



MOUNT MARTY
UNIVERSITY

Mount Marty University

Student Handbook

Mission Statement: Mount Marty University, an academic community in the Catholic, Benedictine liberal arts tradition, prepares students for a contemporary world of work, service to the human community, and personal growth.

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GENERAL DIRECTORY:

Mount Marty University – Yankton Campus

1105 West 8th Street

Yankton, SD 57078

Phone: 1 (605) 668-1011

Fax: 1 (605) 668-1508

<https://www.mountmarty.edu/>

Business Office-Accounts Manager: 605-668-1575

Registrar's Office: 605-668-1515

Campus Safety 24hr Line: 605-661-9883

Student Affairs Office: 605-668-1541

Campus Safety Office: 605-668-9883

EMERGENCY NUMBERS: Yankton Campus

Campus Safety 24hr Line 605-661-9883

Police or Fire Emergency 911

Police Routine Business 605-668-5210

Fire Routine Business 605-668-5228

Sheriff Routine Business 605-668-3567

Avera Sacred Heart Hospital 605-668-8000

River City Domestic Violence Ct. 605-665-1448

Lewis & Clark Behavioral Health 605-665-4606

C.O.R.E Center 24/7 Crisis Care 605-665-4606

<https://www.lcbhs.net/crisis-care>

Mount Marty University – Sioux Falls Campus

5001 West 41st Street

Sioux Falls, SD 57106

Phone: 1 (605) 362-0100

Fax: 1 (605) 362-5706

Email: msna@mountmarty.edu

EMERGENCY NUMBERS: Sioux Falls Campus

Police Emergency 911

Police Routine Business 605-367-7000

Fire Department Emergency 911

Fire Routine Business 605-367-7000

Ambulance Emergency 911

Avera McKennan Hospital 605-322-8000

Avera Behavioral Health Urgent 605-322-4065

Children's Home 605-338-4800

The Compass Center 605-336-3874

<https://thecompasscenter.org/>

Mount Marty University – Watertown Campus

1201 Arrow Ave

PO Box 1385, Watertown, SD 57201

Phone: 1 (605) 886-6777

Email: dept.watertown@mountmarty.edu

<https://www.mountmarty.edu/watertown-campus2/>

EMERGENCY NUMBERS: Watertown Campus

Police Emergency 911

Police Routine Business 605-882-6210

Fire Department Emergency 911

Fire Routine Business 605-882-5030

Ambulance Emergency 911

Prairie Lakes Hospital 605-882-7800

Rape & Abuse Hotline 605-886-4300

Child Abuse Hotline 605-886-4300

Watertown Resource Center 605-886-4300

Human Services Agency 605-886-0123

MOUNT MARTY UNIVERSITY STUDENT HANDBOOK

The Mount Marty University Student Handbook contains information regarding activities, services, rules, regulation, procedures, and policies. Additional information is available in the university catalog. If there are any discrepancies between the university catalog and student handbook regarding academic policies, the university catalog and/or the most recent educational policy will take precedence. If discrepancies occur in student life policies, the student handbook will take precedence. The most current policies can be found at mountmarty.edu. Further questions regarding campus life should be directed to the Office for Student Affairs. Mount Marty University reserves the right to revise or change policies, fees, schedules, and other regulations affecting students whenever considered necessary.

NOTICE OF NON-DISCRIMINATION:

Mount Marty University welcomes students of all faiths and promotes a policy of non-discrimination in all programs and employment with respect to sex, race, age, color, national origin, religious preference and disabilities.

NOTICE OF TITLE IX:

In accordance with Title IX of the Education Amendments of 1972, Mount Marty University prohibits discrimination on the basis of sex in all academic and extracurricular programs and activities, including intercollegiate athletic activities. Title IX protects all people, regardless of gender or gender identity, from sexual harassment and sexual violence (including sexual misconduct and sexual assault), which are forms of sex discrimination. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination. The university has designated the Vice President for Student Success as the Title IX Coordinator to oversee the implementation of Title IX, including the responsibility of reviewing Title IX complaints. Inquiries concerning the application of Title IX to university programs and activities may be referred to the following Title IX Coordinator:

Dr. Katie Harrell
Vice President for Student Success & Title IX Coordinator
Roncalli 215
(605)-668-1541

A complaint may be filed directly with the OCR against an institution. A potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. A complainant is not required by law to use the institutional grievance procedure before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after the last act of the institutional grievance process. For more information about filing a complaint directly with the OCR, visit the U.S. Department of Education website: <http://www2.ed.gov/about/offices/list/ocr/know.html>

Mount Marty University is committed to providing a learning, living and working community that is free from discrimination and harassment. Mount Marty provides ongoing education, prevention, and training programs in an effort to promote a community free of harassment and discrimination. The university also strives to make reporting concerns and incidents of sexual harassment and discrimination a responsibility of the community so that individuals can be offered support and a range of resources. The university is further

committed to addressing incidents of misconduct, preventing their recurrence, and addressing and remedying the effects within the campus community.

The [Title IX Policy](#) contains the university's policies and procedures for preventing, reporting, and responding to sexual and gender-based misconduct. The policy also contains information about options, resources, and remedies for students, staff, faculty, and third parties who have experienced or been affected by such misconduct. The content on the university [website](#) supersedes all print documents and will serve as the essential resource for current information about policies, procedures and resources.

All Mount Marty community members have a responsibility to uphold to university policies and local, state, and federal law. Sexual Discrimination, as used in this policy, is a broad term meant to capture the many forms of conduct that may limit our community's growth and development.

TITLE IX PREGNANCY & PARENTING POLICY

Mount Marty University is dedicated to creating a welcoming, accessible, and inclusive environment for pregnant and parenting students. In accordance with Title IX, the university provides supportive measures to ensure students are not discriminated against or denied equal access to their education due to pregnancy, childbirth, or recovery, as well as parenting responsibilities. Supportive measures are established on an individualized basis depending on the student's needs. In certain situations, students may be required to provide documentation from a licensed medical professional to substantiate the need for specific accommodations.

Any questions regarding Title IX Pregnancy and Parenting Policy should be directed to:

Katie Harrell, Ed.D.

VP for Student Success & Title IX Coordinator

(605) 668-1491

Katie.harrell@mountmarty.edu

GENERAL UNIVERSITY POLICIES AND PROCEDURES

ACADEMIC INFORMATION:

Refer to the current [academic catalog](#) for full academic policies and procedures.

AIDS STATEMENT:

In response to the national concern regarding the epidemic of infection with HIV, which causes AIDS, Mount Marty University reiterates its stance regarding the sanctity of life. Mount Marty University is committed to providing ongoing educational programs for all our constituencies regarding prominent health and wellness concerns such as AIDS, drug and alcohol use and other topics. Students may contact the Office of Student Affairs for information regarding HIV testing and counseling.

