entity with authorization to be on campus, notify that person or entity of the allegations.
  - 3) Must, if the investigation confirms that the abuse occurred, request that a permanent “no trespass” letter be sent and notify the person or entity with whom the alleged abuser is employed of the results of the investigation and the permanent ban of the alleged abuser from campus.
- D. The General Counsel shall send a report of each allegation to the advisory board along with a summary of the investigation conducted, the findings and the sanctions, if any, that are imposed.



## **Discriminatory Harassment Policy**

### **Policy**

The University of Notre Dame believes in the intrinsic value of all human beings. It is, moreover, committed to the full peaceable participation of all its members in the educational endeavor it fosters. Accordingly, the University prohibits discriminatory harassment by all faculty, administrators, staff and students. The University is also committed to the free expression and advocacy of ideas and wishes to maintain the integrity of this commitment as well. For this reason, discriminatory harassment is defined here with great caution.

Harassment in general is prohibited elsewhere in the University's regulations.

### **Definition**

For purposes of this policy:

- A. Harassment  
Harassment is any physical conduct intentionally inflicting injury on the person or property of another, or any intentional threat of such conduct, or any hostile, intentional and persistent badgering addressed directly at another, or small group of others, that is intended to intimidate its victim(s) from any University activity, or any verbal attack, intended to provoke the victim to immediate physical retaliation.
- B. Discriminatory Harassment  
Conduct as described in A., above, constitutes discriminatory harassment, if, in addition, it is accompanied by intentionally demeaning expressions concerning the race, gender, religion, age, sexual orientation, national origin or disability of the victim(s).

### **Administration of Policy**

- A. Students
  - 1. Reporting  
Any incident of discriminatory harassment by a student (including students with teaching or classroom responsibilities) toward any other student, that occurs outside a residence facility or toward a faculty or staff member or administrator that the complainant cannot or does not desire to resolve directly with the alleged harasser, should be reported to the Office of Residence Life and Housing. Any incident of discriminatory harassment by a student (including students with teaching or classroom responsibilities)

toward any other student that occurs in a residence facility is to be reported to the Rector, who shall consult with the Office of Residence Life and Housing to determine whether the complaint should be handled at the hall level or whether the matter should be referred to the Office of Residence Life and Housing. Prior to or after a complaint has been filed, the complainant may obtain information about this discriminatory harassment policy, the procedures for handling a complaint or advice and assistance in reporting the incident from their Rector or the Office of Residence Life and Housing.

2. Disciplinary Procedures

An alleged incident of discriminatory harassment by a student will be handled in accordance with the disciplinary procedures outlined in the "University Disciplinary Procedures" section of *du Lac*.

3. Resolution

The alleged harasser may be found not to have committed a violation of rules and regulations or may be found responsible and subject to the sanctions explained in the "University Disciplinary Procedures" section of *du Lac*.

In cases handled by the Office of Residence Life and Housing, the sanctions may include, but not be limited to, a verbal or written warning, psychological assessment, a ban from specific areas of campus, loss of specific student privileges, community service, transfer or loss of on-campus housing privileges, disciplinary probation, disciplinary suspension or permanent dismissal. In cases handled by the Office of Residence Life and Housing, students found responsible may ask for review of the matter according to the "Disciplinary Review Procedures" and "Case Review Routes" sections outlined in *du Lac*.

B. Faculty, Staff and Administrators

1. Faculty

a. Reporting

Any incident of discriminatory harassment by a faculty member, postdoctoral research associate or student with teaching or classroom responsibilities toward a student, staff, administrator or other faculty member that the complainant cannot or does not desire to resolve directly with the alleged harasser

should be reported to the chairperson of the academic department or, in cases involving the chairperson, to the Dean of the College. If the matter cannot be resolved at the department or college level, it should be referred to the designated officer (Don Pope-Davis, (574) 631-5716) in the Provost's Office.

b. Investigation

At the request of the complainant, the complaint will be investigated. The investigation may involve interviews and/or written statements from the complainant, the alleged harasser, and any witnesses who may be able to provide pertinent information about the facts of the case. In the course of the investigation, the alleged harasser will be informed of the allegations, the identity of the complainant and the facts surrounding the allegations and will be afforded a full opportunity to respond to the allegations.

c. Resolution

The results of the investigation may fall into two categories:

- (1) **Unfounded.** If the complaint is determined to be without merit, the complaint will be regarded as resolved.
- (2) **Founded.** If after conducting the investigation the complaint is determined to be with merit, the complaint will be resolved as described below:
  - (a) **Informal Resolution.** In appropriate cases and with the approval of both the complainant and the alleged harasser, the investigator may attempt private mediation in an effort to resolve the alleged complaint without the need for additional proceedings.
  - (b) **Formal Resolution.** The Provost's Office will take appropriate disciplinary action, which may include counseling or education about discriminatory harassment, a verbal or written reprimand or other disciplinary sanctions up to and including suspension and,

in the case of students with teaching or classroom responsibilities, may also include termination of employment. Faculty appeals from such disciplinary actions will be handled pursuant to the procedures for faculty grievances as outlined in Article III, Section 11 of the Academic Articles. Student appeals may be made to the Dean of the College. In the case of faculty, if the investigation reveals that the conduct is such that a “severe sanction” or dismissal is contemplated, the procedures for Severe Sanctions Including Dismissal for Serious Cause as outlined in Article III, Section 8, of the Academic Articles shall be followed. The results of the investigation will be communicated in writing to both the complainant and respondent.

## 2. Staff

### a. Reporting

Any incident of discriminatory harassment by a staff member toward a student, faculty member, administrator or other staff member, that the complainant cannot or does not desire to resolve directly with the alleged harasser, should be reported to the Office of Human Resources or, at the option of the complainant, it may be reported to the complainant’s or the alleged harasser’s supervisor, who will report it to Human Resources. Prior to or after a complaint has been filed, the complainant may obtain information about this discriminatory harassment policy or the procedures for handling a complaint from their supervisor, the alleged harasser’s supervisor, or the Office of Human Resources. This initial discussion with the supervisor or Office of Human Resources is for the purpose of providing guidance as to the complainant’s options and procedures. After discussion with the complainant, the alleged harasser’s supervisor, in conjunction with the Office of Human Resources, will begin an investigation at the request of the complainant.

b. Investigation

The alleged harasser's supervisor, in conjunction with the Office of Human Resources, will investigate the complaint and determine whether there is a reasonable basis for believing the alleged violations of the policy have occurred. The investigation may include oral interviews and/or written statements from the complainant, the alleged harasser and any witnesses who may be able to provide pertinent information about the facts of the case. In the course of the investigation, the alleged harasser will be informed of the allegations, the identity of the complainant and the facts surrounding the allegations and will be afforded a full opportunity to respond to the allegations.

c. Resolution

The results of the investigation may fall into two categories:

- (1) **Unfounded.** If the complaint is determined to be without merit, the complaint will be regarded as resolved.
- (2) **Founded.** If after conducting the investigation the complaint is determined to be with merit, the alleged harasser's supervisor, in conjunction with the Office of Human Resources, will take appropriate disciplinary action, which may include (but not be limited to) counseling or education about discriminatory harassment, verbal or written reprimands, suspension or termination. Staff personnel may appeal such decisions in the same manner as other staff grievances.

3. Administrators

a. Reporting

Any incident of discriminatory harassment by an administrator toward a student, faculty member, staff member or other administrator, that the complainant cannot or does not desire to resolve directly with the alleged harasser, should be reported to the alleged harasser's superior (the individual to whom the alleged harasser reports), who shall report the

complaint to the Office of Human Resources. Prior to or after a complaint has been filed, the complainant may obtain information about this discriminatory harassment policy or the procedures for handling a complaint from their supervisor, the alleged harasser's superior, or the Office of Human Resources. The initial discussion with the alleged harasser's superior is for the purpose of providing guidance with respect to the complainant's options and procedures. After discussion with the complainant, the superior, in conjunction with the Office of Human Resources, will begin an investigation at the request of the complainant.

b. Investigation

The alleged harasser's superior, in conjunction with the Office of Human Resources, will investigate the complaint and determine whether there is a reasonable basis for believing the alleged violations of the policy have occurred. The investigation may include oral interviews and/or written statements from the complainant, the alleged harasser, and any witnesses who may be able to provide pertinent information about the facts of the case. In the course of the investigation, the alleged harasser will be informed of the allegations, the identity of the complainant and the facts surrounding the allegations and will be afforded a full opportunity to respond to the allegations.

c. Resolution

The results of the investigation may fall into two categories:

- (1) **Unfounded.** If the complaint is determined to be without merit, the complaint will be regarded as resolved.
- (2) **Founded.** If after conducting the investigation the complaint is determined to be with merit, the alleged harasser's superior, in conjunction with the Office of Human Resources, will take appropriate disciplinary action, which may include (but not be limited to) counseling or

education about discriminatory harassment, verbal or written reprimands, suspension or termination. Administrators may appeal such decisions in the same manner as other grievances.

4. Confidentiality, Retaliation, Protection of the Alleged Harasser

a. Confidentiality

Discriminatory harassment is a particularly sensitive issue which may affect any member of the University community. The right to confidentiality of all parties involved in a discriminatory harassment charge shall be strictly adhered to insofar as it does not interfere with the University's legal obligation to investigate allegations of discriminatory harassment when brought to the University's attention, and to take corrective action.

b. Non-Retaliation

Any attempt by a member of the faculty, member of the staff, administrator or student to penalize or retaliate in any way against a person bringing a discriminatory harassment charge is prohibited and will be treated as a separate incident to be reviewed in its own right.

c. Protection of the Alleged Harasser

- (1) In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the alleged harasser if it was damaged by the proceeding.
- (2) A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of the University's disciplinary procedures, from official reprimand to dismissal.

### **Ombudsperson**

Notwithstanding the reporting procedures outlined in the policy above, a person alleging discriminatory harassment may choose to report the incident to the University Ombudsperson. This is to be a member of the University community selected by the President, in

consultation with the other officers of the University, for that task. The Ombudsperson, after taking information on the incident, is to help the complainant handle the matter, either by informal conciliation or by helping the complainant proceed with the reporting procedure described above. *Dwight King is the current University Ombudsperson for discriminatory harassment. The telephone number for the Ombudsperson is (574) 631-3909.*

### **Existing University Rules and Regulations**

This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.





## **Title IX Grievance Procedure for Students**

### **Purpose**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education programs or activities by recipients of federal financial assistance, including the University of Notre Dame. The University provides this grievance procedure because it is critical that students are treated fairly and receive prompt responses to problems and complaints concerning sex discrimination. The Office of Institutional Equity (OIE) is available to assist with this procedure, which should be used freely and without fear of retaliation. The procedure outlined below should be used if a student feels that she/he has been discriminated against based on her/his sex. If the problem involves Discriminatory Harassment and/or Sexual Harassment, reference to those policies should be made to initiate a complaint. When unsure which policy applies, the student should contact the OIE for assistance.

### **Step One (Informal Resolution):**

#### **Discuss Complaint with the Accused Individual**

The University encourages informal resolution of complaints. If appropriate, a student should feel free to first discuss the complaint directly with the individual against whom the complaint is made. If the alleged discrimination involves a department or unit rather than an individual, the reporting party should discuss the complaint with a representative of that department/unit. In any case, the conversation should occur within ten (10) business days of the alleged discrimination whenever possible. If the complaint is not resolved as a result of this discussion, or if the student does not wish to proceed informally, she/he should proceed to Step Two.

### **Step Two (Formal Resolution):**

#### **Submit Written Complaint to the OIE**

A student may submit a formal written complaint to the OIE for investigation. A written complaint should include the name, address, telephone number, class year, and college of enrollment of the reporting student; a detailed description of the conduct that the reporting party alleges to be discriminatory; name(s) and contact information of the person against whom the complaint is made (or, if the alleged

discrimination involves a department or unit rather than an individual, a representative of that department/unit); and the name(s) and contact information of witnesses (if any).

The reporting party should make every effort to submit the written complaint within thirty (30) business days of the alleged conduct.

The OIE will investigate the complaint. Depending on the nature of the allegations, the investigation could include interviews with the reporting party, the accused individual (or, if the alleged discrimination involves a department or unit rather than an individual, with a representative of that department/unit), and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations. The OIE will make every effort to conclude the investigation within thirty (30) business days. If the investigation cannot be completed in that time period, the OIE will contact the reporting party and provide a time frame in which the investigation will be completed.

At the conclusion of the investigation, the OIE will notify the reporting party whether any University policy was violated. Please note that, in many situations, OIE cannot provide information about the sanctions assessed (if any) because of the privacy rights of the accused individual.

### **Step Three (Appeal):**

#### **Reporting Party May Appeal the Decision of OIE**

If the student is not satisfied with outcome of the Step Two decision, he/she may proceed with the complaint within ten (10) business days of receipt of the Step Two decision by submitting the formal written complaint from Step Two and any additional information to the appropriate Dean or Officer of the University (or his/her designee) as identified by the OIE.

The Dean or Officer will issue a written decision within ten (10) business days of his/her receipt of the complaint. In reviewing the matter, the Dean or Officer shall have access to any information necessary to reach a decision regarding the student's complaint.

**General Information:**

The time limits above are subject to modification on a case-by-case basis due to operational requirements, travel away from campus, in-depth investigations, etc. The President of the University shall have final authority to resolve any disputes regarding the implementation of this Grievance Procedure, including determination of the appropriate decision makers.

**Title IX Coordinator:**

The University has designated the Director of its Office of Institutional Equity to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX and under Section 504 of the Rehabilitation Act of 1973. The Title IX and Section 504 coordinator may be contacted as follows:

Director  
Office of Institutional Equity  
414 Grace Hall  
University of Notre Dame  
Notre Dame, IN 46556  
(574) 631-0444

## Student Activities Policies

The Student Activities Office is responsible for the development of an activities program for the student community. The staff works with all campus leaders including student government, class representatives and organization officers. In addition to the policies and procedures set out here in *du Lac*, policies and procedures for student activities can be found in *The Source*. Students are required to abide by all policies included in *du Lac* and in *The Source*. Students may be referred to the Office of Residence Life and Housing for violations of these regulations.