ALCOHOL POLICY:

MMU students, faculty and staff who are in the presence of, in possession of, or consume alcoholic beverages or those in possession of alcohol containers (full or empty beer cans, liquor bottles, etc.) on university property, including residence halls or at university-sponsored events, are in violation of the university's alcohol policy. This includes the human body, which is considered an alcohol container when a student is under the influence of alcohol. Alcohol is not permitted except by prior, special arrangements that have been made with the President's Office. Alcoholic beverage containers are subject to confiscation and emptying. Alcohol may not be present at university-sponsored events when students who are under 21 years of age are present except by prior, special arrangements that have been made with the President's Office. Individuals who violate Mount Marty University's alcohol policy are subject to sanction(s) under the Student Code of Conduct and the General Employee Handbook. The sanctions may include mandated substance abuse assessment at the individual's expense, participation in an approved substance abuse treatment program at the individual's expense, suspension, or expulsion for the initial violation of the university's alcohol policy.

Students who are charged or convicted of local, state and/or federal alcoholic beverage statutes may be subject to university disciplinary action in addition to penalties imposed by local, state and federal law. Students violating local, state and/or federal statutes on university property and/or at a university-sponsored event may be referred to law enforcement officials. When a student or employee seeks assistance on campus for the abuse of alcohol, normal disciplinary procedures may be suspended provided appropriate assessment, education, rehabilitation and/or follow-up care is completed. The university will aid the individual to locate a qualified professional for assistance. The university provides alcohol education programs designed to increase awareness and knowledge of healthy lifestyle alternatives. Students experiencing difficulties with alcohol are encouraged to talk with a staff member in the Office of Student Affairs, or members of the university staff.

BUSINESS AND FINANCIAL INFORMATION:

Refer to the current [academic catalog](#) for full financial aid, payment and refund policies and procedures.

CAMPUS PET POLICY:

In general, pets are not permitted in campus buildings. In some instances small pets may be permitted in accordance with the student handbook or prior written approval from the Office of Student Affairs. All students, faculty, staff, and campus visitors must comply with this policy.

This policy does not apply to service or emotional support animals. Students, faculty, staff, or visitors with such animals should be in compliance with the Service and Support Animal Policy and refer to the Office of Learning Accessibility for questions.

Pets in campus green spaces cannot be left unattended (e.g., tethered to a tree or other object when the owner is not present) and must be leashed at all times. Owners are responsible for removing pet waste from campus property. All pets must be current on vaccinations and appropriately licensed as required by the city of Yankton or Yankton County. Damages caused by pets will be charged to the owner/caretaker. Any pet that becomes a nuisance will be barred from campus. The university reserves the right to remove unleashed, noisy, or menacing pets from campus in coordination with the appropriate city agency. Noncompliance with this policy may result in disciplinary action.

CARE TEAM:

Care Team is made up of selected Student Affairs professionals and university staff in student support roles. Care Team's goal is to provide an arena for Student Affairs professionals to express concerns or trends in student situations and/or behaviors and develop plans to increase support, linking students to any necessary resources in our community or on campus. Student counseling professionals offer clinical perspectives to the team and continue to maintain confidentiality.

CHILDREN ON CAMPUS POLICY:

The university recognizes that many students, staff and visitors have parenting responsibilities which cannot always be managed separately from their student and work responsibilities. Accordingly, the university permits children to be on campus, provided reasonable steps are taken to protect the children and the study and work environment of others at the university.

Parents may bring their children on campus in situations where there are sudden and unexpected difficulties in childcare arrangements. Normally prior approval will be gained from supervisor or faculty for the child to attend work or a lecture. The University does not expect that parents will routinely bring children to work and or / lectures as an alternative to regular, organized childcare arrangements.

The university seeks to provide an environment which is conducive to study or work and parents who bring children on campus must recognize this and take steps to ensure there is minimal disruption to others caused by their children.

Children must be supervised by a responsible adult at all times when they are on campus. The university has health and safety obligations to staff, students, and visitors. Children cannot be allowed in areas where they are significant health and safety risks identified. Therefore children's access to some areas may be restricted for safety and security reasons.

Restricted Areas:

- Laboratories and laboratory preparations areas
- Scientific and technical maintenance workshops
- Fine and performing arts workshops and studios
- Commercial kitchens and other food preparations area
- Fieldhouse & Fitness Centers
- Chemical storage areas
- Printer/Copier rooms
- Construction sites

Other areas may be identified as unsuitable for children as a result assessment, and supervisors of the respective areas are required to inform staff and students of requirements or restrictions.

Parents or others with children can be directed to remove a child if the child's health or safety is at risk, the child is presenting a health or safety risk to others, the child's behavior is causing undue disruption to the work of staff or students, or the child's presence is inappropriate. In the case of staff, the person's supervisor has the authority to direct that children be removed from the work environment.

COMPLAINT POLICY:

The Division of Student Affairs will address and systematically process student complaints that it receives in a timely manner. In addition, the Code of Student Conduct states that each Mount Marty University student has the right to initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the university academic community. If a student has a complaint, the recommended general strategy is for that student to first contact the Office of Student Affairs or the Director at the corresponding MMU location with the issue at hand, unless there are good reasons for not doing so, such as a desire to maintain anonymity with the Department. A complaint form is available by stopping by the Office of Student Affairs or it can be emailed upon request. If, for any reason, a student does not want to personally or directly contact a staff member to discuss a complaint, they may contact the person in the next highest level of authority, which would commonly be the supervisor (Vice President). The student can request an appointment to meet with the supervisor and/or send a signed written description of the issue or problem and request that their identity be kept confidential. That request will be honored unless there are over-riding reasons to do otherwise.

Steps to Submitting a Formal Written Signed Complaint

1. First try to resolve your complaint informally by talking with a staff member in the department most directly connected with your complaint. The staff member may request that you provide additional documentation if necessary, or schedule an appointment to address your concern.
2. If you want to submit a formal written signed complaint, please do so with the next highest level of authority. If you are not sure who the appropriate person is, simply ask any staff member for assistance. The written signed complaint must include the following information:
 - a. The actual complaint (be as specific as possible), and
 - b. The specific outcome you are seeking.
3. The Vice President for Student Success or designee will address the complaint with the individual in a timely basis and to the best of his/her ability. Appropriate actions and steps will be taken; if necessary, to resolve the issue for the good of the complainant and the department with the goal of

service improvement. 4. If the problem remains unresolved, the Vice President or staff member may refer the student to the Vice President or his/her designee.

General Information for Addressing Student Complaint from other areas

- All students are taken seriously by the Office of Student Affairs. Students are encouraged to attempt to resolve complaints by visiting the following areas to directly resolve their concerns with the appropriate staff members.
- Issues related to academic transcripts, transfer credits: Contact the Registrar
- Issues regarding room reservation and event hosting: Contact Lancer Locker
- Issues related to student activities: Contact the Director of Student Engagement
- Issues related to athletics: Contact the Athletic Director
- Issues about on-campus housing (residence halls/apartments): Director of Residence Life

If a student has a complaint regarding Residence Life, they should bring it to the attention of their Residence Advisor (RA). If the concern cannot be resolved with the RA, the student should meet with the Director of Residence Life. If the discussion with the Director does not resolve the concern, students can speak with the Vice President for Student Success.

CONSENTING RELATIONSHIPS POLICY:

Mount Marty University is committed to maintaining an academic and work environment in which the principles of mutual respect, professional ethics, fairness, and objectivity are honored. These principles are put at risk when faculty, administrators, staff, or students engage in consenting romantic, intimate, or sexual relationships (i.e., a “relationship”) that involve individuals with unequal power (e.g., faculty and student, supervisor and supervised employee, administrator and student). This policy addresses those situations. However, this policy does not apply to individuals who are married to each other and is not intended to supplant Mount Marty’s nepotism policy. Violations of this policy may result in the termination of employment with Mount Marty.