### Advertising, Posters, and Announcement of Activities

Recognized student groups (clubs, organizations and residence facilities) may use University bulletin boards to announce activities and to advertise. All student group material must receive a stamp from the Student Activities Office indicating the group is registered.

University departments are not required to have a stamp to advertise on campus. Individuals, including students, may not advertise on University bulletin boards. Students interested in advertising items for sale may use the classified channel on Inside ND.

All signs and posters placed on any University bulletin boards must not exceed 17" x 23" and must reflect good taste. All signs and posters must clearly indicate the sponsoring group. Signs are to be posted only on bulletin boards and are not to be attached to trees, posts, sidewalks, or the interior or exterior walls of buildings, including stairways and doors. The advertising of alcohol by student groups is prohibited on campus. Signs and posters not in compliance with these requirements will be removed. Student groups in violation of this policy may lose their posting privileges. These directives do not apply to the interior of residence hall rooms.

Non-University for-profit businesses are not permitted to use University bulletin boards for promotion of products or services. Businesses may advertise in *The Observer* and *Scholastic*.

Requests by student groups to have table tents, banners or information tables on campus (LaFortune Student Center, Huddle, Dining Halls, etc.) must be processed through the Student Activities Office.

Advertising for events involving the use of alcohol, which directly or indirectly refers to alcoholic beverages in any form, may not be posted or distributed on any University property, including bulletin boards, residence facilities, academic buildings, trees, posts or other property on University grounds.

Print, electronic and broadcast media funded in full or in part by the University, by University-solicited funds or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

### **Computer Listings**

Permission from the Student Activities Office is required for any student or student organization to receive a computer listing of students, parents of students, faculty and/or staff. A nominal fee is charged for this service.

### **Contracts**

All proposed contracts with non-University agencies (such as travel bureaus, airlines, buses, bands, speakers, disc jockeys, facilities for off-campus events, etc.) which will involve student organizations or University residence facilities must be initiated and approved by the Assistant Vice President for Student Activities or the Assistant Vice President's delegate. The Assistant Vice President of Student Activities forwards all such proposed contracts to the Vice President for Student Affairs, who in turn forwards proposed contracts to the Vice President and General Counsel for review. When this review is complete, the Executive Vice President, or by delegation the Vice President for Student Affairs or the Assistant Vice President for Student Activities, executes such contracts. The University is liable only on contracts processed in this manner and only when such contracts are executed by the Executive Vice President, or by delegation the Vice President for Student Affairs or the Assistant Vice President for Student Activities. The University will not assume legal liability for contracts executed by a student, student organization or residence facility. The Student Activities Office is available for consultation and additional information on procedures relating to contracts.

### **Demonstrations**

All demonstrations must be registered in writing with the Associate Vice President for Residence Life and also must observe the following rules:

- a. All demonstrations must be peaceful and orderly.
- b. Only members of the University community may organize or lead a demonstration on campus.
- c. Demonstrators may not impede the freedom of the University community.

### **Eligibility for Student Activities**

Satisfactory academic and disciplinary standing is required in order to be eligible for student body office, class office, hall office or membership in the Campus Life Council, Hall President's Council, Student Government or any judicial board. The same requirement applies to cheerleaders, officers of campus clubs, organizations or activities.

Current academic or disciplinary probation renders a student ineligible for any of the offices or positions mentioned above. If a person has been placed on disciplinary probation in writing by the Office of Residence Life and Housing, he or she is not eligible for any of the above positions or for participation in varsity athletics. Only individuals enrolled as students are eligible to hold a student leadership position.

### **Merchandising and Fund Raising**

Student organizations and University residence facilities are eligible to apply for permission allowing them to engage in a merchandising activity on the Notre Dame campus. Students not affiliated with a residence facility or student organization are prohibited from engaging in any type of merchandising activity without permission. Eligible groups that wish to engage in any type of merchandising activity that would take place on campus and/or involve Notre Dame students must submit a request to the Student Activities Office according to the established guidelines. Requests will be considered on the basis of benefit to the students, the uniqueness of the service to be offered and the credibility of the organization involved to deliver a quality product.

Requests are approved by the director of Student Activities for Programming or the director's designee. Both exclusive and non-exclusive concessions may be applied for through this process. If exclusive rights are granted through a special concession a payment of a fee will be required for such exclusive rights. Any organization receiving approval to merchandise may be asked to submit a financial summary to the Student Activities Office upon completion of the fund-raising project.

The following restrictions are placed upon all those granted permission.

- a. Door-to-door sales or solicitation are prohibited in the residence facilities.
- b. Group sales, demonstrations or parties are prohibited in residence facilities.

c. All advertising posters must be officially stamped at the Student Activities Office. Any posters without this stamp will be removed by building personnel. Advertising posters must contain the following:

- Sponsoring organization name;
- Description of product or service and prices;
- Date and location of sale.

Those granted permission may advertise in any of the campus media with these same restrictions.

- d. Advertising may not publicize the address or telephone number of any University residence facility as a business office or headquarters.
- e. University residence facilities may not serve as a center of commercial activity. Telephones and mail addresses of University residence facilities may not serve as telephones or addresses for a business office. University residence facilities may not be used to store inventory.
- f. Any on-line sales by student organizations and residence facilities must be conducted through Student Shop ND ([studentshop.nd.edu](http://studentshop.nd.edu)).

The above merchandising regulations do not restrict an individual student from inviting and completing a business transaction in his or her room, e.g., with an insurance salesperson or pizza delivery person.

Hall food sales which involve only the sale of food and nonalcoholic beverages are not considered an interhall matter since this activity primarily involves a service provided by members of a given hall for members of the hall. Students involved in hall food sales should contact the Rector of their respective hall to discuss their particular situation.

Failure to comply with the Merchandising Policy will result in disciplinary sanctions that may include a fine, revocation of the vendor's permit, confiscation of merchandise and/or suspension or probation of the student organization.

Individual students, businesses and groups from off campus are not allowed to sell any items on home football weekends. The Department of Athletics has granted exclusive rights to a concessionaire to sell souvenirs in the stadium area.

The director of Student Activities for Programming or the director's designee must approve all on campus merchandising and fund-raising activities on home football game weekends. Limited

concession stands will be allocated to student organizations and residence facilities in the spring semester before football season. If approval is granted, the student organization or residence facility must abide by all merchandising policies. Unauthorized sales or sales outside authorized areas will result in the merchandise being confiscated and disciplinary action.

### **Merchandising of Notre Dame Items**

The University of Notre Dame controls all sales of products bearing the University's trademarks. All imprinted items (e.g., hats, shirts, uniforms, glassware) which contain words, pictures, symbols or logos representing "University of Notre Dame," "Notre Dame," "ND," "Irish," "Fightin' Irish," the leprechaun, the shamrock, Golden Dome, the University seal or any other trademarks of the University must be approved first by the Student Activities Office and then by the Licensing Department. These approvals must be obtained prior to ordering or imprinting any items. Unauthorized sales or sales outside authorized areas will result in the merchandise being confiscated and disciplinary action.

### **Movies**

All student group-sponsored movie dates must be approved by the Student Activities Office. Upon approval, the sponsoring organization must reserve an appropriate facility for the showing of the film. Sponsoring organizations must adhere to all policies regarding the use of the facility in which their film is shown. They are responsible for all costs incurred (i.e., public performance rights, projectionist, film rental, equipment rental). All organizations are encouraged to use the resources of the Student Activities Office for assistance in ordering films and obtaining proper copyright approvals.

### **Open Speaker Policy**

Notre Dame students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should exercise this freedom by the use of orderly means which do not disrupt the regular and essential operation of the University.

Notre Dame students may invite and hear any person of their own choosing. The routine procedures required by the University before a guest speaker may be invited to appear on campus are designed only to ensure orderly scheduling of facilities, adequate



preparation for the event and conduct of the occasion in a manner appropriate to an academic community. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

### **Questionnaires and Surveys**

All students, groups of students or student organizations wishing to distribute a questionnaire or initiate a survey are required to request permission from the Vice President for Student Affairs by submitting a copy of the questionnaire or survey instrument, along with a written explanation of the project's purpose and rationale through the Assistant Vice President for Student Activities to the Vice President for Student Affairs or the Vice President's delegate. This policy applies to all questionnaires or surveys, regardless of the audience (e.g., Notre Dame students, faculty, staff, other academic institutions, representatives of any private or public corporation).

### **Raffles and Other Games of Chance**

Any games of chance (including but not limited to raffles, door prizes, casino games, etc.) sponsored by a student organization or residence facility must first be approved by the Director of Student Activities for Programming or the Director's designee. Alcohol and cash may not be awarded as prizes.

### **Religious Groups at Notre Dame**

Notre Dame is a Catholic university with its own religious programs, which serve both the Catholic members of the community and persons of other denominations and faith traditions as well. The Congregation of Holy Cross, the professional staff of the Office of Student Affairs and the pastoral staff of Basilica of the Sacred Heart have exclusive responsibility for the pastoral care of Notre Dame students as it is coordinated by the Office of Campus Ministry. All other religious organizations, Catholic or of another faith, that seek to become involved in direct pastoral ministry, evangelization or catechesis on this campus or using University structures, facilities or services must also be approved and directly supervised by the Office of Campus Ministry for their individual programs. Authorization for such groups is dependent on services that can be offered which are beyond the scope of the Office of Campus Ministry. Any religious group, Catholic or of another faith, which is not financially accountable to the University or which is served, supported or organized by clergy or

staff not directly coordinated by the Office of Campus Ministry, will not be approved.

A group of another faith which is clearly organized to serve the religious needs of students of other faiths will be given approval and will receive the complete cooperation of the Office of Campus Ministry. On the other hand, any group which seeks to proselytize Catholic students or which in any way is disrespectful of or antagonistic to the doctrine and tradition of the Catholic Church will not be approved.

These guidelines are in no way intended to infringe upon the Open Speaker Policy of the University, nor are they meant in any way to inhibit the religious freedom of our students. Rather, these guidelines seek to clarify the requirements necessary for religious groups to receive institutional support or organizational cooperation from the University administration.

### **Requests and Proposals**

Any student or group of students, including any branch of Student Government or any student organization or club, wishing to submit an official request or proposal (other than a purely personal communication) to the President, a Vice President, a member of the Board of Trustees, or a member of any University Advisory Council, must first submit the request or proposal in writing through the Assistant Vice President for Student Activities to the Vice President for Student Affairs or the Vice President's delegate.

### **Solicitation**

Approval of the director of Student Activities for Programming is required for any and all solicitation of funds, clothing, books, votes, signatures, petitions, memberships, subscriptions or similar activities on the campus or within the University buildings. Door-to-door sales and/or solicitation is always prohibited in residence facilities.

#### **Soliciting Advertising**

Permission from the Vice President for Student Affairs or the Vice President's delegate is required in order for any student or student organization to solicit advertising or to accept paid advertisements for any purpose. Student publications and other groups soliciting advertising must conform to federal, state and municipal regulations.

#### **Soliciting Corporate Sponsorship**

Any student wishing to solicit corporate sponsorship for any purpose or project affiliated in any way with the University must obtain permission in advance. A written proposal should be submitted

through the director of Student Activities for Programming to the Vice President for Student Affairs or the Vice President's delegate.

### **Soliciting Funds**

Permission from the department of Development through the director of Student Activities for Programming is required for any student, group of students or student organization to solicit funds from anyone outside the University, including alumni and the parents of students.

### **Student Media**

The University of Notre Dame recognizes that student media can be valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They can be a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion.

Student media should be free of censorship and advance approval of copy, and their editors and managers should be free to develop their own editorial policies and news coverage. At the same time, this editorial freedom entails the corollary responsibility to be governed by the canons of responsible print and broadcast journalism and allows for the expression of various points of view. All student media are subject to the same policies that govern all student organizations.

Editors and managers of student media which are supported by recognized University bodies (Student Government, colleges, departments, etc.) should be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures.

Print, electronic, and broadcast media funded in full or in part by the University, or by University-solicited funds, or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

All student media should carry a prominent statement that the opinions expressed are not necessarily those of the college, University or student body.

### **Student Organizations**

#### *Establishment*

To be considered an official University-recognized student organization, a club's purpose must be consistent with the University's

mission, whether it be spiritual, moral, intellectual, cultural, social, athletic or recreational. No organization, or member of any organization on behalf of the organization, may encourage or participate in any activity which contravenes the mission of the University or the moral teachings of the Catholic Church. Establishment of or membership in social fraternities or sororities is considered contrary to the educational and residential mission of the University and is consequently prohibited.

All requests for establishment of new clubs are reviewed on a semiannual basis beginning in September and February and concluding by the end of the semester. Students interested in establishing a new student club may contact the Student Activities Office for information on the annual application process.

#### *Registration*

To retain official University recognition, the organization must register annually with the Student Activities Office. Registration does not automatically constitute recognition. Recognition can be denied by the director of Student Activities for Programming.

Student organizations must be registered annually in order to receive official University recognition, have the privilege of sponsorship of activities, have use of University facilities and be eligible to raise funds and receive an activities fee allocation. Registration applications may be obtained from the Student Activities Office in LaFortune Student Center during February of each academic year. Organizations which receive University recognition will be given a charter for the given school year. To remain in good standing for the entire academic year, an organization must furnish the Student Activities Office with a constitution and a financial report summarizing each year's activities. Organizations must also have a full-time faculty or staff member willing to serve in the capacity of advisor.

#### *Good Standing*

Student organizations must comply with all University regulations as well as with local, state and federal laws. No organization, or member of any organization on behalf of the organization, may encourage or participate in any activity that contravenes the mission of the University or the moral teachings of the Catholic Church. Failure to comply with these standards may result in sanctions, including, but not limited to, probation or suspension of the organization.

Violations of this policy by a student organization are resolved by the director of Student Activities for Programming, or, at the discretion of the director, by a panel convened by the director. The student organization, through its president, will receive written notification of the alleged violations, will be provided the opportunity to present information, and if appropriate, witnesses, in responding to the alleged violations, and will have the opportunity to meet with the director of Student Activities for Programming or with the panel convened by the director.

The president of the student organization may submit a written request for review of the decision by the director or panel to the Vice President for Student Affairs within five (5) business days of the rendering of the decision. The decision of the Vice President for Student Affairs is final.

### **Student Purchases**

A student may not charge purchases to the University or any University budget account without proper administrative approval. Any charge incurred without this authorization is the responsibility of the student, who alone is liable for the payment.