Relationships with Undergraduate Students

Except as set out below, because of the inherent differential in power, Mount Marty prohibits any faculty member, administrator, or other employee from engaging in a relationship with any student enrolled as an undergraduate at the University.

This policy does not prohibit undergraduate students who are employed by Mount Marty in work-study or other non-supervisory positions from engaging in relationships with other undergraduate students.

In the event a new hire at Mount Marty has a pre-existing relationship with an undergraduate student, the new hire shall report the relationship to the new hire’s supervisor upon commencement of employment. The supervisor, with the assistance of the Director of Human Resources and other University administrators if necessary, will evaluate the relationship to ensure that the new hire is not in a position to supervise or otherwise exercise authority over the undergraduate student. If it is not possible to place the new hire in a non-supervisory position, Mount Marty may in its discretion terminate the new hire’s employment.

Relationships with Graduate Students

Because of the inherent differential in power between graduate students, faculty members, and administrators holding positions of authority, no faculty member, administrator, or other employee of the

University may engage in a relationship with any graduate student over whom the faculty member, administrator, or employee educates, counsels, coaches, supervises, or evaluates in any manner.

More detailed information in relation to this policy and procedures can be located on [Lancerlink](#).

CHANGE OF LEGAL NAME AND/OR ADDRESS:

Any change of name, either through court action or marriage, or address change must be reported to the Registrar's Office. Any formal name change requests to academic records require the submission of an official Name Change Form and a copy of legal name change documentation. The acceptable documentation is a social security card.

DANGEROUS WEAPONS POLICY:

The possession of firearms of all descriptions including air powered weapons, firecrackers and any other exploding devices, and any instruments that can be construed as dangerous weapons are not permitted on the university premises. The possession or use of such weapons on university premises shall be considered sufficient cause for immediate suspension pending an investigation.

DRUG FREE CAMPUS:

As a requirement of the Drug-Free Schools and Communities Act (1989), Mount Marty University ("MMU") is to disseminate and ensure receipt of & institutional policy and information below to all students, staff, and faculty on an annual basis. This process is formally conducted by the Executive Vice President and Provost and Vice President for Student Success with the assistance of MMU's general counsel. Questions concerning this policy and/or alcohol and other drug programs, interventions and policies may be directed to Dr. Katie Harrell, the Vice President for Student Success at katie.harrell@mountmarty.edu and (605-668-1491).

Polices - Alcohol, Other Drugs, and Weapons

As an academic community, MMU is committed to providing an environment in which learning and scholarship may flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the MMU environment, as well as the individual potential of our students and staff. MMU enforces state laws and related university policies, including those prohibiting the following activities on campus:

- A. Providing alcoholic beverages to individuals under 21 or possession or consumption of alcoholic beverages by individuals under 21.
- B. Distribution, possession, or use of illegal drugs or controlled substances, including marijuana.
- C. Possession of firearms or other dangerous weapons.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off campus), is prohibited by MMU's student code of conduct. MMU can and will impose disciplinary sanctions for students, faculty, and staff, found in violation MMU's policies. Students, faculty, and staff are also subject to local, state and federal laws. Arrest and prosecution for alleged violations of criminal law or city ordinances may result from the same incident for which MMU imposes disciplinary sanctions.

MMU strongly encourages students and staff members to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary referral which might result in their separation from the institution. The use of, or addiction to, alcohol or controlled substances (including marijuana) is no excuse for any violation of university policies and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations. Help is available both on campus and

within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs. These resources include:

- Student Counseling: <https://www.mountmarty.edu/campus-life/counseling/>
- Lewis & Clark Behavioral Health Services: www.lcbhs.com
- Avera Addiction & Recovery Center – Sioux Falls: www.avera.org/services/behavioral-health/addiction-recovery
- Human Service Agency – Watertown: <https://www.humanserviceagency.org>

These and other professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities.

Student Sanctions - Alcohol, Other Drugs, and Weapons

Underage students found in violation by the institution for the consumption of alcohol will face conduct sanctions ranging from a warning to suspension/separation from MMU. Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by MMU up to and including expulsion.

Testing for the presences of illegal substances may be a condition of any probationary status imposed by MMU for violations of drug-related provisions of policy. Student athletes may be subject to drug testing in accordance with NAIA guidelines and MMU's Athletic Department Policy.

EMAIL AS OFFICIAL COMMUNICATION POLICY:

Email is a mechanism for official communications within Mount Marty University. The university expects that such communications will be received and read in a timely fashion. Official email communications are intended to meet the academic and administrative needs of the campus community. To meet the academic and administrative needs of the university, MMU has established email as the official and primary means of communication to all of its admitted students.

Assignment of Student Email Accounts

Official Mount Marty University email accounts are available for all students that have applied, been admitted, or have enrolled. Official email addresses are directory information. As with other directory information, any student may request his or her official email address be restricted in its access.

Redirecting of Email

If a student wishes to have email redirected from their official Mount Marty University email address to another email address, they may do so at their own risk. Having email redirected does not absolve a student from the responsibilities associated with official communications sent to his or her official university email address.

Expectations about Student Use of Email

Students are expected to check their email and maintain their email accounts on a frequent and consistent basis in order to receive all university-related communications, some of which may be time sensitive. University-related communications may come from Mount Marty University administration, faculty, staff, or from partners of Mount Marty University.

Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply all” command during email correspondence.

Educational Use of Email

Faculty will determine how electronic forms of communications (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This policy will ensure all students will be able to comply with the email-based course requirements specified by faculty. Faculty can therefore assume students' official university email accounts are being accessed, and faculty can use email for their class communication needs accordingly.

FERPA:

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which requires that Mount Marty University protect students' Education Records and Personally Identifiable Information. Students may read our FERPA Policy here: [MMU FERPA Policy](#)

IDENTIFICATION CARDS:

Students are required to obtain an identification card in the Office for Student Affairs. An identification card is required for identification purposes, access to designated buildings, use of dining, library, attendance at athletic events and for other campus services and activities. Students are required to carry their ID card and present it to university officials upon request. The cost of a replacement card is \$20.

IMMUNIZATION POLICY:

Mount Marty University requires all students to submit full immunization records prior to initial registration or the first day of classes. Students who do not provide immunization documentation may be subject to exclusion from class if it is determined that there is a contagious disease outbreak on campus. If an individual can neither prove current immunity nor submit to vaccination, they will be subject to exclusion orders as recommended by the South Dakota Department of Health. In these cases, Mount Marty University will make reasonable efforts to accommodate the exclusion order, but accommodations may not be possible in all cases. Mount Marty University, in cooperation with the South Dakota Department of Health, will respond to public health emergencies caused by the outbreak of contagious diseases.