### **Ticket Sales and Promotion of Activities**

Ticket sales or the promotion of activities may be done in the dining hall lobbies and in LaFortune Student Center. Permission is to be obtained in advance from the Student Activities Office and, for the dining halls, also from the director of University Food Services. A box office is operated at LaFortune Information Desk as a service to departments, residence facilities and student organizations.

### **Trips and Transportation**

Any student organization wishing to conduct or sponsor a trip must obtain prior approval from the director of Student Activities for Programming or the director's designee. It is expected that student trips will be planned so as not to interfere with academic classes. If using a charter bus company, only authorized vendors may be contracted and utilized. A list of authorized charter services is available upon request from the Student Activities Office. The sponsoring organization must provide a list of students going on the trip, together with a signed waiver form from each participant. Waiver forms must be obtained in advance from the Student Activities Office.

A student representative from the sponsoring organization must accompany the trip. Additionally, overnight trips require accompaniment by a University representative as required by the director of Student Activities for Programming or the director's designee. The sponsoring organization is responsible for recruiting a full-time faculty or administrative staff member willing to serve as a University representative. The name, address and telephone number of the University representative must be submitted to the director of Student Activities for Programming or the director's designee a minimum of 30 days prior to the anticipated departure date.

### **Unofficial Student Publications**

Approval for the sale and distribution of student and community literature on campus must be obtained from the Assistant Vice President for Student Activities. The University of Notre Dame should not prohibit the orderly distribution of student literature on campus except that which could be reasonably construed to be in violation of the law.

### **Use of University Buildings**

Students or student groups wishing to schedule any activity or wishing to use University buildings and grounds must first contact the Student Activities Office.

For use of a residence facility, the prior written permission of the Rector must be obtained before approval by the Student Activities Office will be granted.

### **Use of University Grounds**

The Associate Vice President for Residence Life regulates the use of University grounds, the lakes and property adjoining the University. This also includes all parking facilities. Requests for use of University grounds by student clubs, organizations and residence facilities must be submitted through the director of Student Activities for Facilities to the Associate Vice President for Residence Life or the Associate Vice President's delegate.



## Housing Policies

The University believes its residential facilities provide the foundation of community life. In order to maintain the proper safety and security of these communities, residents and guests must abide by certain housing policies and expectations. The following includes some of the University's housing policies. Students are expected to know and abide by these policies. Failure to do so may result in disciplinary action.

### Appliances

To meet fire, health and safety requirements, the University must discourage the proliferation of electrical appliances in student rooms. All large, domestic-type refrigerators are prohibited. Refrigerators in student rooms must not exceed 5.0 cubic feet in size and must be in good operating condition. The use of the following electrical appliances is prohibited in all residence halls: air conditioners, broilers, rotisseries, ceiling fans, skillets, rice cookers, dimmer switches, hot plates, microwaves, tabletop grills, toaster ovens, breadmakers and other such high-wattage appliances.

### Bars

Any structure which has by its appearance the function of serving alcohol is prohibited. Violations of this policy will result in a minimum \$100 fine and the dismantling of the structure. The hall staff is responsible for determining whether a structure is a bar. The decision of a Rector is final in all cases. Failure to follow the directives of hall staff or repeat violations may be referred to the Office of Residence Life and Housing for further disciplinary action.

### Bicycles

Students who operate a bicycle on campus are required to register the bicycle with Notre Dame Security Police. Bicycles are to be parked in the bicycle racks located throughout the campus. Under no circumstances are students permitted to park or store their bicycles in stairwells and common areas of the residence halls. If bicycles are found in these areas, a warning will be given to the owner. Upon the next violation, Notre Dame Security Police will remove the bicycle. During the winter months, long-term storage is available through Notre Dame Security Police.



### **Cable Television**

Basic cable television service is provided in individual student rooms in the undergraduate residence halls. A channel directory and premium channel information can be found on the Comcast website, [www.comcast.com](http://www.comcast.com). To purchase premium channels, a student should contact Comcast directly and the student will then be billed through Comcast. If a student does not have a cable television signal, he/she should call the OIT/ICS group at (574) 631-8111. If a premium service is not working the student must contact Comcast directly, at [www.comcast.com](http://www.comcast.com). In graduate and married housing, cable television services are not included in the standard apartment amenities. Students residing in graduate or married housing are responsible for contacting Comcast directly to arrange and pay for cable services.

### **Cooking**

Cooking in student rooms is prohibited. Cooking of meals by individuals in common area kitchens is permitted. However, it should be noted that most residence hall facilities only provide minimal equipment for the preparation of light snacks and refreshments. The equipment in kitchens may be used to prepare food for a scheduled social event.

### **Damage to Rooms or Furnishings**

Any damage to a residence hall room or its furnishings will be charged to the occupants of the room. All residence hall rooms are inventoried prior to the opening of the hall and are inventoried again following the closing of the residence hall. Damages, missing furniture, and rule violations are noted, and the occupants of the room are billed accordingly. If corridor areas are damaged, the occupants of student rooms in the damaged section are charged for the damage.

### **Elevated Bed Policy**

1. The following regulations apply to all elevated beds constructed by or for students. Notre Dame Modular Systems, as found in several residence halls, are regulated separately.
  - a. Students must complete a permit form prior to building an elevated bed. Only elevated beds may be constructed; platforms, lofts or structures which constitute additional floor surfaces are not permitted. Permits for elevated beds will be available from residence hall staff at the beginning of the fall semester.

- b. Students may construct an elevated frame for a bed. The frame may be no larger than needed to accommodate the mattress on top of the bed springs. Bed springs must be incorporated into the frame as a support for the mattress.  
*Note: Mattresses are either 39" x 76" (20.8 sq. ft.), 39"x 80" (21.66 sq. ft.) or 39" x 90" (24.37 sq. ft.).*
- c. Two elevated beds may be built in any room.
- d. In rooms with more than two elevated beds, their total area shall not comprise more than 35 percent of the total room area.
- e. In buildings equipped with automatic sprinklers, elevated beds must be located so as to minimize automatic sprinkler interference.
  - (1) Sidewall sprinklers — Locate bed on opposite wall from sprinkler(s).
  - (2) Overhead sprinklers — Do not locate elevated bed directly under sprinkler(s).
- f. Elevated beds must not be attached to ceilings or walls or be supported by wardrobes, sinks or other room furnishings.
- g. Elevated beds must be adequately braced and bolted securely to prevent swaying and collapse. At least two bolts, with attached nuts, per joint are required for all joined members. The main vertical structural members should be at least 4" x 4" or equivalent dimensioned lumber.
- h. Elevated beds or their frames shall not be enclosed with fabric, plywood or any other material.
- i. Elevated beds shall abut only on the short ends except when placed in an "L" shaped configuration.
- j. The top of the mattress shall be no higher than 7 feet from the floor, regardless of ceiling height.
- k. Construction of elevated beds must be completed by the beginning of the first full week of semester classes, or sooner as mandated by the Rector.
- l. All elevated beds will be inspected by University Facilities Operations and/or Risk Management personnel, who will have final authority with respect to interpretation, modification and enforcement of

these regulations. Elevated beds may not be modified or altered after they have been approved by the inspectors.

2. When the Notre Dame Modular Systems are provided, they will substitute for elevated or stacked beds, as specified under the Elevated Bed Policy. The Notre Dame Modular System has been designed to meet or exceed Consumer Product Safety Commission Standards for construction, safety and durability. Therefore, no substitutions will be permitted. In rooms where Modular Systems are provided individuals may not construct any elevated bed.
  - a. No modifications to these units will be permitted.
  - b. These units are designed to the University's specifications and will be available in several configurations to meet the needs of the many room sizes and shapes. This will preclude the necessity to remove any module of the loft unit from the room.
  - c. Under no circumstances will any part of these units be removed for storage or use elsewhere.

### **Exterior Doors**

The exterior doors of each hall are locked 24 hours a day, 7 days a week for the safety and welfare of residents and belongings.

One primary entrance (identified by a green dot on the card reader) will be accessible from 9 a.m.–Midnight, Sunday through Thursday and 9 a.m.–2 a.m. on Friday and Saturday. At this primary entrance, both residents and non-residents can swipe their Notre Dame ID card through the reader to unlock the door.

After parietals, only hall residents will have access to each residence hall and must swipe and enter their Personal Identification Number (PIN = birth month and birth date — mm/dd ) to unlock the primary door.

Other entrances/exits may be accessible/restricted for hall residents according to schedules determined by each hall staff. Access through these entrances can be achieved by swiping the Notre Dame ID card and entering the PIN. During special hall events and/or vacation periods, access will be limited to hall residents only.

Individuals who jeopardize the safety and security of others by propping open exterior doors will be subject to disciplinary action.

## **Guests**

In the residence halls, Notre Dame students are expected to register overnight guests with the Rector. Students are also expected to obtain prior permission from the Rector before admitting any visitor under the age of 17 to a residence hall. On home football weekends, and any other weekend that may be suggested by the Office of Student Affairs, residence hall staff may request that guests provide identification before entering a residence hall.

In consultation with the Office of Student Affairs, Rectors may establish guidelines with respect to guests in addition to those stated in these paragraphs.

## **Housing Contract**

Students requesting living accommodations within the University of Notre Dame residence hall system are required to sign and abide by a contract agreement. This is a contract for an integrated service, including room and board, for unmarried undergraduate students residing on campus. The University is unable to offer this service in segments; therefore, no exclusions may be made.

### *Period of Contract*

This contract is legally binding and extends to cover the entire academic year, which includes the Fall and Spring semesters, except as indicated in the housing contract. When a student moves into a hall during the year, the contract will be for the remainder of the academic year. The contract terminates if a student leaves campus to study in official Notre Dame international (or off-site) study program. If a student is not enrolled as a full-time, degree-seeking student (as defined by the Academic Code), the contract becomes void and the student may not continue to reside in the residence hall. Students completing degree requirements at the end of the Fall semester may not continue to reside in a residence hall for the remainder of the academic year or for any period of the Spring semester. If a student is removed from his or her residence hall by the University for disciplinary reasons, the contract becomes void and the student may not continue to reside in the residence hall.

### *Room, Board and Deposit*

Room and board charges must be paid in advance and in accordance with the schedule of fees established by the Office of Student Accounts for the full term of the contract. A deposit will be charged

against a student's account as a guarantee against room damage and assurance of contract fulfillment. This deposit is charged only once and is refundable under conditions specified below.

*Refund/Forfeiture of Deposit*

If at the end of the term of the contract there are no outstanding charges for damages/fines against a resident's account and no charges under this contract are outstanding, the deposit will be refunded if the resident moves off-campus or leaves the University, or will be reapplied as a deposit for the following academic year.

*Refund of the deposit will not be made if:*

1. A resident cancels the contract anytime prior to the commencement of the contract period, or
2. A resident cancels the contract anytime during the contract period, or
3. There are any charges for damage to the room occupied by the resident (or the resident's proper share) or for damage to other areas of the hall, or
4. The condition of the room upon the resident's departure is such as to demand extra time for cleaning.

Exceptions to the requirement that the student must fulfill the entire contract time period are as follows:

- voluntary or involuntary withdrawal from school;
- leave of absence;
- academic/disciplinary disqualification;
- military service;
- study abroad;
- (or) graduation.

*Penalty for Not Fulfilling the Contract*

Any resident who cancels the contract and/or moves off-campus without having first obtained written permission of the Office of Residence Life and Housing not only forfeits the deposit but is also liable for room and board for the remainder of the academic year. Cancellation of this contract will also result in a penalty fee of \$200 (equal to amount of deposit and a cancellation fee of \$150), in addition to imposition of any other charges expressly stated in the contract.

## Health and Safety Issues

All students share responsibility for the health and safety conditions of their hall. To keep halls safe, students must keep the following facts in mind:

1. Know the fire exit routes from the residence hall.
2. Burned-out light bulbs in corridors will be replaced by the custodians. Students should not replace any light bulb with brighter or colored bulbs. Oversized bulbs can overload the circuits and create a fire hazard.
3. Wiring cannot accommodate double sockets.
4. Installation of ceiling fans is not permitted.
5. Waterbeds are not permitted.
6. Electrical or kerosene space heaters are not allowed.
7. Propane grills or any other type of liquid gas tanks are not to be stored in residence halls.
8. The following are prohibited as interior finish to any residence hall room:
  - a. The installation of plywood paneling, plywood sheets, decorative wood shingles, particleboard, hardboard, wallpaper, paperboards, and any other flame- and smoke-propagating materials.
  - b. Combustible fabrics, burlap, paper, cork, and other flame- and smoke-propagating materials.
9. Combustible materials should not be placed against or left in contact with radiators, heating units, light bulbs or lighting fixtures, or any other electrical items.
10. Halogen torchiere lamps that have a tubular halogen bulb greater than 300 watts are prohibited. All halogen lamps must have a properly installed safety guard. Individuals owning these lamps must be able to prove the bulb wattage is 300 watts or less, replace all bulbs without wattage ratings and obtain and properly install the wire safety guard. Lamps should never be placed near curtains, bedding, posters or pictures. Clothing, towels, etc., should not be draped over lamps.
11. Carpeting is not allowed on walls or ceilings. Ceilings shall not be draped with any fabric, netting or paper products. Violations result in the immediate removal thereof.
12. Partitions shall not be constructed in any residence hall suites or rooms.
13. Storage is not allowed in corridors or stairwells.

14. Bunk beds, as provided by the University, are always permissible. No more than two beds in any bunk structure are permitted. Extension beyond normal height of bunk structure is not permitted. A single bed spring raised on double end pieces is not permitted. Beds must be debunked and returned to floor level when residents move out of the hall.
15. Platforms or structures at any level constituting additional floor surfaces are prohibited.
16. Bed structures may not render windows unusable for emergency access or for air circulation. Bed structures may not block access to heating or ventilating units, plumbing, lighting fixtures and thermostats. Automatic sprinkler heads will be kept clear of all obstruction.
17. All corridor doors in every room (including suites) shall be maintained for easy exit. Corridor doors must be maintained so as to open at least 60°. No bed structure or other furniture will block use of a corridor door in any room or suite. Bed structures or furniture should not block connecting doors in suites. In all rooms there must be a clear passage or direct access to the interior of the room.
18. The University provides access to basic cable television in each undergraduate student room. Satellite dishes and supporting hardware are prohibited. The University will remove and confiscate any satellite dish or supporting hardware found and will assess a \$200 fine. Student(s) may be subject to disciplinary action for possessing a satellite dish or hardware.