Declination of Immunizations

Under South Dakota law, Mount Marty University acknowledges a student's right to decline immunization(s) for religious or other beliefs. However, clinical agencies or school districts may deny clinical or practicum experiences to students in health care or education disciplines if the student does not meet the agency's vaccination requirements and does not otherwise receive a waiver from the agency. Mount Marty has no control over whether or not a clinical or educational site will grant an exemption from their immunization requirements. A student who is not vaccinated may not be able to complete the clinical or practicum requirements of their degree program and, as a result, may not be able to obtain a degree from Mount Marty. Students who submit immunization waivers to Mount Marty acknowledge that they understand the potential that they may not be able to fulfill the clinical or practicum requirements of the degree program as a consequence of declining to be immunized.

INDEPENDENT STUDENT EXPECTATION:

Mount Marty University treats adult student (i.e. all students age 18 and older) as adults. Mount Marty University expects adult students to be able to live independently during their university experience subject to the academic and physical accommodations required by law. This includes having the judgment to make sound decisions about daily life activities, having adult interactions with others, and the ability to complete required work with reasonable accommodations.

LEARNING ACCESSIBILITY SERVICES:

Mount Marty University takes great pride in the academic achievements of its students and is committed to ensuring equal learning opportunities for all students. Students with disabilities may request reasonable and appropriate accommodations through Learning Accessibility Services. The office seeks to provide students with equal access to their Mount Marty University education in accordance with the university's procedures, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. All new construction will meet ADA standards in the interest of accessibility, while renovations will be made to older buildings when reasonable. Services for other accommodations are offered to students with qualifying and documented learning, physical and psychological disabilities.

Qualification procedure

Newly enrolled students, as well as students recently diagnosed, should contact the Learning Accessibility Services office as early as possible to request accommodations. The Learning Accessibility Coordinator will assist the student with the registration process, including obtaining proper documentation if not already submitted and determining specific accommodations to be requested.

Academic Accommodations

The approved academic accommodations will be stated in the Accommodations Memo issued to the student, signed by the appropriate people, and returned to the Learning Accessibility Services office. Each semester, a new memo must be obtained and presented to instructors to secure accommodations for that semester. Students are required to request accommodation from the instructor/Coordinator prior to accessing the approved accommodations.

Housing Accommodations

The approved housing accommodation will be stated in the Housing Accommodation Memo signed by the appropriate people and returned to the Coordinator prior to implementation of the housing accommodation. Housing accommodations must be reapplied for each school year prior to general housing application. Late requests that are approved will be confirmed by the Office of Residence Life on a space available basis. Additional documentation may be required when a student reapplies for housing accommodations.

For assistance regarding Learning Accessibility Services contact the Coordinator of Learning Accessibility Services located within the Center for Academic Excellence at (605) 668- 1322.

LEARNING ACCESSABILITY GRIEVANCE PROCEDURE:

Mount Marty students have the right to file a grievance when they believe they are a qualified individual with a disability and have been adversely affected by an improper application of university policy. When a student believes he/she has been subjected to prohibited discriminatory treatment in the context of the university's compliance with the Americans with Disabilities Act of 1990, he/she first must contact the Learning

Accessibility Coordinator and work with MMU personnel to resolve the matter informally. If the parties involved cannot agree on an equitable resolution and the student wishes to appeal, the following procedure will be followed:

1. The student will submit a written formal grievance to the Vice President for Student Success. If the VP is of the reasonable opinion that the matter of the complaint falls within the functional review area of another office or department of the university, the complaint will be referred for inquiry and resolution.
2. The VP/Officer hearing the grievance will conduct an inquiry into the matter, with the discretion to appoint an individual(s) to review the matter as he/she determines is appropriate. The VP/Officer will establish a schedule and procedure of inquiry, and after gathering all relevant information, make a final decision. This decision will be communicated in writing to the student, and will conclude the matter. Any recommended corrective action will be implemented.
3. All parties should seek to act promptly in resolving disagreements and grievances involving disabilities. Each phase of the process should be completed within 10 days, with the understanding that particular matters may take longer for a variety of reasons.
4. A student may appeal the decision to Mount Marty's President within ten (10) business days of the date the party is informed of the grievance outcome. The appeal is limited, and may only be made on the following grounds:
 - a. Procedural irregularities that affected the outcome of the matter;
 - b. Newly discovered evidence or additional information that was not reasonably available at the time of the grievance hearing and which could alter the outcome of the case;
 - c. A conflict of interest held that affected the outcome of the matter;
 - d. Or, that the corrective action imposed was too severe or not severe enough.
5. The President shall provide the written decision to the VP/Officer within 30 business days from receipt of the request for appeal. The results of the President's decision will be communicated in writing. The President's decision is final and will conclude the matter.

LOST AND FOUND:

Lost and found articles may be turned in and picked up at the Office for Student Affairs located in Roncalli 210.

MEDICAL WITHDRAWAL:

The university is committed to supporting students who are experiencing a medical condition that interferes with their ability to successfully complete their education. Mount Marty University may approve a mid-semester withdrawal of a student for medical reasons if a request for withdrawal is supported by competent, credible, and thorough documentation from a licensed health care provider. A medical withdrawal provides the student an opportunity to seek treatment or care that addresses the interfering health condition to a degree that enables the student to return to the university and complete the academic requirements with or without accommodation.

Students are encouraged to contact the Student Affairs Office for more detailed information regarding the proper Medical Withdrawal process.

MISSING PERSONS POLICY:

For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, family member, or other campus personnel has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a department other than Campus Security, the employee receiving the report will ensure that Campus Security is contacted immediately.

Procedures for designation of emergency contact information

Students age 18 and above or emancipated minors: Students will be given the opportunity during each semester registration process to designate a confidential contact person to be notified in the case that the student is determined to be missing, and that only authorized campus officials in the furtherance of a missing person investigation may have access to this information. If a student does not provide the confidential contact information, emergency contact designee will remain in effect until changed or revoked by the student.

Students under the age of 18: In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing persons

- Any individual on campus who has information that a residential student may be missing must notify Student Affairs and Campus Safety as soon as possible.
- Student Affairs and Campus Safety will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where the student might be, who they might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photo, class schedule). Appropriate campus staff will be notified to aid in the search of the student.
- If the above actions are unsuccessful in locating the student within 4 hours of the report or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), Student Affairs and Campus Safety will contact the Yankton Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
- No later than 24 hours after determining that a residential student is missing, the Vice President of Student Affairs or their designee will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under age 18) that the student is believed to be missing.

Campus communication about missing student

In all cases, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain assistance in the search for any missing student. The Marketing office shall be available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the university will be directed to the Media Relations Director prior to providing a statement to the community with any information about a missing student. The office shall consult with Student Affairs, Campus Safety and law enforcement authorities to ensure that communications do not hinder the investigation.

OFF CAMPUS STUDENT ACTIVITIES:

All students are responsible for their own behavior and personal safety while engaged in off campus activities. Students are requested to report any criminal activity that occurs off campus to the local police and to the Vice President for Student Success. Any student engaged in criminal activity or activity that is contrary to the student conduct policies of the university, as stated in the Student Handbook, may be subject to university discipline. Mount Marty University does not have off- campus student organizations (i.e. fraternities or sororities). If such an off campus organization should be formed, all students are responsible for immediate reporting of any criminal activity. In addition, such students are subject to the university discipline policy.