### **Housing Safety Guidelines for Decorations**

For reasons of hall safety and security:

1. All decorations must be non-combustible or factory-treated with flame retardant. No paper of any type may be used to line the exit corridors and stairs.
2. Nothing may be attached to smoke detectors, heat detectors or sprinkler heads by any means.
3. Nothing may impede or hinder occupants' access to exits.
4. Hose cabinets, fire extinguishers, cabinets, and fire alarm stations may not be covered with any decorative materials.
5. Exit and emergency lighting systems may not be covered.
6. No open flames or candles in holders may be used.
7. No modification of the building electrical system is allowed.

8. Colored lights may not be installed in corridor lighting fixtures.
9. Natural evergreen branches or trees are not allowed in student rooms.

### **Housing Safety Violations**

Residence hall staffs and the Office of Residence Life and Housing shall determine whether any structures or room arrangements are in violation of all relevant regulations. Corrections must be made within the time set by the Rector (usually 24 hours.) Elevated bed structures or room arrangements not corrected within the designated time or which may be discovered at any time after the beginning of the year (semester) shall be removed immediately. A substantial fine will be assessed each member of the room or suite and the individual(s) may be subject to disciplinary action.

Fines and disciplinary action may also be imposed for failure to remove prohibited materials, for student(s) found responsible for violation(s) of the housing policies, or for repeated violation(s) of these policies.

### **Keys**

The unauthorized possession, use, loan or duplication of keys is prohibited.

Room and mailbox keys will be issued when a student checks into the hall. The student must sign a receipt for both keys. Any student who loses a key will be charged \$20 replacement fee. An additional fine may also be imposed for lost keys.

### **Ledges, Roofs and Walls**

The use of ledges and roofs for any purpose (sunbathing, barbecuing, etc.) and the scaling of exterior walls is prohibited.

### **Mail Service**

Students receive their mail in mailboxes assigned to them in their residence hall.

A full-service United States Post Office is located in Hammes-Mowbray Hall. During the academic year, the post office is open from 8:30 a.m. to 4 p.m., Monday through Friday, and 9 a.m. to 12 p.m., Saturday. Available services include the sale of postage stamps and postal money orders, postal insurance, and registered mail service.

### **Noise**

Because of the disruption, playing music or noise coming from student rooms to the outside is prohibited.



### **Opening/Closing of Residence Halls**

The residence halls open for the Fall semester for First Year Student check-in on the Friday before the start of classes. First Year students scheduled for Advanced Placement exams are permitted to move in early as instructed by the Office of First Year of Studies.

Upper-class and returning students are permitted to return on the Sunday before the start of classes. Only those residents with a verified need to be on campus in order to fulfill University service and/or employment are permitted to check into a residence hall prior to 9 a.m. on that Sunday. Early arrivals are requested through the sponsoring department/office. Other requests for early arrival (e.g., freshman sibling, etc.) should be submitted, in writing, to the Office of Residence Life and Housing.

Residence halls are closed during the break between Fall and Spring Semester. This period is not included in the housing contract.

The residence halls remain open during Fall, Thanksgiving, Easter, and Spring Breaks. In order to maintain safety and security, all buildings remain locked and residents remaining for all, or part of the break, may be asked to register with hall staff.



Members of the freshman, sophomore and junior classes must vacate their rooms within 24 hours of their last final exam or by noon of the day following the end of second semester final examinations, whichever comes first. Seniors must vacate their room by noon on the day following Commencement.

Students found in residence halls before the official opening for the Fall and Spring semesters or after rooms must be vacated for the summer, will be subject to a fine, removal from the hall and disciplinary action.

### **Painting**

The painting of student rooms, common areas and hallways is prohibited.

### **Personal Property Insurance**

The University and the Office of Residence Life and Housing do not carry insurance on student belongings and, therefore, accept no responsibility for theft, loss, or damage, etc. Homeowners insurance may cover property outside of the home, which means that you should consult your policy to determine if you are covered. If not, coverage may be obtained through the Personal Property Insurance Coverage Plan. Information and applications may be obtained at the Office of Residence Life and Housing.

### **Pets**

Pets or animals of any kind, including birds, are prohibited in student rooms. However, non-carnivorous fish in an aquarium (less than 30 gallons) are permitted in student rooms.

### **Privacy and Security**

Students are responsible for what occurs in their room. To provide maximum security for persons and property, rooms should be locked when the room is unoccupied or when residents are asleep. The University is not responsible for loss of personal property caused by theft, fire, or other causes. Students are advised to obtain insurance coverage on all personal effects.

### **Public Furniture**

Furniture in lounges and common areas is provided for the use and enjoyment of all members of the hall community. Students are prohibited from removing furniture from public areas.

### **Quiet Hours**

Each residence hall, under the direction of its Rector, shall establish quiet hours to ensure proper conditions for study and rest. All students must abide by the established study hours in their halls and common courtesy should be practiced during those times that are not set aside for studying.

### **Residence Hall Wired and Wireless Communications**

A wireless network is available throughout the Notre Dame campus including residence halls, classroom, laboratory and faculty buildings, as well as recreational and social buildings. The wireless network is designed for mobile access and is a shared resource that is complimentary to, but not a replacement for, the campus wired network. The University discourages users from running any high bandwidth service (large file downloads of music or videos, on-line gaming, etc.) on the wireless as such use will slow wireless performance for everyone in that vicinity. The University strongly recommends that each student establish a wired connection for these activities. The guidelines and policies which explain the restrictions for wireless network usage on campus found at [oit.nd.edu/network/nomad/policies.shtml](http://oit.nd.edu/network/nomad/policies.shtml). If a student experiences a weak wireless signal, he/she should report the location to the OIT Help Desk at (574) 631-8111.

Each student is prohibited from setting up his/her own wireless access point in their residence hall room. These devices operate on the same radio frequencies as the wireless network and may interfere with the proper functioning of the wireless network. Apple Base Stations are a special case and may, under strictly controlled conditions, be set up in a room. Please call the OIT Help Desk at (574) 631-8111 for specifications to configure an Apple Base Station. OIT reserves the right to disable an Apple Base Station if it is used in a manner that interferes with the operation of the wireless network. A student may use most Windows and other handheld devices with the wireless network. However, because these platforms are not specifically supported, the OIT Help Desk and the Residence Hall Computer Assistants are unable to provide assistance with these devices.

## Room Assignments

Room assignments are made according to the following guidelines:

1. Unmarried first-year students are required to reside in a residence hall, unless living at home.
2. Rising sophomores and juniors renewing their contracts, and those students returning from official Notre Dame international (or off-site) study programs who lived on campus immediately preceding their study abroad period, will receive consideration in the following year's room assignment process according to the procedure of their hall or the hall to which they are transferring.
3. Rising seniors will receive the same consideration as sophomores and juniors if sufficient spaces on campus are available.
4. The assignment of residence hall students returning from official Notre Dame international (or off-site) study programs during the Fall Semester, will be made according to the process as outlined by each Rector. Should spaces be unavailable in the student's former hall, an assignment will be made by the Office of Residence Life and Housing. Students in an official Notre Dame international (or off-site) program during the Spring Semester will participate in the Room Pick Process via electronic communication or by designating an individual to represent them in the Room Pick process.
5. Readmitted or transfer students, students returning from a leave of absence, and students who studied in a non-Notre Dame international (or off site) program must request placement on a waiting list through the Office of Residence Life and Housing and will be assigned if and when space becomes available.
6. Fifth-Year students and those applying for a ninth semester of housing eligibility must request placement on a waiting list through the Office of Residence Life and Housing and will be assigned to designated spaces if and when space becomes available.
7. Graduate and married students are assigned housing through a lottery system which is implemented by the Office of Residence Life and Housing.

## Room Changes

*University-initiated:* The University reserves the right, as stated in the housing contract, to make changes in room assignment.

*Student-initiated:* Generally, room changes during the semester are not permitted and roommate issues need to first be addressed by the hall staff. The responsibility for working out the details of a student-initiated room change rests with the resident(s) requesting the change. Interhall transfer forms will be accepted and approved at the discretion of the Office of Residence Life and Housing in consultation with the Rector. Room changes are not made during the first three weeks of a semester. Students may request interhall transfers between semesters only. A charge may be assessed for signing a new contract.

## Room Condition Reports

When arriving in the hall, each student is given a Room Condition Report form to record the condition of listed furniture, furnishings, and room surfaces. Each student is individually responsible for the furniture, equipment, and general condition of the room. If a student fails to leave the room and its furnishings in the same general condition, appropriate charges will be assessed against the student's account. Room Condition Reports must be signed by each resident of the room and by the resident assistant when a student moves in and out of a room.

Students should avoid the use of Scotch tape on walls because it has a tendency to damage paint and other surfaces when removed. Charges will be assessed on the student's account whenever damage to the room occurs because of the use of tape, adhesive picture holders, thumbtacks, nails, decals, etc. Students should report any maintenance needs or room repairs to their Rector.

Room deposit refunds are issued after students have completed their on-campus residence, provided student rooms are left in the same condition as when originally occupied. The Office of Residence Life and Housing will bill students responsible for damage to the hall.

## Room Entry

The University reserves the right, as stated in the housing contract, to enter rooms without a search warrant for the purpose of maintaining security, discipline, and the orderly operation of an educational institution.

## Smoking

Smoking is prohibited in all residence facilities. Refer to the University's Smoking Policy for more information.

## Sports in the Hall

Corridors and lounges are public areas and should not be used for sporting events or horseplay to avoid personal injury or property damage.

## Telephone Service

1. A student may subscribe to a local telephone service, "Opt-In Phone Service" that can be purchased. A student may subscribe to individual phone service by contacting the Office of Residence Life and Housing. During the summer and the first month of an academic year, a student may either select or decline the service. The cost of the service is \$161 per semester, which is billed to the student's account. Each student must provide his/her own telephone instrument. A 2.4 ghz phone is prohibited as it interferes with wireless data service. Any problem with the telephone service should be directed to the OIT/ICS group at (574) 631-8111.
2. A student selecting the phone service is responsible for arranging a long distance plan or using a pre-paid calling card. A student should not bill calls to a University-provided telephone number or accept collect calls, third party billed calls, or extended information calls. If any of these types of calls are billed to a University-provided telephone number, the student will be required to pay all charges plus a \$25.00 administrative fee per call.
3. Each residence hall has a public phone on every floor. Emergency 911 calls from these phones are answered by Notre Dame Security Police (NDSP) department and the location of the call will be displayed at NDSP. These public phones permit local calling (South Bend, Mishawaka) only. Long distance calls require the user to have a calling card plan or a pre-paid calling card.

## 24-Hour Space Campus Guidelines

1. 24-Hour Space is defined as common areas/lounges designated in each residence hall for the use of students and their guests. This area is considered "public space" and the use of this space

is available to all residents and their guests “24 hours” of the day, except during designated vacation periods and other times that the residence hall is closed.

2. Conduct in the 24-Hour Space is governed by University policies specifically stated in *du Lac: A Guide to Student Life* including the Alcohol Policy, Quiet Hours, and other community standards. Residents and their guests are responsible for abiding by all policies and procedures and conducting themselves in a reasonable and appropriate manner, exercising good judgment and having respect for Hall Staff members and other students. Restrictions on behavior in 24-Hour Space are not intended to limit social interactions between residents and their guests unless these behaviors conflict with the interests of other students and Hall Staff members.
3. Local and/or temporary policies and procedures may be necessary in order to insure appropriate community living (i.e. during hall functions, Football Weekends, etc.):
  - Guests may be required to provide identification or sign in and out while visiting in 24-hour space.
  - The number of residents and guests permitted in the 24-hour space at one time, may be limited.
  - Guests must be accompanied at all times by a resident and escorted to and from the 24-hour space.

### **Window Screens**

Throwing, dropping, or allowing any object or person(s) to pass through a window constitutes a safety hazard or litter issue and is prohibited. Window screens are provided for health and safety and should not be removed. Damaged and missing room screens will be repaired and replaced at resident’s expense.

### **University Smoking Policy**

The University of Notre Dame’s Smoking Policy has been revised to be in accordance with St. Joseph County Ordinance #04-06 ([www.healthcommunities.org/stqpordinance.asp](http://www.healthcommunities.org/stqpordinance.asp)), which restricted smoking in our community beginning Monday, April 10, 2006. Our policy is now being revised to conform to LEED certification and to reflect the University’s commitment to sustainable campus design and improved personal health initiatives by limiting smoking around the outside of buildings.

In accordance with St. Joseph County Ordinance #04-06 and LEED certification requirements, the University of Notre Dame (“University”) prohibits smoking within 25 feet of all buildings and stadiums, as well as in all vehicles owned, leased or operated by the University.

### **General Guidelines**

1. Under these guidelines, smoking is prohibited in all buildings.
2. The University, through the Office of Human Resources, will provide access to smoking cessation programs for faculty and staff upon request. The Office of Drug & Alcohol Education will provide access to smoking cessation programs for students upon request.
3. The sale, distribution and advertisement of tobacco products are prohibited on campus.
4. The University policy on smoking will be posted online and available to all students, faculty, and employees.
5. The success of this policy depends upon the thoughtfulness, consideration, good will and cooperation of both smokers and non-smokers. All members of the Notre Dame Community, as well as visitors, share in the responsibility of adhering to and enforcing this policy. Violators who refuse to conform to this policy at University events (i.e., athletic events, concerts, etc.) will be escorted out of the event.
6. Smoking is prohibited within 25 feet of the outside of any building to prevent tobacco smoke from entering the through entrances, windows, ventilation systems or other means.
7. Complaints about violators of the smoking policy or air quality resulting from the above should be brought to the attention of the building representative or person responsible for the area in which the violation occurred. The responsible person, if unable to remedy the situation, will contact Risk Management and Safety for assistance. (Note: If the complaining party cannot identify the appropriate building representative, he/she should contact Risk Management and Safety directly.) Risk Management and Safety will review the infraction and refer to the appropriate authority for corrective action or further restriction to the smoking policy.