PARENTAL NOTIFICATION:

Mount Marty University recognizes that the student is legally responsible for his/her own education. The university also recognizes the concern of parents for the welfare of their sons and daughters. The university reserves the right to communicate with parent(s)/guardian(s), or someone acting in the absence of either, of students who are (1) younger than 18, or (2) financially dependent on his/her parent(s)/guardian(s) as defined by the federal government for income tax purposes, regarding such matter as the following:

- Discontinuation or extended absence from university and/or classes.
- Medical treatment or psychiatric examination in emergency situations or to maintain one's status as a student.
- Misconduct which is of such a nature that the student is in danger of temporary suspension, suspension or dismissal.
- Dismissal from the residence halls.
- Information about business and financial matters.
- Grades, academic progress reports, and other academic information.
- Mount Marty University does not assume a duty or responsibility to notify the parent(s)/guardian(s) or anyone acting in the absence of either, of the student in regard to the above or other matters.

PHYSICAL, MENTAL AND EMOTIONAL WELL-BEING:

Physical, mental and emotional well-being is an essential component of educational development. Therefore, a student may be requested by the university to submit evidence of health as determined by a physician or qualified professional anytime during the course of his/her education. This evidence should be submitted to the Vice President for Student Success or his/her designee. A student who is reasonably believed to be an immediate threat to the safety of himself/herself or others may be requested to obtain immediate professional assistance and/or to withdraw.

With such matters Mount Marty University also reserves the right to consult with parents, relatives or significant others. The university catalog, student handbook and other printed information containing university policies, procedures, student regulations, conduct standards and disciplinary action are available to students through the Office for Student Affairs.

PREFERRED NAME POLICY:

Mount Marty University recognizes that faculty, staff, and students may use names other than their legal names to identify themselves. Except when an individual's legal first name is required by law, policy, or

business needs, individuals may choose to be identified in some university systems by the preferred first name that they have designated in accordance with this policy.

Procedures

Individuals who specify a preferred first name that is different from their legal first name agree that the preferred name is, or will be, truly used to identify themselves. Any request to change the display of a last name is required to complete the formal name change procedures.

The use of a preferred first name cannot be for the purpose of misrepresentation and must otherwise comply with MMU policies. The Office of Student Affairs will determine if a student's preferred first name is appropriate under these criteria. Human Resources will determine if an employee's preferred first name is appropriate. The university will not accept a preferred first name that is vulgar or offensive, obscene, fanciful, or creates confusion of the individual with another person.

Faculty, staff, and students may request use of a preferred first name at any time by completing the Preferred Name form on [Lancerlink](#). The form will be routed to the appropriate office for approval and then submitted to IT for processing. Certain university systems that are dependent on data from other systems will be refreshed based on business processes and may take up to several business days for updated preferred first names to be reflected in all systems.

Appropriate Use

Mount Marty University will handle reports of misuse and abuse of both preferred first names and legal first names in accordance with existing policies and procedures issued by appropriate authorities. Depending on the individual and circumstances involved, this could include the offices of Human Resources, Office of Student Affairs, General Counsel, Provost and/or appropriate law enforcement agencies.

The university also reserves the right to remove preferred first names that are deemed misrepresentative and suspend the individual's privilege to update their preferred first name.

Systems and Processes

Mount Marty University utilizes multiple systems to manage its operations and processes. Where appropriate, university systems will be modified to display only the preferred first name. Preferred names will not be displayed in instances in which a legal first name is required and include, but are not limited to, financial aid forms, tax forms, university transcripts, and health records.

PUBLIC/PRIVATE INFORMATION:

Information shared by students with a mental health professional will be kept confidential and will not be revealed to other persons without the student's written permission, except for the following legally required exceptions:

1. If a student is perceived to be at risk of harm or injury to him/herself or another person, the appropriate authorities must be informed to prevent harm and ensure the safety and well-being of all students, faculty and staff of the university.
2. If a student informs mental health or any other staff of known child abuse, the information must be reported to Child Protection Services and/or the Yankton Police Department.
3. If a court of law issues a legitimate subpoena or court order, the information specifically requested will be provided. When a student indicates a potential risk of harm due to behaviors or illness, information may be appropriately exchanged between campus officials and mental and physical

healthcare professionals without the student's written permission. The release of that information would take place with the good faith belief that it could protect against a threat to the health or safety of the student or other persons.

SELF-PROCTORED ELECTRONIC TESTING PROTOCOL:

The purpose of this policy is to provide guidance to students regarding the expectations and procedures for self-proctored electronic tests taken while utilizing the learning management system and the designated security testing system (examples may include but are not limited to Respondus LockDown Browser, Respondus Lockdown Monitor, Honorlock) for self-proctored electronic testing. In all circumstances, the requirements of academic honesty and integrity shall be expected and enforced per the MMU Catalog Academic Dishonesty Policy.

During each exam utilizing the designated security testing system (as identified above) for self-proctored electronic testing, each student will be held accountable to the following:

- Students must have a functional computer with functional webcam, either built in or attached via USB.
- Students must consent to an environmental scan of their chosen testing area and to the recording of their exam via webcam.
- At the beginning of the exam utilizing the designated security testing system, the student will display their student ID or other picture ID to the webcam and do an environmental scan of the testing area by using the webcam to view the immediate testing area, including the work surface and the room in which the exam is being taken. The computer must meet system requirements for the assessment software being used. It is the student's responsibility to address any known computer issues before the scheduled assessment, including getting a loaner or replacement computer.
- Students are responsible for downloading and installing the software required for assessments prior to assessment period. A practice exam is available to ensure this is working prior to the start of a quiz/exam that requires monitoring.
- Face of the student shall remain visible to the webcam throughout the duration of the exam.
- Students will not cover the webcam or face with ANY object during testing.
- Students should not leave the testing area. If the student leaves the view of the webcam, an investigation of the situation will occur by the faculty.
- Students will not communicate with anyone in their immediate environment, or communicate via phone, email, and/or text during the testing process.
- Student will not have anything in their hands during the testing period.
- Students may not use earplugs or headphones during the testing period. Wireless earbuds are not permitted.
- All phones must be muted or off, placed screen side down, and shown on the environmental scan.
- Students will not use any outside resources unless directed otherwise by the faculty of record.
- Students will keep their webcam and microphone turned ON at all times during the exam if testing through the learning management system and designated security testing system.
- Students are prohibited from taking screenshots, recording, communicating or distributing testing material in any way.
- Other observed behaviors that could be interpreted as cheating will be reviewed by MMU department/division/Dean of Faculty on a case by case basis
- All students are referred to Student Services for needs beyond the above protocol.

SERVICE AND SUPPORT ANIMAL POLICY:

Mount Marty University is committed to assuring equal campus access for all students, staff, and faculty, as well as guests and visitors to the campus. The Policy and requirements are designed to assure equal access while addressing health and safety concerns, particularly in residence halls, and to comply with state and federal laws, rules and regulations pertaining to the Americans with Disabilities Act of 1990, as amended, and related laws, rules and regulations, including without limitation Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 87 Stat. 394 (29 U.S.C.794), as amended.

An individual with a Service Animal or Support Animal may not be isolated or treated less favorably than others, and the policies apply to all students, faculty, staff, visitors, guests, and temporary residents on the University's campus. Adherence to these policies and requirements is essential to facilitate the understanding, comfort, and security that will make the University a welcoming and accessible place for all.