Questions regarding this policy can be directed to the Office of Human Resources at (574) 631-5900 or Risk Management and Safety at (574) 631-5037.



# Responsible Use of Information Technologies at Notre Dame

Revised May 14, 2008

## Introduction

This document constitutes the University policy for the management of computer networks, all computers and other devices connected to those networks, and the resources made available thereby.

Responsible, acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. The policy respects intellectual property, ownership and/or stewardship of data, system security methods, and individuals' rights to privacy and to freedom from intimidation and harassment. University information technology resources exist to support the educational mission of Notre Dame and must be used appropriately and in accordance with local, state and federal laws. You will be held accountable for your use of University information technology resources.

## Acceptable Use

### *Institutional Purposes*

University information technology resources are to be used exclusively to advance the University's mission of education, research, and public service. Faculty, staff, and students may use these resources only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the University, and other University-sanctioned or authorized activities. The use of University information technology resources for commercial purposes including any sort of solicitation is prohibited, absent prior written permission of the appropriate University official(s).

The University acknowledges that occasionally faculty, staff, and students use University information technology resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff member, or student's duties, do not interfere with the efficient operation of the University or its technology resources, and are not otherwise prohibited by this policy or any other University policy or directive. Decisions as to whether a

particular use of information technology resources conforms to this policy shall be made by the Provost's Office if the use involves faculty; by the Office of Student Affairs if the use involves students; and by the Office of Human Resources if the use involves administrators or staff.

### *Impermissible Use*

Computing resources may only be used for lawful purposes, and may not be used for any of the following purposes, or any other purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the University, inconsistent with the mission of the University, or likely to subject the University to liability.

Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software, or data belonging to the University or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized scanning of network nodes
- Unauthorized copying or transmission of copyright-protected material
- Use of the University's trademarks, logos, insignia, or copyrights without prior approval
- Violation or circumvention of computer system/network security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including email addresses) assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or email exchanges, overuse of interactive network utilities or bandwidth)
- Development or use of unapproved mailing lists
- Use of computing facilities for private business purposes unrelated to the mission of the University or to University life
- Academic dishonesty
- Academic Honor Code violations

- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Posting, viewing, printing or sending obscene, pornographic, sexually explicit, or offensive material
- Posting, viewing, printing or sending material that is contrary to the mission or values of the University
- Intentional or negligent distribution of computer viruses

### **General Policies**

Use of information technologies has become an integral part of many University activities. While some computing occurs on individual, non-networked computers, most information and communication systems reside on central computers and use networks to exchange information. Distributed resources, such as computer clusters, provide additional computing tools. Procedures for gaining access to and making optimal use of these resources (including the steps to be taken in lodging complaints) are available to users from the OIT Help Desk.

### **Responsibilities of Users**

- Network accounts, passwords, and other types of authorization are assigned to individual users and must not be shared.
- Follow all IT-applicable policies, including, but not limited to, the Information Security Policy and the Strong Password Standard.
- Any protective/defensive software (e.g., virus detection) provided by the OIT must be used in the manner specified by that office.
- Users have the responsibility to abide by existing regulations for the protection of sensitive institutional data. Refer to the Information Security Policy for specific guidelines and information.

### **Privacy and Confidentiality**

The University reserves the right to inspect and examine any electronic content on any Notre Dame owned or operated communications system, computing resource, or other electronic device at any time. Permission must be granted by the appropriate University officials.

In addition, sources outside the University may, on occasion, request an inspection and/or examination of any Notre Dame owned or operated communications system, computing resource, and/or files

or information contained therein. In such cases, the University will release information only if one or more of the following conditions exist:

- When authorized by the owner(s) of the information
- When required by federal, state, or local law
- When required by a valid subpoena or court order

Warning: Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

### **External Networks**

Members of the University community who use networks, facilities, or computers not owned by the University shall adhere to this Responsible Use Policy when conducting University business, and shall adhere to all policies and procedures established by the administrators of non-University networks, facilities, or computers they use. Whether or not an external policy exists for non-University information technologies, the Notre Dame Responsible Use Policy shall remain in effect and shall be adhered to by members of the University community at all times.

### **Enforcement**

The University considers any violation of Responsible Use to be a significant offense and reserves the right to disconnect systems from the network and suspend violators' use of network resources. Violations of Responsible Use shall subject users to the regular disciplinary processes and procedures of the University for students, staff, administrators, and faculty, and may result in loss of their computing privileges, and other measures up to and including expulsion from the University or loss of employment. Illegal acts involving University information technology resources may also subject violators to prosecution by local, state, and/or federal authorities.

### **Disclaimer**

As part of the services available through the Notre Dame network, the University provides access to a large number of conferences, lists, bulletin boards, and Internet information sources. These materials are not affiliated with, endorsed by, edited by, or reviewed by the University of Notre Dame, and the University takes no responsibility for the truth or accuracy of the content found within these information sources. Moreover, some of these sources may contain material that is offensive or objectionable to some users.

**Existing University Rules and Regulations**

This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.

The University reserves the right to modify or amend this policy at any time in its sole discretion.

**Web Version**

This policy (along with additional supporting policies and standards) is available on the web at [oit.nd.edu/policies/rup.shtml](http://oit.nd.edu/policies/rup.shtml)

This policy remains in effect until such time as the CIO or University Officers call for a review. Requests for exception to any portions of this policy must be presented to the University's Chief Information Officer.

Please direct questions regarding this policy to:  
Office of the Chief Information Officer  
University of Notre Dame  
Phone: (574) 631-9700  
[cio@nd.edu](mailto:cio@nd.edu)

## Notre Dame NetID Student Policy

The University of Notre Dame NetID accounts and related services are intended for faculty, staff, and currently enrolled students. "A student must register and enroll at the dates and times announced by the registrar." (Academic Code 4.1) A student who fails to enroll by the announced date will forfeit his/her right to access his/her NetID account and related services. University computing resources supplied by way of the NetID are normally available to a student for up to 60 days after his/her graduation date. A student granted a leave-of-absence would normally retain access to University computing services for up to two semesters. A student who is separated from the University due to an academic suspension, academic dismissal, or withdrawal will no longer have access to University computing services, unless an extension has been approved by the dean of his/her college. A student attending Notre Dame for the summer only, with a non-degree seeking status will normally retain access to University computing service for up to 60 days after the August graduation date. A student who is separated from the University for other reasons will no longer have access to University computing services.

### NetID Deactivation

January Graduates	60 days after January Graduation Date
May Graduates	60 days after May Graduation Date
Saint Mary's Students	60 days after Graduation Date (Consult Saint Mary's Registrar)
Holy Cross Students	60 days after Graduation Date (Consult Holy Cross Registrar)
August Graduates	60 days after August Graduation Date
Summer Non Degree	60 days after August Graduation Date
Authorized leaves	Extension of NetID for up to 2 semesters
Academic Suspension/ Dismissal	Upon Suspension (Unless an extension has been approved by the University)
Withdrawals	Upon Withdrawal (Unless an extension has been approved by the University)
Disciplinary (or Summary) Suspension	Upon Suspension
Permanent (or Summary) Dismissal	Upon Dismissal

## University of Notre Dame Student Identification Card Policy and Procedure

### Policy

Each undergraduate and graduate student of the University of Notre Dame is issued a Student Identification (ID) Card. The Student ID card serves as proof of status with the University of Notre Dame and provides access to many resources provided by and available through the University community such as dining hall meals, bookstore charging, access to buildings and residence halls, use of the University libraries and athletic facilities, and a debit program for certain purchases. Students should refer to *du Lac: A Guide to Student Life* for further details of the policy. Faculty and Staff ID cards are issued through Human Resources.

All students must maintain and carry a current ID card for the entire period that they are affiliated with the University of Notre Dame. The cardholder is responsible for the care and safekeeping of the ID card. The ID card should be protected and carried by the student at all times. Protecting the ID card reduces the risk of abuse related to privileges and funds associated with the ID card and extends the life of the ID card. Holes should not be punched in the ID card and the use of stickers, pins, or other items affixed to the ID card is prohibited. The magnetically encoded information on the ID card may be protected by keeping the card away from magnetic fields. No one other than the student to whom the card is issued is to use the ID card. The ID card is the property of the University of Notre Dame and must be presented upon the request of an appropriate University official and may be revoked at any time by the University. The Card Services staff will dispose of any invalid ID cards.

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

The information contained on and in the Student ID card, including but not limited to the picture, will not be released to persons outside the University of Notre Dame unless required by law, in response to a valid court order or subpoena, or upon the execution of

a written release signed by the cardholder. The information contained on and in the card will only be used by the University of Notre Dame for University business or for internal University purposes approved by the Office of Student Affairs for students. Exceptions to this rule include use of the information contained on or in the card to assist in the personal protection of any person, or to comply with federal, state, or local laws.

## **Procedure**

### **1. Obtaining the Student ID Card**

Student ID cards are issued by and administered through the Card Services Office. The office is located on the lower level of the north entrance of South Dining Hall. The initial Student ID card is issued without charge. To request a Student ID card, a student must present to the Card Services staff a government-issued picture ID or passport and his or her University of Notre Dame ndID (nine-digit account number). The Card Services staff will verify that the Office of the Registrar has given the student an active student status. A headshot photo image of the student is taken by the Card Services staff and the ID card is then printed, encoded, laminated, and presented to the student.

### **2. Placing a Missing ID Card on “Lost” Status**

When a Student ID card cannot be found, the student must place the ID card on a “lost” status as soon as possible. Placing a card on “lost” status protects the student by de-activating the associated ID card privileges and funds. A student must report a stolen card to Notre Dame Security Police (NDSP) either in person or by calling (574) 631-5555. Students must place a missing ID card on “lost” status by either using the on-line service or by speaking directly with a Card Services staff member during normal office hours. Once the card is placed on “lost” status, the ID card cannot be used by anyone until it is re-activated (see Section 7) or is replaced by a newly printed card (see Section 8).



**Option 1: On-Line (Weekends, Off Hours, or Any Time)**

During weekends and off-hours when the Card Services Office is not open, or at any time, a student can place the missing ID card on “lost” status through this link and by following the directions within the “check balances” button at: [food.nd.edu/on\\_campus\\_students/services/idcard.html](http://food.nd.edu/on_campus_students/services/idcard.html)

**Option 2: In Person or By Phone (Monday through Friday)**

During normal office hours (Monday through Friday), the student can come to the Card Services Office in person to place the card on “lost” status. If unable to come to the Card Services Office, the student can call (574) 631-7814 and speak directly with a staff member. A voice-mail message to request that the ID card be placed on “lost” status will not be accepted due to the verification that must occur.

**3. Meal Plan Access without an ID Card**

University policy, as stated in *du Lac*, requires that every student must carry his or her ID card at all times. The student should obtain a replacement ID card from the Card Services Office during normal office hours or from Notre Dame Security Police (NDSP) after office hours. To gain access to a meal plan before a replacement ID card is obtained, and as a courtesy for extenuating circumstances, a preset number of waivers will be made available prior to charging the student the regular price for a student guest meal due to the misplaced or lost ID card.

**4. Building Access without an ID Card**

The student should obtain a replacement ID card from the Card Services Office during normal office hours or from Notre Dame Security Police (NDSP) after office hours. Building access is active approximately 20 minutes after a replacement ID card is printed.

**5. Unauthorized Transactions**

If a student believes there has been an unauthorized transaction made with the ID card, the student must report the concern and details immediately to the Card Services Office at (574) 631-7814.

## **6. ID Card Found by a Non-Owner**

ID cards found by a non-owner should be returned to the Card Services Office or Notre Dame Security Police (NDSP) as soon as possible. NDSP forwards found ID cards to the Card Services Office on a regular basis. When found ID cards are returned to the Card Services Office, the staff sends an email to the ID card owner's Notre Dame email account with notification that the ID card was found and should be claimed as soon as possible.

## **7. Re-activating a Found ID Card**

A missing ID card that has been placed on "lost" status by the owner can be re-activated by the owner if a replacement ID card has not already been printed. To re-activate an ID card that has been found when a replacement ID card has not yet been printed, the owner must come to the Card Services Office during normal office hours.

## **8. Replacing a Missing or Damaged ID Card**

If the most recently issued ID card becomes unusable due to normal wear and tear, it will be replaced at no charge. If for any other reason an ID card needs to be replaced, there is a \$30.00 non-refundable ID card replacement fee, payable by cash, check or student account charge.

A student can obtain a replacement ID card from the Card Services Office during normal office hours (Monday through Friday) or from Notre Dame Security Police (NDSP) after office hours. The process of having a new ID card printed permanently de-activates the most recently issued card. The Card Services staff will dispose of any invalid ID cards.

## Motor Vehicle Policies

Parking, traffic and vehicle registration regulations have been established to maintain safety and order on University property. The following guidelines are general in nature and are provided to highlight those regulations. For a complete list of parking, traffic and registration regulations, contact the University's Parking Office in the Hammes Mowbray Hall at (574) 631-5053 or [ndsp.nd.edu](http://ndsp.nd.edu). All students are expected to be familiar with these regulations as violations may result in fines, towing and/or revocation of campus driving, parking and motor vehicle registration privileges. Chronic or serious violations may be referred to the Office of Residence Life and Housing for disciplinary action. Please note that motor vehicle regulations are enforced during the entire calendar year.

From time to time, special directives are issued regarding parking. These directives have the force of a University regulation. They may be published in *The Observer* or sent via email. Further, certain parking lots are closed from time to time for various reasons. Signs are generally posted at the entrance to a lot prior to closing. Students should check their cars every 48 hours.

### Vehicle Registration

Graduate students, seniors, juniors and sophomores living on campus and all off-campus students must register their motor vehicle at the Parking Office immediately upon bringing the vehicle to campus if you intend on parking on campus. Vehicles must be registered each academic year. Students who arrive on campus when the Parking Office is closed should obtain a temporary pass from the Main or East Gate. When the Parking Office opens, students must report to register their vehicle and receive a decal and lot assignment. Registered students' vehicles will be assigned to specific parking areas. Students must park in the lot designated by the decal issued, unless special permission is granted by the Parking Office. Decals must be renewed yearly.

Decals must be displayed in the lower driver's side corner of the windshield with the adhesive attached to the decal. Do not tape or temporarily affix a decal. Parking with a falsified, mutilated, defaced or improperly affixed decal is prohibited.