Students requesting a service or support animal on campus are encouraged to set a meeting with the Learning Accessibility Coordinator. More detailed information in relation to this policy and procedures can be located on the Learning Accessibility [website](#) and on [Lancerlink](#).

SEXUAL HARASSMENT AND DISCRIMINATION:

Mount Marty University's ability to achieve its mission is dependent on the cooperative efforts of its employees. For cooperation to exist, an atmosphere of professionalism, marked by mutual trust and respect, is essential. It is imperative that members of this community be able to pursue their endeavors on behalf of the university in reliance on those common attributes. That atmosphere is damaged whenever the expectation of trust and common interest is abused in pursuit of personal interests that are not in concert with the interests of the university or the best interest of the co-worker.

Sexual harassment and all discrimination constitute conduct which violates these common expectations. Additionally, such conduct is unprofessional, illegal and unethical. The university prohibits such conduct by any employee or by any person, organization or entity which partakes of the benefits or privileges of this institution. Sexual harassment is defined as sexual advances, requests for sexual favors, and any other contact of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or receipt of services, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile, or offensive working or learning environment. Individuals who believe they have been the subject of sexual harassment or any other discrimination may obtain redress through the special grievance procedure. Complaints about sexual harassment or any other discriminatory conduct will be responded to promptly. Confidentiality will be provided to the extent possible.

The university will not retaliate against anyone who alleges harassment or discrimination of any kind, nor will the university retaliate against anyone who files a complaint under the grievance procedures or otherwise. Any person who, or entity which engages in, sexual harassment will be subject to discipline or termination in accordance with the policies and procedures of this institution. Supervisory employees shall, as a condition of their employment, enforce this policy statement by seeking to eliminate sexual harassment in the work environment under their jurisdiction, by reporting incidents of sexual harassment to the Equal Employment Opportunity (EEO) Officer and by annually informing supervised employees about this policy statement and

their obligations hereunder. The Vice President for Finance and Administration is the university's designated EEO Officer.

Employees shall not engage in acts of sexual harassment directed toward other employees, students, or other individuals associated with the university. Employees have the right to be free from sexual harassment and all discrimination during the course and scope of their employment or engagement in activities at the university. Employees are encouraged to remind other employees of the policy of the university prohibiting sexual harassment and shall report incidents of sexual harassment to their supervisor and/or the EEO Officer. Students shall, as a condition of their enrollment at or participation in activities of the university, abide by this policy statement and prohibitions against sexual misconduct contained in the Student Conduct Code. Students have the right to be free from sexual harassment during the pursuit of their educational and social activities at the university. Students are encouraged to report incidents of sexual harassment to the Vice President for Students or EEO Officer. Clubs, associations, and other organizations (and their members) affiliated with or partaking of the benefits, services or privileges granted by the university shall abide by this policy in the conduct of their university-related programs and activities.

SOCIAL MEDIA POLICY:

Students are expected to uphold the four core values of Mount Marty University—Awareness of God, Community, Hospitality, and Lifelong Learning—when engaging with social media platforms. Students are encouraged to use social media responsibly, ensuring their online presence reflects the mission and values of the university at all times. Any language, photos, or content deemed inappropriate under the Community Code of Conduct, or the misuse of university logos, brands, or intellectual property on social media platforms, may result in disciplinary action.

Inappropriate content includes, but is not limited to:

- Offensive, discriminatory, or harmful language or imagery
- Posts that undermine the values of Mount Marty University
- Content that negatively impacts the reputation of the university or its community members
- Unauthorized use of university logos, brands, or other intellectual property

STUDENT ACTIVITIES WAIVER

In consideration of being permitted to participate in Student Activities (e.g., student government, clubs and organizations, intramurals, volunteer work, mission events, etc.) at Mount Marty University ("MMU"), students fully and forever release and discharge MMU (including its trustees, officers, employees, and agents) from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, that may arise from participation in those Student Activities. Students agree not to make or bring any such claim or demand against MMU and fully and forever release and discharge MMU from liability under such claims or demands. Students understand that this Release, included in the Enrollment Agreement, discharges MMU from any liability or claim that a student may have against it with respect to any bodily injury, personal injury, illness, death, property damage or property loss that may result from participation in the Student Activities, whether caused by the negligence of MMU or otherwise. Students are also aware and understand that participation in Student Activities may be inherently dangerous and may expose a variety of foreseen and unforeseen hazards and risks. Students acknowledge that they are voluntarily choosing to participate in Student Activities and have considered those risks.

STUDENT GOVERNMENT ASSOCIATION:

The Student Government Association is comprised of executive officers, student senate and committees. The purpose of this association is to promote student activities and to advance the welfare of all students. All full-time students are voting members of Mount Marty University Student Government Association and are welcome to attend all meetings.

STUDENT TRAVEL POLICY:

Mount Marty University seeks to promote safe travel to university sponsored events and activities occurring outside of the contiguous United States, excluding study abroad, by individual students and recognized student organizations or athletic teams. As such, this policy applies to student and recognized student organization or athletic team travel both in cases where the travel is sponsored by Mount Marty University and in cases where the travel is independent of university sponsorship but where an individual student or recognized student organization or athletic team travels on behalf of, or with the financial support of Mount Marty University. Examples of activities and events that fall under this policy include, but are not limited to: Mount Marty University sponsored field trips; varsity, junior varsity, and club athletic events; activities of recognized student organizations; community service travel; and in situations where a student or recognized student organization or athletic team officially represents the university, e.g., leadership academies, conferences, and other programs.

This policy does not apply to travel within the contiguous United States. This policy does not apply to travel undertaken by individual students attending athletic/recreational events as a non-participant, engaging in student teaching, internships, practicums, or observations or research.

Procedures

Student travel must be consistent with the university's mission. Travel must be planned so as not to create an undue interference with academic responsibilities.

For student travel outside of the contiguous United States, an individual student or recognized student organization or athletic team must receive prior approval from the Executive Team or the President. Furthermore, approval must be in advance of any promotion, marketing, or recruiting for the activity or event. To request approval for travel to an event or activity outside of the contiguous United States, the **Request for Student Travel** form must be completed and submitted to the President's Office.

TOBACCO-FREE ENVIRONMENT POLICY:

In order to protect the health, safety, and comfort of university students, employees and visitors, it is the policy of Mount Marty University to prohibit smoking or use of smokeless tobacco products in facilities and on grounds owned and occupied or leased and occupied by the university. For purposes of this policy tobacco is defined as "all tobacco-derived or tobacco-containing products including but not limited to cigarettes (cloves, bidis, kreteks) electronic cigarettes, cigars, cigarillos, hookah-smoked products and oral tobacco (spit, spitless, smokeless, chew, snuff)." Products used for smoking cessation are allowed if documentation is provided by a health care provider or state smoking "Quit Line" to the appropriate office. For students, this is the Office of Student Affairs; for employees this is Human Resources. Mount Marty University and/or any recognized student organization will not allow distribution of materials with tobacco products and/or company images.

Mount Marty University supports educational programs to provide smoking cessation and prevention to our students, employees and other academic appointees. This policy supersedes all other tobacco/smoking policies at Mount Marty University and applies to all buildings and vehicles owned, occupied and/or leased by Mount Marty University. All events held in non-MMU venues are governed by the tobacco policy of that facility/venue.