Only cars owned, rented or leased by students or their immediate family members may be registered. Title of ownership or written agreement of rental or lease may be requested at the time of

registration. Proof of financial responsibility as stipulated by state law is required.

No first-year student living on campus may possess or rent an automobile or any other motor-driven vehicle for use while in attendance at the University, unless authorized to do so by the Associate Vice President for Residence Life.

### **Special Needs**

*Guest Parking:* Guests of students, including parents, must request a visitor pass from either entrance gate and park in visitor lots or as directed by security staff.

*Handicapped Parking:* Handicapped spaces are provided at designated locations within lots and are available to any vehicle with a handicapped decal or special permit.

### **Campus Access**

Notre Dame is a pedestrian campus. To maintain safety and preserve the beauty of the campus, access to central campus is restricted. Pedestrians have the right-of-way at all times. Permission must be obtained before driving on the central campus, and the individual must obtain a pass from the gate officers or the Security Police Office. Gate officers may grant special permission for 60 minutes. Staying over the time granted may result in a citation for overtime parking and future denial of access.

Permission to enter central campus for more than 60 minutes should be obtained well in advance through the office of the security police director.

### **Student Parking Restrictions**

Parking is prohibited in the following areas:

- Faculty/staff/visitor lots from 5 a.m. to 5 p.m. weekdays and any spaces/lots reserved by sign. Rules are enforced on student holidays.
- In all spaces marked "Reserved ..." at all times.
- Administrative lot north of the Main Building.
- Main Circle, Morris Inn, Legends lot and Post Office lot.
- St. Joseph Hall and Moreau Seminary lots.
- Administrative A-19 lot north of the Morris Inn and north of the Main Building.
- Our Lady of Fatima Property.
- WNDU lots.
- Posted faculty/staff areas of Moose Krause Circle north of Notre Dame Stadium.

- Galvin Life Science lot and Jordan Hall lot.
- Joyce Center reserved spaces and lot behind the building.
- ALL Fire or Traffic Lanes, any paved or non-paved areas of campus that are not clearly designated as parking areas.
- Any and all paved or unpaved areas of campus that are not clearly designated as parking spaces.
- Spaces marked by signs as faculty/staff are reserved spaces in all lots at all times.
- Special passes are required to park in any central campus lot.
- Students are prohibited from using proximity gate cards or any electronic device to open any access gate.

### **Special Restrictions - Football Home Games**

Parking is prohibited after 6 a.m. on Saturdays of home football games without special football parking passes in Lot C1, Gold Lot, B3 (Joyce Center), B1, E1 (Visitor), B1 Lots north of DeBartolo Performing Arts, Raclin Carmichael Hall, B2/Library Lot, Bookstore Lot, Library Circle, A6 Lot, and parking areas on Moose Krause Circle and south of the Hesburgh Center, and south of Mendoza Business. Vehicles left in the above listed lots will be towed at owner's expense beginning at 6 a.m. Student parking is available in D2, D6, Pendle Lot (north of Douglas Rd.) and at graduate residences (with appropriate decal). Student parking without special passes is prohibited in all other areas on game day.

Regular student parking assignments are not available game day.

### **Low Emission Vehicle Parking**

The University has designated several LEV (low emission vehicle) parking spaces in the D2 North student lot. These spaces are by special permit that is issued through the Office of Sustainability. For more information on qualifying vehicles, visit the Office of Sustainability website at [green.nd.edu](http://green.nd.edu) or call (574) 631-4708. The special LEV permit and your current student issued parking permit must be visible while using these spaces.

### **Snow Removal Guidelines**

Effective January 1 through March 15 special guidelines are in effect for parking in any faculty/staff lot. All vehicles are to be removed from faculty/staff parking lots before midnight each night except the B2/Library Lot where vehicles must be moved by 2:30 a.m. Vehicles left in faculty/staff lots will be towed at owner's expense to another University parking area. Vehicles will also be towed from all roadways, sidewalks, loading zones, time zones and traffic circles.

## **Towing**

Vehicles may be towed away or immobilized at the owner's expense, with no liability by the University, for serious safety violations, the issuance of four or more citations and/or blocked access to University facilities.

## **Moving Violations**

All students are expected to comply with Indiana law regarding the safe and lawful operation of a motor vehicle.

## **Tickets, Fines, Sanctions, and Appeals**

The first citation in the academic year of decal issue will generally be treated as a warning, and no fine is assessed. Beginning with the second parking citation, fines will be assessed to the registered decal holder. The fourth citation in the academic year of decal issue will generate a notification that any subsequent violations may result in towing at the owner's expense. Chronic violations may result in disciplinary action, which may include the revocation of University parking, driving and motor vehicle registration privileges.

University citations written by University of Notre Dame security police personnel must be paid or appealed at the Parking Office, Hammes Mowbray Hall. The Parking Office is open from 8 a.m. to 4:45 p.m., weekdays. Students can register online, view their parking record, and file any appeals through insideND or through a link on the NDSP website. The Board of Traffic and Parking Appeals processes all parking appeals. Included as members of this single appeal board are one faculty member appointed by the Faculty Senate, two undergraduate students appointed by Student Government, one graduate student appointed by the Graduate Student Union and two staff members appointed by the director of human resources. All appointments are subject to approval by the Associate Vice President for Residence Life. The Board of Traffic and Parking Appeals will organize itself according to the instructions of the Associate Vice President for Residence Life, who has the responsibility for coordination and supervision of the work of the board. For procedures on appealing parking citations, contact the Parking Office or visit [ndsp.nd.edu](http://ndsp.nd.edu).

## **Bicycles**

Bicycles operated on campus must be registered with NDSP and operated in accordance with traffic and parking regulations. Registration is free and can be completed on-line at [ndsp.nd.edu](http://ndsp.nd.edu). Please park bikes in designated areas. Do not lock bikes to railings or handicap

ramps or in any way that blocks access to a facility. Improperly parked bikes will be removed at the owner's expense. Bikes may not be left on campus over the summer unless you are enrolled for summer session on campus and obtain a special summer tag. Bikes abandoned without a summer tag will be removed during the summer.

## **Residence Hall Disciplinary Procedures**

Like any community, each residence hall is guided by policies and expectations designed to promote good order and to assist each resident in his or her personal growth. Students should be aware of and abide by the policies and expectations governing life in the hall. In addition to the policies established by the University, each hall may adopt further policies and expectations to meet the unique needs of its community. Students are expected to know and abide by these residence hall policies and all University policies governing the operation of University residence halls.

Violations of residence hall policies and expectations are at the discretion of each Rector. Rectors may resolve the case or refer it to the Office of Residence Life and Housing.

Disciplinary cases involving violations of hall policies and expectations and adjudicated by hall staff, may result in removal from the hall, hall service, monetary fines, hall probation, alcohol education, counseling assessment, or other sanctions which meet the particular circumstances of a specific case.

Students may request a case review of hall staff decisions to the Office of Residence Life and Housing. Review requests must be filed in writing within five business days of being informed of the decision. The Office of Residence Life and Housing shall be the final review in these cases.

### **Fischer, O'Hara-Grace Graduate Residences Disciplinary Procedures**

Residents of Fischer Graduate Residences and O'Hara-Grace Graduate Residences (FOG) are expected to abide by all policies outlined in the housing contract, FOG Handbook and this publication. The Rector of the FOG community may set forth additional policies and expectations for residents of FOG. Violations of FOG policies and expectations are at the discretion of the Rector. The Rector may resolve the case or refer it to the Office of Residence Life and Housing. Disciplinary cases involving violations of these policies and expectations resolved by the Rector may result in removal from housing, community service, a monetary fine, alcohol education, counseling assessment, or other

sanctions which meet the particular circumstances of a specific case. Students may request a case review of the Rector's decisions to the Office of Residence Life and Housing. Review requests must be filed in writing within five business days of being informed of the decision. The Office of Residence Life and Housing shall be the final review in these housing facility cases.

### **University Village and Cripe Street Apartments**

Residents of University Village and Cripe Street Apartments are expected to abide by all policies outlined in the lease and this publication. The Office of Residence Life and Housing or the Rector of the University Village and Cripe Street Apartments may set forth additional guidelines for residents.

## **University Disciplinary Procedures**

*Students with questions regarding the University's disciplinary procedures may contact the Office of Residence Life and Housing, 305 Main Building, (574) 631-5878, or the Student Government Judicial Council, second floor, LaFortune Student Center, (574) 631-5136. The Office of Residence Life and Housing includes Jeffrey Shoup, Grant Woodman, Robert Casarez, Christopher Haug, Kathleen O'Leary, and Jessica Schuman.*

All violations of University policies and expectations are at the disposition of the Office of Student Affairs through the Office of Residence Life and Housing. As University disciplinary hearing officers, the Office of Residence Life and Housing staff publishes and distributes a written statement of the University policies and expectations to inform students about the general types of conduct which are prohibited and likely to result in disciplinary action. This staff also responds to alleged violations of University standards of conduct.

When disciplinary cases are referred to the Office of Residence Life and Housing, the student(s) allegedly involved in University policy violations will have his or her case heard in one of the following settings. The appropriate disciplinary setting will be determined by the Office of Residence Life and Housing.

University disciplinary cases should not be confused with criminal or civil court proceedings. Office of Residence Life and Housing staff are professional student affairs administrators. In this educational community, the University is concerned with a student's development. The Office of Residence Life and Housing staff may receive



information about a student or an incident from hall staff, faculty, or other sources outside the disciplinary setting. This information, while not necessarily presented during a disciplinary session, may be a factor in the decision. In addition, a student's prior disciplinary record will be considered.

### **Disciplinary Settings**

1. *Disciplinary Conference* — Office of Residence Life and Housing staff member(s) will meet with the student to investigate, discuss, and resolve the alleged violation. Should a student fail to attend a Disciplinary Conference after being notified by the Office of Residence Life and Housing, the Disciplinary Conference may proceed and a decision may be made in his or her absence. Should information become known during a Disciplinary Conference that would cause the staff member to change the disciplinary setting, the Disciplinary Conference will stop. An Administrative Hearing will then be scheduled and conducted in accordance with the Administrative Hearing procedures. With the exception of disciplinary suspension or permanent dismissal, the sanctions, described beginning on page 195, may be issued. Disciplinary Conferences are documented, and this record may be used to establish a student's disciplinary history at the University.
2. *Administrative Hearing* — An Administrative Hearing is scheduled and conducted before a panel of two or three Office of Residence Life and Housing and/or Office of Student Affairs staff members. All sanctions, as described beginning on page 195, including disciplinary suspension or permanent dismissal, may be issued. All Administrative Hearings are documented, and this record may be used to establish a student's disciplinary history at the University.
  - a. A student charged with violations of University policy is entitled to the following rights in an Administrative Hearing setting:
    - (1) Each student will receive written notification of charges at least five business days in advance of his or her Administrative Hearing.
    - (2) Upon request, the Office of Residence Life and Housing will provide a charged student with the name(s) of any witness(es) invited to

the Administrative Hearing by the Office of Residence Life and Housing, unless the Office of Student Affairs determines that such action will jeopardize the safety and/or well-being of the witness(es).

- (3) The charged student may be assisted, but not represented, by a peer student at the Administrative Hearing. A peer student for a charged undergraduate student is another undergraduate student. A peer student for a charged graduate or professional student is another graduate or professional student. The Student Government Judicial Council provides information to undergraduate students seeking assistance. In no case shall students proceed through an attorney. The hearing officer shall deal directly with the student charged and not through any third party.
- (4) The charged student shall have the opportunity to present his or her own account of the incident(s) and to present witness(es) to the incident during the Administrative Hearing, as well as an opportunity to submit written statement(s) following the Administrative Hearing. Any witness, other than a witness to the incident, is permitted only at the discretion of the hearing panel.
- (5) The charged student shall have the opportunity to hear and respond to all information presented during the Administrative Hearing. A charged student's questions and responses may be directed only toward the hearing panel.
- (6) The Administrative Hearing Panel will not make a final decision about a charged student's case before his or her Administrative Hearing process is complete.
- (7) The charged student shall be given written notification and explanation for any disciplinary action taken by the Administrative Hearing panel.

- (8) The charged student shall have the opportunity for a case review following the Administrative Hearing process, as outlined in this publication.
- b. Administrative Hearings are closed to all but principal parties, witnesses, peer student counsel, appropriate residence hall staff and Office of Student Affairs and Office of Residence Life and Housing staff.
- c. Upon request, the charged student shall provide the Office of Residence Life and Housing with the name(s) of any witness(es) he or she plans to invite to the Administrative Hearing.
- d. Should the charged student fail to attend an Administrative Hearing after being notified by the Office of Residence Life and Housing, the Administrative Hearing will proceed and a decision will be made in his or her absence. A representative may not appear in lieu of the charged student.

### **Higher Education Amendments of 1992**

The Higher Education Amendments (HEA) of 1992 were enacted on July 23, 1992. The HEA mandates adoption of certain additional institutional procedures specific to sex offenses. In those cases the HEA requires that:

1. The accuser and the accused are entitled to the same opportunities, if any, to have others present during a Disciplinary Conference or an Administrative Hearing. Generally, students are not permitted to have others present during a Disciplinary Conference, but if either party is permitted to have others present, both will be.
2. Both the accuser and the accused shall be informed of the outcome of a Disciplinary Conference or an Administrative Hearing.

### **Sanctions**

Disciplinary cases considered by Office of Residence Life and Housing staff may result in any one or more of the following sanctions, depending on the incident. The following list is not inclusive of all possible sanctions. This list may be enlarged or modified to meet the particular circumstances of a specific case.

*Note: If a student is found responsible for a disciplinary violation and is subsequently issued any of the sanctions listed below, the student may be precluded from participating in an international (or off-site) study program. A student athlete may be precluded from serving as a team captain, from representing the University in competition, from obtaining a fifth year of eligibility or may be ineligible to receive a monogram as a result of being issued any of the following sanctions.*

1. Verbal or Written Warning
2. Alcohol/Drug Assessment and/or Education
3. Psychological assessment
4. Monetary Fine
5. Ban from Specific Area of Campus
6. Loss of a Specific Student Privilege
7. Community Service
8. Restitution
9. Transfer or Loss of On-Campus Housing Privilege
10. Hall Probation
11. Disciplinary Probation — Disciplinary Probation is defined as a specified period of observation and evaluation of a student's conduct. Any violation of University or residence hall policy committed by a student on Disciplinary Probation is considered a major offense and could result in separation from the University.