CAMPUS SAFETY

The Mount Marty University Campus Safety Office strives to provide a safe and secure campus for guests, students, staff and faculty by encouraging the campus community to share in the responsibility of their own security and the security of others, while maintaining the university values of hospitality, life-long learning, awareness of God, and community. The Campus Safety Office is composed of the Director of Campus Safety, Campus Safety Officers and student Campus Safety Officers.

CAMPUS SAFETY OFFICERS:

MMU campus safety officers (CSO) protect campus personnel, buildings, and grounds. Their services include regular rounds to survey the safety of campus; concern for the safety and protection of all personnel, investigating and reporting fire, safety and environmental hazards, open and/or broken windows and doors, property damage, building and campus lighting, law violations, violations of university regulations on university property, and motor vehicle violations. Safety officers may ask for IDs, and they deserve full cooperation of all community members in the exercise of their responsibilities. Members of the safety staff may ask an individual to wait until the police arrive. All members of the university community are encouraged to promptly report campus crime to campus safety and appropriate police agencies. Campus safety may be contacted by dialing 605-661-9883. CSOs report to the Director of Campus Safety. Campus Safety may contact the Yankton Police and other public services for assistance.

SHARED RESPONSIBILITY:

Efforts to keep Mount Marty University a safe and non-threatening environment cannot be left solely to Campus Safety and other university officials. Safety is a responsibility shared by all of us.

SAFETY PROGRAMS:

During the school year Mount Marty University encourages university community members to be alert to emergency management, crime prevention, campus security, and to be responsible for their own safety and assist with the safety and security of others. Programs are presented during new student orientation and are ongoing in the residence halls, campus forums and university publications.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES:

Campus Safety locks/secures all campus buildings by 11:00 PM. Students found to be in areas of campus that are considered unsafe for student access (roofs, tunnels, construction areas, etc.) will be held responsible for accessing those areas and may be fined under the Community Code of Conduct. Anyone who is leaving the residence halls or other campus building after closing hours should secure the doors. Students must not prop open doors or admit unauthorized or uninvited persons into the residence halls or other buildings after closing hours. All residents are responsible for locking the doors to their own room. Any maintenance deficiencies, which may compromise building security or campus safety, should be reported to the Physical Plant Lead, (phone: 605-668-1500) during the day or Campus Safety (phone: 605-661-9883) after 5:00 PM.

SECURITY CAMERAS:

Security cameras are utilized to enhance the health and safety of the campus community and to protect university property. Both Campus Safety and the university are committed to enhancing the quality of life of the campus community by integrating the best practices of campus safety with state-of-the-art technology. A critical component of a comprehensive safety program is the use of security cameras. Security cameras will be used in a professional, ethical and legal manner in accordance with university policy and local, state and federal laws and regulations.

Security camera footage or copies of camera footage is not available directly to students, faculty or staff.

SAFETY ESCORT:

An escort is provided on campus during the hours Campus Safety is on duty. Students who are interested in requesting this service may call Campus Safety by dialing (605) 661-9883. A staff member will meet you and walk with you to or from a location on campus. Campus Safety recommends scheduling escorts in advance to ensure prompt service.

ANNUAL SECURITY REPORTING:

The security report reflects the number of reported incidents of specific crimes on or near the campus of Mount Marty University as defined by the Crime Report required by the Student Right to Know Act. This report is updated annually and distributed via email in October of each year. The report is also available to students and employees [online](#). Prospective students and employees are informed of the availability of the report and are given a summary of its contents upon request. The report includes the number of reported occurrences on campus of murder, sexual assault, physical assault, burglary, and auto theft. The report also includes the number of arrests made annually for liquor law violations, drug law violations, and weapons possession.

PROCEDURES FOR REPORTING CRIMINAL ACTION ON CAMPUS:

Mount Marty University encourages students and employees to be responsible for their own security and assist with the security of others. Procedures for reporting criminal activity and other emergencies include but are not limited to calling the Yankton Police Department by dialing 911, if an emergency or the YPD non-emergency line at 605-668-5210 and Campus Safety by calling (605) 661-9883. Additional telephone numbers for reporting an incident can be found in the Yankton Telephone Directory and the Mount Marty University Directory. The seriousness of the situation and urgency of the response must be determined by the caller. The caller should not hesitate to request maximum and immediate help from public services (i.e. Yankton Police, Yankton Fire Department, Ambulance Service, etc.) by dialing 911. The caller should also inform a Campus Safety and a Residence Life Staff member as soon as possible of any criminal activity. Mount Marty University will respond to the matter and may notify authorities and the campus community via the CAN emergency alert system regarding the occurrence of crime such as murder, rape, robbery, aggravated assault, burglary or motor vehicle theft.

LAW ENFORCEMENT INQUIRIES:

Campus Safety has procedures in place to assist local, state or federal law enforcement officers or agencies executing legal documents or warrants within the university community to ensure compliance with legal requirements, respect for individual rights, and coordination with relevant university offices. All law enforcement inquiries should be directed to the Director of Campus Safety or the Office of Student Affairs.

NALOXONE (Narcan)

Under the guidance of Campus Safety, designated staff and student groups are trained and authorized to use naloxone during a medical emergency. Naloxone is a medication that quickly reverses the effects of an opioid overdose, especially dangerous slowing of the brain and breathing.

PARKING POLICY:

All individuals who operate or maintain a motor vehicle on campus have the responsibility to register their vehicles, display a valid parking permit, and abide by all Mount Marty University parking regulations.

Permits

All individuals who operate or maintain a motor vehicle on campus have the responsibility to register their vehicles, display a valid parking permit, and understand and abide by the parking regulations. All motorized vehicles driven by students must be registered with Campus Safety and a valid parking permit must be displayed within five (5) business days after classes begin. To register your vehicle with Campus Safety, access the MMU Vehicle Registration form on [Lancer Solutions](#).

The following information is required to register a vehicle: On/off campus address, cell phone, MMU email address, license number, make, model and color of the vehicle. Upon registration you will receive a parking permit valid during the full duration of time at MMU. Failure to display a permit properly may result in a permit fine, applicable parking fine and a possible tow from campus lots at the student's expense. Upon withdrawal or graduation from the university, permits must be turned in to Campus Safety or Residence Life. Failure to turn in your permit will result in a \$50 fee.

Lost Permits

Lost permits must be replaced with Campus Safety at a replacement fee of \$50.

Designated Lots

Campus parking lots are clearly marked with letters (A – H) and designated by MMU community type (e.g., Resident, Employee, Off Campus Student, Visitor, etc.). A map is provided with parking permits that clearly indicates where students can park. It is the student's responsibility to park in designated areas to avoid fines and a possible tow from campus lots at the student's expense.

Enforcement

Campus Safety is responsible for issuing parking citations. Excessive parking violations or blatant disregard for parking regulations or safety within university parking lots may be referred for disciplinary action under the Code of Conduct. In addition to parking citations, the department will coordinate with local towing agencies if a vehicle needs to be towed. The owner or operator of the towed vehicle is responsible for the towing cost. If the owner or operator of a vehicle arrives before the towing company, the owner or operator is responsible for paying any service fee that may apply.