A student placed on Disciplinary Probation may not participate in an international (or off-site) study program during the period of his/her probation or for one semester thereafter. In addition, a student on Disciplinary Probation is not eligible to hold student body office, class office, hall office, or to be a member of the Campus Life Council, Hall President's Council, Student Government or any judicial board. In addition, Disciplinary Probation prohibits a student from participating in varsity athletics or representing the University as a cheerleader or officer in campus clubs, organizations, and activities during the Disciplinary Probation period and prior to the commencement of the next academic semester.

12. Disciplinary Suspension — Disciplinary Suspension is defined as separation from the University for at least one semester. The student is eligible to apply for readmission to the University. Readmission after suspension is not automatic; a suspended student must complete an application for readmission. Readmission must be cleared by the Office of Student

Affairs, the suspended student's academic department and the Office of Student Accounts.

13. Permanent Dismissal — Permanent Dismissal is defined as permanent separation from the University with no opportunity to apply for readmission.

### **Other Actions**

1. When the University Counseling Center and/or University Health Services advises the Office of Student Affairs that a graduate, professional, or undergraduate student is, in its opinion, incapable of properly functioning in this community or is in such a condition that he or she could cause harm to himself or herself or to others, he or she may be withdrawn from the University by the Office of Student Affairs with or without the permission of the student.
2. When the Office of Residence Life and Housing judges imminent danger of serious harm to persons or property, or serious obstruction of University life, the Office of Residence Life and Housing may summarily suspend or dismiss students.
3. The University, through the Office of Residence Life and Housing, reserves the right to summarily suspend any student charged with a felony. Should any criminal proceeding result in a felony conviction, the University may summarily suspend or dismiss the convicted student.

*Case Reviews:* In each of the above three situations, a student shall have the opportunity to request a case review of the Office of Student Affairs or the Office of Residence Life and Housing's actions to the Office of the President of the University. Third parties may not file case reviews on behalf of the student. Written requests for a case review must be submitted by the student to the Office of Residence Life and Housing within four business days of being informed of the case decision. Upon timely receipt of a case review request, the student's disciplinary file will be assembled and sent to the Office of the President. The Office of Residence Life and Housing and the Office of Student Affairs shall have the opportunity to prepare a written response to a case review request. This response may include any or all information that the Office of Residence Life and Housing and the Office of Student Affairs may regard as relevant to the review, including any or all information used by the

Office of Residence Life and Housing and the Office of Student Affairs in making its determination. Failure to submit a case review request within the time specified will render the original decision final and conclusive. Notwithstanding the pendency of a case review, any sanctions imposed by the Office of Residence Life and Housing will generally become effective immediately and will not be stayed. Decisions of the Office of the President will be based on a review of the written file and are final.

4. In any of the situations set forth in paragraphs 2 and 3 of this section that does not result in summary dismissal, the student is eligible to apply for readmission to the University. Readmission after summary suspension is not automatic; a suspended student must complete an application for readmission. Readmission must be cleared by the Office of Student Affairs, the suspended student's academic department, and the Office of Student Accounts.
5. When the Office of Residence Life and Housing is notified of an alleged violation of University policy involving a student who has completed academic coursework for a degree, but has yet to participate in commencement exercises, the office may proceed with a Disciplinary Conference or an Administrative Hearing. For Administrative Hearings, the office will provide written notification of charges, but is not required to provide five business days notice. If the student is found responsible for a violation, all sanctions described beginning on page 195, may be issued, including prohibiting participation in commencement or senior-week activities. The Office of the Vice President for Student Affairs will process case reviews in these circumstances. Decisions of the Office of the Vice President for Student Affairs will be based on a review of the written file and are final.

### **Disciplinary Review Procedures**

Any student found in violation of University or residence hall policy by the Office of Residence Life and Housing has the opportunity for a case review. Third parties may not file case reviews on behalf of a student. Written requests for a case review must be submitted by the student to the Office of Residence Life and Housing within three business days of being informed of the decision. Failure to submit a case review request within the time specified will render the original decision

final and conclusive. Generally, if a case review is filed, sanctions will not become effective until the review process is complete.

Upon timely receipt of a case review request, the student's disciplinary file will be assembled and sent to the appropriate reviewer. The Office of Residence Life and Housing shall have the opportunity to prepare a written response to a case review request. This response may include any or all information that the hearing panel regards as relevant to the review, including any or all information used by the hearing panel in making its determination. Separate review routes exist for cases involving permanent dismissal and those involving all lesser sanctions.

## **Case Review Routes**

### **A. Permanent Dismissal Cases**

In all cases involving permanent dismissal from the University, the student has the opportunity to request a case review by the Office of the President of the University. A student may request a review of any aspect of the Office of Residence Life and Housing decision, for any reason. A written case review request, which discusses all issues to be considered by the Office of the President, must be submitted to the Office of Residence Life and Housing by the student within three business days of being informed of the decision. Decisions of the Office of the President will be based on a review of the written file and are final.

### **B. Cases Involving All Lesser Sanctions**

1. A written case review request must be submitted by the charged student to the Office of Residence Life and Housing within three business days of being informed of the case decision.

A student may request a case review only on the following grounds:

- (a) Procedural defect in the disciplinary process which would have been substantial enough to have changed the outcome, and/or
- (b) The discovery of substantive new information which was unknown to the student at the time of the Disciplinary Conference or Administrative Hearing and would have a significant effect on the outcome.

***Note: Severity of sanction is not legitimate grounds for a case review.***

2. The Disciplinary Case Review Board will review requests in cases involving sanctions less than permanent dismissal. The Disciplinary Case Review Board only reviews requests submitted from the first day of class to the last class day in the Fall semester, and from the first day of class to the last class day in the Spring semester. Decisions of the Disciplinary Case Review Board will be based on a review of the written file and are final. At all other times, the Office of the Vice President for Student Affairs will process case review requests involving sanctions less than permanent dismissal. Decisions of the Office of the Vice President for Student Affairs will be based on a review of the written file and are final.
3. The appropriate reviewer(s) will determine whether the grounds for case review have been satisfied. If the reviewer(s) determine(s) that the review request contains substantive new information, the case shall be remanded to the Office of Residence Life and Housing for disposition. If the reviewer(s) determine(s) that a procedural defect occurred in the disciplinary process, the case may be remanded to the Office of Residence Life and Housing with specific instruction(s) to correct the defect(s) and reconsider the case, or the case may be referred to the Office of the Vice President for Student Affairs for a final decision. Decisions of the Disciplinary Case Review Board and the Office of the Vice President for Student Affairs will be based on a review of the written file and are final.
4. The Office of Residence Life and Housing and the Student Government Judicial Council President will prepare a roster of Disciplinary Case Review Board members at the beginning of each academic year. Board members will be given case review assignments based on a rotation determined by the Office of Residence Life and Housing. The Disciplinary Case Review Board for each case review shall be composed of one student, one faculty member, and one administrator.



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# Drug-Free Schools Policy Statement

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## Health Risks of Alcohol and Other Drugs

(Adapted, in part, from U.S. Department of Education, *Schools Without Drugs*)

### Alcohol Abuse

Although only a small number of university students develop chronic alcohol problems, a substantial percentage of students are involved in incidents of inappropriate drinking, or binge drinking, which is defined as consuming five drinks in a row for men and four for women within two hours. This behavior results in nausea and vomiting, driving while intoxicated, hangovers, fights, vandalism and/or alcohol-related arrests. The vast majority of all student arrests, campus disciplinary problems, academic difficulties and campus vandalism are alcohol related. By controlling the amount of alcohol consumed at any one time, the number of such incidents can be greatly reduced. In addition, individuals in the immediate community are likely to experience difficulties as a result of the drinking behaviors of others.

### *Short-Term Intoxication*

Consumption of more than two average-sized servings of alcohol within several hours will produce measurable impairment of motor coordination and reasoning. The more alcohol consumed, the greater the impairment. Although many states, including Indiana, set a blood alcohol concentration (BAC) of 0.08 percent by volume as a presumptive level of intoxication for certain purposes, intoxication and impairment begin at a much lower level. **It is safest to totally avoid alcohol consumption when planning to operate a vehicle or engage in risky recreational activities.** At intoxication levels of 0.20 percent BAC and above, individuals risk loss of consciousness, nausea and vomiting, injuries, and even overdose death. **Although the average lethal dose is about 0.40 percent, overdose deaths have occurred in some situations with BACs near 0.20 percent.**

### *Long-Term Heavy Drinking*

Drinking to the point of intoxication one to two times a week or more frequently over a period of several years can pose serious health consequences, including liver disease and cirrhosis, circulatory problems and cardiomyopathy, nervous-system damage and polyneuropathy, alcohol dependence, and psychosis. Alcohol abuse can increase the risk of certain types of cancers, including cancer of the tongue, mouth, pharynx, esophagus, larynx and liver. The cancer-producing effects of alcohol abuse increase with the use of tobacco. Current research indicates that men and women do not respond to alcohol in the same way. Women can expect substantially more impairment than can men at equivalent doses.

## **Other Drugs**

### **Narcotics**

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils and watery and itching eyes. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death. Tolerance to narcotics develops rapidly, and dependence is likely. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

*Marijuana* is a heavily abused narcotic. Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply, marijuana is damaging to the lungs and pulmonary system. Marijuana contains more cancer-causing agents than tobacco.

*Heroin* affects the central nervous system by relieving pain and inducing sleep. It may also cause constricted pupils, nausea, and respiratory depression, which in its extremes can result in death. Heroin activates brain regions that produce euphoric sensations and brain regions that produce physical dependence — hence its notorious ability to produce both psychological and physical addiction. Its addictiveness is characterized by persistent craving for the drug, tolerance

(the need for larger and larger doses to get the same results), and painful and dangerous withdrawal. Withdrawal symptoms include panic, nausea, muscle cramps, chills, and insomnia. Heroin use during pregnancy increases the risk of miscarriage and stillbirth. Infants exposed to heroin in the womb go through withdrawal at birth and exhibit various developmental problems. Besides the danger of overdose, addicts are susceptible to malnutrition, hepatitis, pneumonia, and AIDS.

### **Designer Drugs**

Illegal drugs are defined in terms of their chemical formulas. To circumvent legal restrictions, underground chemists modify the molecular structure of certain drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

*Ecstasy* users experience pupil dilation, jaw clenching, shutter vision, general restlessness, loss of appetite/taste sensation changes, lack of concentration, tingling, sweaty palms, increased heart rate, mood swings, temporary depression, weight loss, and loss of consciousness. Heavy use has been linked to speed-like symptoms of paranoia, and in some cases, liver damage and heart attacks.

### **Stimulants**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety.

*Cocaine* is the most potent stimulant of natural origin. Chronic use of cocaine through snorting can ulcerate the mucus membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency; tolerance develops rapidly. Crack or freebase rock is extremely addictive.

tive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of any form of cocaine can cause death by disrupting the brain's control of the heart and respiration.

*Amphetamines* can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure, which can result in stroke, very high fever or heart failure. Additionally, users report feeling restless, anxious and moody. High doses intensify the effects. Those who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

*Methamphetamine (Meth)* is a highly potent and addictive drug that affects the central nervous system. Meth releases high levels of dopamine, a neurotransmitter, which stimulates brain cells and enhances mood and body movement. Immediate effects of meth include decreased appetite, irregular heartbeat, hypothermia, and elevated blood pressure. Effects of chronic use include addiction, mood disturbances, insomnia, extreme anorexia, tremors, severe dental problems, and violent behavior. Chronic use may additionally lead to brain damage. Using needles, syringes, and other equipment to inject meth increases the risk of contracting HIV or Hepatitis B and C. This drug is found in many forms including white powder and clear, crystal-like chunks (referred to as "crystal meth"). In the powder form, meth dissolves easily in water and alcohol.

*Diet pills* may contain a substance chemically related to amphetamines. The abuse of diet pills can cause symptoms similar to those from using amphetamines. Diet pills, along with laxatives and vomit-inducing substances, are often used by individuals with eating disorders and can be fatal.

*Energy drinks*, while legal, are considered addictive stimulants that can be abused. Energy drinks mixed with alcohol or with other drugs produce a heightened sensation. Combining alcohol and stimulant drinks can mask how intoxicated an individual feels and can give the person the impression he/she is not impaired. Both energy drinks and

alcohol are dehydrating. Dehydration can hinder the body's ability to metabolize alcohol and will increase the toxicity.

### **Depressants**

The effects of depressants are, in many ways, similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms that include restlessness, insomnia, anxiety, convulsions or death.

*Rohypnol* is a very potent tranquilizer similar to, but many times stronger than, Valium. The drug produces an amnesia-like effect, muscle relaxation and a slowing of psychomotor responses. Rohypnol, also called the "date rape drug" or "roofies", is often combined with alcohol, marijuana or cocaine to produce a rapid and very dramatic "high." This may lead to respiratory depression, aspiration or death. Even if the drug is used by itself, users may appear extremely intoxicated with slurred speech, no coordination, swaying and bloodshot eyes. This drug is often given to individuals, without their consent, in order to produce confusion and lower inhibitions.

### **Prescription Drugs**

Research has shown that prescription drug abuse is an increasing concern in the United States, with two leading abused prescription drugs being OxyContin and Ritalin.

*OxyContin* is a morphine-like narcotic that contains a high dose of oxycodone and is prescribed to treat chronic pain. Other drugs containing oxycodone include Percodan and Percocet; these also have a history of abuse. Research has shown that users tend to mix OxyContin with other painkillers, marijuana, or alcohol. Short-term effects include blocked pain messages and drowsiness. Large doses can cause severe respiratory complications and possibly even death.

*Methylphenidate (Ritalin)* is a prescribed stimulant used to treat attention-deficit disorder/hyperactivity disorder. It produces an effect more potent than caffeine but less potent than amphetamines. Although the drug is prescribed orally, users will also snort and inject Ritalin. Misuse is characterized by students attempting to suppress appetite and remain awake, particularly to study. Very high doses of Ritalin can lead to irregular heartbeat, high body temperature, cardiovascular system failure, and seizure. If Ritalin is dissolved in water and injected, it can block small blood vessels, damage lungs, and impair eyesight.

### **Hallucinogens**

*PCP* users report persistent memory problems and speech difficulties. Some of these effects may last for up to a year after prolonged daily use. Mood disorders, depression, anxiety and violent behavior may also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may cause experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

*LSD* use can have long-lasting or even permanent psychoemotional effects. *LSD* experiences can range from indescribably ecstatic to extraordinarily difficult; many difficult experiences (or “bad trips”) result from a panicked user feeling that he or she has been permanently severed from reality.

### **Anabolic Steroids**

Anabolic steroids are often misused in an attempt to increase muscle strength or bulk. Even small amounts of anabolic steroids may result in serious health consequences such as liver problems, high blood pressure, changes in blood chemistry, hardening of the arteries and weakness in heart muscle tissue. Breast, prostate, or bladder cancer are also potential health consequences associated with anabolic steroid use. Steroid use by adolescents may stop bone growth resulting in smaller, shorter body size. Other side effects often include acne, decreased immune-system response, aggressiveness, and personality changes. Males who use steroids may suffer from premature baldness, decreased testicle size and function, lower sperm count, decreased sex drive, and unwanted body hair.

## State Law and University Standards of Conduct

Violations of alcohol and drug policies and laws will result in disciplinary action. Sanctions could include warnings, fines, alcohol and/or drug assessments, education, disciplinary probation, suspension and dismissal. Student organizations also may be sanctioned for violations of these policies and laws.

Possession or use of any controlled substance including, but not limited to, marijuana, cocaine, heroin, amphetamines and depressants, is a serious violation. Students who possess or use such substances shall be subject to suspension or dismissal. Providing marijuana or any other illicit drug to others, by sale or otherwise, is a serious violation which shall result in suspension or dismissal. Possession of drug paraphernalia that is intended to be used primarily for introducing controlled substances into one's body (IC 35-48-4-8.3) is a serious violation of University policy.

Under Indiana State Law, it is unlawful to possess, use, or distribute cocaine, narcotics and other illicit controlled substances (IC 35-48-4-1 through IC 35-48-4-7). It is also unlawful in the State of Indiana to possess, manufacture or design paraphernalia that is intended to be used primarily for introducing controlled substances into one's body (IC 35-48-4-8.1-8.3).

Students should be aware of Indiana State Law. In summary, the Indiana Codes provide for criminal penalties for a minor who possesses alcoholic beverages, consumes them or transports them on a public highway (IC 7.1-5-7-7). It is also unlawful for a person to sell, barter, exchange, provide or furnish an alcoholic beverage to a minor (IC 7.1-5-7-8). It is unlawful for a minor to be in a tavern, bar or other public place where alcoholic beverages are sold or furnished (IC 7.1-5-7-10). However, there are exceptions which permit the minor to enter such facilities but not to drink alcoholic beverages, including a civic center, bowling alley, sports arena and that part of a hotel or restaurant separate from the room which contains the bar at which alcoholic beverages are sold or dispensed (IC 7.1-5-7-11).

A minor may not make a false statement of age or present false or fraudulent evidence of majority or identity . . . for the purpose of ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure an alcoholic beverage (IC 7.1-5-7-1). It is a misdemeanor for a person to sell, give or furnish to a minor false or fraudulent evidence of majority or identity with the intent to violate a provision of this title (IC 7.1-5-7-2).

Students enrolled in international-study programs must obey all laws and ordinances of countries in which they may live or travel during participation in a Notre Dame international study program. Students should be aware that the possession and/or use of illegal drugs can have very grave consequences in foreign countries, often resulting in severe punishment such as long prison terms.

***It is each student's responsibility to understand Indiana law as outlined above and also to abide by University regulations regarding the use or possession of alcohol.*** The regulations are binding on all students: undergraduate, graduate, and professional.

## **Laws Concerning Other Drugs**

Drugs other than alcohol can create legal risks for those who use, possess, or transfer them to others. The following is a brief summary of those risks. The summary below is intended to provide an overview of some of the sections relevant to University students and employees. It is not intended as a substitute for professional legal advice. Those needing legal advice should consult an attorney.

### *Controlled Substances*

Controlled substances are tightly regulated drugs that have been determined to have special "abuse potential." Such drugs include marijuana, hashish or hash oil, cocaine, LSD and other hallucinogens, barbiturates and other sedative-hypnotics, amphetamines and other prescription stimulants, MDMA (Ecstasy), PCP and similar drugs.

It is illegal under both state and federal law to:

- manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance.
- deal in a substance represented to be a controlled substance (including counterfeit "look-alike" drugs).
- manufacture, advertise, distribute, or possess with intent to manufacture, advertise or distribute a substance represented to be a controlled substance.
- possess, without a valid prescription, a controlled substance.



- visit a building, structure, vehicle or other place used by any person to unlawfully use a controlled substance.
- possess, manufacture, deal in or deliver drug paraphernalia (an instrument, device or other object intended for use for introducing a controlled substance into a body or for enhancing the effect or testing of a controlled substance).

Criminal sanctions for such violations can include fines from \$5,000 to \$10,000 under state law and up to \$250,000 under federal law and imprisonment in a state prison for up to 50 years or in a federal prison for up to life. The sanction imposed will be determined by (1) the classification of the controlled substance, (2) the quantity involved, (3) the nature of the offense (sales, use, etc.), (4) the age of the recipient (higher penalties if drugs are sold or given to minors), (5) the location of the offense (higher penalties for possession, sale or delivery near a school) and 6) the prior criminal record of the offender. More detailed information may be obtained by consulting the Indiana Criminal Code or the Federal Controlled Substances Act, as amended. This information is available at the Office of Alcohol and Drug Education, 204 Saint Liam Health Center, (574) 631-7970.

## **Selected Indiana Laws Governing Alcohol and Other Drugs**

### **Alcohol**

**Operating a vehicle while intoxicated or with 0.15% BAC or above**  
Class A Misdemeanor or Class D Felony

Up to 1 1/2 years, up to \$10,000 fine, suspension of driving privileges

**Operating a vehicle with 0.08% BAC (but less than 0.15% BAC)**  
Class C Misdemeanor or Class D Felony

Up to 1 1/2 years, up to \$10,000 fines, suspension of driving privileges

**Operating a vehicle with 0.02-0.08% BAC and under 21**  
Class C Infraction

Up to \$500 fine; drivers license suspended for one year

**Furnishing alcohol to a minor**

Class C Misdemeanor

Up to 60 days and \$500 fine

**Minor possessing alcohol**

Class C Misdemeanor

Up to 60 days, up to \$500 fine, up to one year suspension of driver's license if possession is in an automobile

**Minor in a tavern**

Class C Misdemeanor

Up to 60 days and \$500 fine; driver's license suspended for up to one year

**Possessing/furnishing false ID**

Class C Misdemeanor/Class C Infraction

Up to 60 days and \$500 fine

**Marijuana****(Marijuana offense convictions also result in mandatory suspension of driver's license and vehicle registration for at least 6 months and up to two years)****Selling, possessing or growing marijuana**

Class A Misdemeanor or Class D Felony

up to four years and \$10,000 fine

**Selling marijuana to a minor**

Class D Felony

1 1/2 to four years and \$10,000 fine

**Selling more than 10 pounds of marijuana**

Class C Felony

Two to eight years and \$10,000 fine

**Cocaine**

**(Cocaine offense convictions also result in mandatory suspension of driver's license and vehicle registration for up to two years)**

**Possessing cocaine**

Class C or D felony

1 1/2 to eight years and \$10,000 fine

**Possessing cocaine on or near a school or school bus**

Class A or B felony

six to 50 years and \$10,000 fine

**Selling cocaine**

Class A or B felony

six to 50 years and \$10,000 fine

**Selling cocaine to a minor**

Class A felony

20 to 50 years and \$10,000 fine

**Selling cocaine on or near a school or school bus**

Class A felony

20 to 50 years and \$10,000 fine

## Class Absence

Notre Dame's policy concerning absence from class, in all but three circumstances, accords to the student's professor the discretion to accept the excuse and permit make-up work. The three exceptions to the policy include: personal illness, death in the immediate family and duties performed for the University.

Under the three special circumstances noted, the associate vice president for residence life is responsible for verification of the reason for absence. In all cases except participation in varsity athletics, each student is responsible for completing and submitting the proper absence request form, which may be obtained from the Office of Residence Life and Housing, 305 Main Building. Written evidence is always required as the basis for verifying the absence. With the approval of the associate vice president for residence life, the official form is forwarded to the professor(s) involved.

Courtesy requires that, when possible, a student discuss a proposed absence with the professor prior to the time involved. In cases other than the exceptions, any written verification of the reason (e.g., a letter inviting a senior to a job or medical school interview) should also be presented to the professor who, in keeping with his or her own announced policy, has the final decision concerning the effect of the absence on the student's grade.

In cases involving personal illness, verification will be accepted from a physician writing on official letterhead or prescription pad, from the Notre Dame Student Health Center or from the student's rector.

In cases involving the death of an immediate family member (parent, grandparent, brother, sister), a letter from a family member or other appropriate verification is required.

Members of groups which officially represent the University (e.g., musical, debate, ROTC, cheerleading) may receive excused absences when they are away from campus performing duties for the University. Prior to the anticipated absence, the authorized administrator of the unit must send to the associate vice president for residence life a written request and the list of students involved.

Graduating seniors often must travel away from campus for interviews, whether for a fellowship opportunity, graduate school interviews, or post-graduate employment. The following guidelines are designed to give faculty and students alike guidance in negotiating absences from class due to such interviews

- (1) Undergraduate students are asked to use good judgement in planning for such interviews and in scheduling them as appropriately as possible;
- 2) Faculty members are asked to inform students of their class absence policies;
- 3) The dean of each college or his/her designee, acting as mediator, will mediate those situations where undergraduate students and their professors cannot resolve differences on their own

The following guidelines govern absences prompted by students performing duties for the University in the context of officially scheduled events.

*Varsity Sports:* In ample time prior to the absence date, the Department of Athletics requests the endorsement of the assistant vice president for residence life and provides him or her with the list of students scheduled to travel. Copies of that endorsed list are provided to each professor affected.

*Club Sports:* Prior to the date of absence, the director of club sports provides the assistant vice president for residence life with a list of students involved.

Under no circumstances will the associate vice president for residence life verify absence from a final examination. Such an absence is under the jurisdiction of the student's academic dean.

*Field Trips:* Educational trips to further the student's knowledge in a particular course should be scheduled by the course instructor prior to the beginning of a semester with the approval of the department chairperson and dean of the college. With evidence of these approvals, each student is responsible for seeking clearance from his or her other professors whose classes would need to be missed because of the trip(s).

## **Graduation Rate**

Of the students entering a full-time, first-year, bachelor degree-seeking program in the fall of 2001, 95.1 percent graduated within six years.

The complete IPEDS Graduation Rate Survey may be found in the Office of Institutional Research.

## Student Educational Records

### *Notification of Rights Under the Family Educational Rights and Privacy Act*

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. "Education records" are those records, files, documents and other materials which contain information directly related to a student and which are maintained by the University, including admissions, disciplinary records, personal academic and financial aid files, employment records and placement records. The rights afforded by FERPA are:

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

The Office of the Vice President and General Counsel has been designated by the University to coordinate the inspection and review procedures for student education records. A student wishing to review the student's education records must make a written request to the Office of the Vice President and General Counsel listing the specific records the student wishes to inspect and review. The form for making such a written request may be obtained from the Office of the Vice President and General Counsel. Once such a request is received, the Office of the Vice President and General Counsel will make arrangements for access and notify the student of the time and place at which the records may be inspected.

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

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

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

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

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

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

At its discretion, the University, without the student's permission, may provide directory information in accordance with the provisions of FERPA. Such directory information includes: student name, addresses (local and permanent), telephone numbers (local and permanent), e-mail addresses, date and place of birth, photograph(s) of student, major field(s) of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of

members of athletic teams. Students may withhold directory information by notifying the registrar in writing. These requests will be honored by the University for one academic year; therefore, authorization to withhold directory information must be filed by students annually in the Office of the Registrar.

## **Withdrawal from the University**

Any undergraduate, graduate, law, or MBA student who at any time within the school year wishes to withdraw from the University should contact the Office of the Registrar. A student who withdraws for any reason must apply for readmission to Notre Dame. A student who withdraws due to personal or health reasons normally will be required to remain away from the University for two full semesters before an application for readmission will be considered. In these cases, a student must receive clearance from the University Counseling Center, University Health Services or both as determined by the Office of Student Affairs. To avoid failure in all classes for the semester and in order to receive any financial adjustment, the withdrawing student must obtain the appropriate clearance from the Dean of his or her college and from the Associate Vice President for Residence Life.

On the first day of classes, a full tuition credit will be made. Following the first day of classes, the tuition fee is subject to a prorated adjustment/credit if the student (1) withdraws voluntarily for any reason on or before the last day for course discontinuance at the University, or (2) is suspended, dismissed, or involuntarily withdrawn by the University, for any reason, on or before the last day for course discontinuance at the University, or (3) is later obliged to withdraw because of protracted illness, or (4) withdraws involuntarily at any time because of military service, provided no credit is received for the classes from which the student is forced to withdraw.

Upon return of the student forced to withdraw for military service, the University will allow him or her credit for that portion of tuition charged for the semester in which he or she withdrew and did not receive academic credit.

Room and board charges will be adjusted/credited on a prorated basis throughout the entire semester.

Students receiving University and/or Federal Title IV financial assistance who withdraw from the University within the first sixty percent (60 percent) of the semester are not entitled to the use or



benefit of University and/or Federal Title IV funds beyond their withdrawal date. Such funds shall be returned promptly to the entity that issued them, on a pro rata basis, and will be reflected on the student's University account.

This Withdrawal Regulation may change subject to federal regulations. Examples of the application of the tuition credit calculation are available from the Office of Student Accounts upon request.

*\*Executive MBA students, and students participating in Notre Dame International Study Abroad Programs, are subject to a different withdrawal regulation and tuition credit calculation, which may be obtained from those respective programs.*



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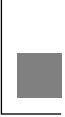


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