No Parking Zones

All parking lots and no-parking zones are clearly marked. Curbs and lots marked in yellow are for emergency vehicles and are NO PARKING ZONES. A motor vehicle may not be parked on sidewalks, crosswalks, grass, lawns, in front of driveways, in fire lanes, blocking fire exits, or so as to interfere with the use of a fire hydrant, in a handicapped space without proper permit, in a loading zone unless unloading or as to create a hazard or interfere with the free and proper use of a roadway or parking area. Signage need not be displayed for a citation to be issued. All vehicles not in regulated parking areas risk being ticketed or towed.

Parking Fines

Citations: Tickets are issued to the Mount Marty University registered permit owner. Tickets are issued for the following violations:

- No Visible Parking Permit
- Visitor Parking Only*
- Accessible Parking Only*
- Reserved Parking*
- 30 Minute Parking
- Fire Lane*
- Parking in Undesignated Lot
- No Parking Anytime (Driveway, Gym, etc.)
- Vehicles in No Parking Zone are Subject to Tow-Away.

All tickets carry a fine, which will be billed to the student's account by Campus Safety. All citations must be paid within two weeks of the ticket issue date. Unpaid citations may hinder class registration and may result in a vehicle tow at the student's expense. Excessive parking violations or blatant disregard for parking regulations or safety within university parking lots may be referred for disciplinary action under the Code of Conduct. Vehicles issued 5 or more tickets in one semester will be towed from campus lots at the student's expense. Fire lanes, accessible spaces, visitor and reserved parking are clearly marked, and the fines are escalated for violations. Escalated tickets cannot be appealed.

Appeals Process: Citations may be appealed within two (2) weeks of the ticket issue date. Students wishing to appeal a citation must contact Campus Safety. Students may not appeal tickets for fire lane, accessible spaces, reserved or Sacred Heart Monastery parking tickets.

Accessible Parking

Accessible parking is clearly defined by two identification points, including ground marking and a vertical sign. If a vehicle is found in an accessible space without the proper permit, the Yankton Police Department will be contacted and a ticket will be issued by the police for a violation of South Dakota Codified Law 32-30-11-4, which has a preset fee of \$173.50.

Accidents

All accidents on campus property must be reported to the Campus Safety Department along with local law enforcement. Campus Safety may review camera footage in relation to accidents that occur on campus property. Security camera footage is not available directly to students, faculty or staff.

Disabled Vehicles

Disabled vehicles must be reported promptly to Campus Safety. University vehicles will not be used to jump-start disabled vehicles; however, a portable jumper unit is available for use by the vehicle-owner or operator. A liability form must be completed prior to jumping the vehicle.

Campus Safety will not assist in lock picking on vehicles that have had the keys locked inside. Locksmith fees are the responsibility of the vehicle owner or operator.

STUDENT PARKING:

Student designated parking lots are identified throughout campus. Lots are designated by student type (e.g., Resident or Off Campus Student) indicated by the color of parking permit. Students are responsible for adhering to their designated parking lots. No student parking is allowed in the SLC Lot (B), Admissions Visitor Lot (F), the Upper Roncalli Lot (G), the Bede Visitor Lot (H) and the Monastery Lot. Students parking in prohibited lots will face parking fines or tow. Repeat offenders may risk escalated fines, code of conduct violations and an automatic tow.

VISITOR PARKING:

Visitors are not registered students or employees of Mount Marty University. Guests of the students are considered visitors and must follow the same parking regulations as previously stated. Visitors on campus must notify Campus Safety of vehicle make, model, color, license plate and length of stay. Visitors must park in parking lots that correspond with visiting students' designated lots.

CAMPUS BIKE POLICY:

Mount Marty University will provide an adequate and safe environment for the Mount Marty community to properly utilize un-motorized bike on campus. All bicycles must be removed from campus over the summer break. Failure to remove bicycles from university bike racks by June 1, the bicycle will be considered abandoned property and can be removed from campus. Students taking summer courses MUST contact Campus Safety to make arrangements for bicycles on campus.

EMERGENCY MANAGEMENT:

Mount Marty University is committed to providing a safe campus environment for students, faculty, staff, and visitors. The [Emergency Action Plan](#) outlines campus emergency response procedures. In the event of an emergency, time is critical to ensure the health and safety of yourself and others. Knowledge and quick action could save lives. Campus Safety and other university officials work closely with local, regional and state authorities to address emergency related threats and concerns. An [Emergency Quick Guide](#) and emergency procedures specific to the residence halls are available in all buildings, classrooms, offices and residence hall rooms.

Campus Alert Notifications

All students, staff and faculty are encouraged to sign up for Campus Alert Notifications (CAN). Alerts are typically sent when there are threats to the safety of our campus. Signing up for our CAN system ensures you are receiving the most up-to-date information in the event of a crisis. Sign up for Campus Alert Notifications (CAN) on [Lancerlink](#).

WEATHER CANCELLATION:

Mount Marty University avoids cancellation of classes due to weather. Students who must travel a distance should use good judgment as to whether or not they should attend classes in questionable weather conditions. If conditions warrant canceling classes, MMU will issue an official CAN message. CAN system notices ensure that the MMU community members are receiving the most up-to-date information in the event of a crisis. Sign up for Campus Alert Notifications (CAN) on Lancerlink. The university may also issue notices via WNAX (AM 570/FM 104), KYNT/KKYA (AM 14250/FM93) or KVHT (FM 106.3). Cancellation information may also be available at www.keloland.com on the Close Line link.

ACTIVE THREAT RESPONSE PLAN – ACTIVE SHOOTER

If you see someone with a firearm or hear gunshots, secure your own safety and immediately remove yourself from the area, if possible.

RUN: Evacuate If Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your personal belongings behind (cell phone, purse, etc.).
- If you encounter responding police officers, PUT YOUR HANDS UP.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so.

HIDE: Hide/barricade

- If the shooter is nearby and you cannot evacuate safely, hide.
- If possible, choose a room with solid walls and minimal windows.
- Lock doors and barricade doors with furniture, or anything available that would make it harder for the shooter to enter the room.
- Turn off lights and computers.
- Have a sign that you can hang on the door that says you're out of the office.
- Silence phones, turn off radios or other devices.
- Close windows, shades, and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will protect you from gunfire such as a brick wall, large trees, cars, or buildings.
- Remain in place until you receive an "all clear" from law enforcement or the CAN system.

FIGHT: Take action to disrupt or incapacitate the shooter

- If there are no other options, fight! Fight doesn't have to mean "a physical altercation." Fight can mean any action you take to save your life. You are fighting for your life!
- Attempt to incapacitate or disarm the shooter.
- If you use physical force, act with aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

Police Response:

- Police are trained to proceed immediately to the area in which shots or violence were last heard. Their purpose is to stop the shooting quickly.
- Responding officers will normally be in teams. They will be wearing patrol uniforms with external bulletproof vests, helmets, and other tactical equipment. Other officers may be in plain clothes, but will be identifiable. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
- Put down anything you may be carrying and **KEEP YOUR HANDS UP**.
- The first officers on scene are there to stop the threat. These officers will not stop to aid injured people. Other officers and emergency medical personnel will follow to remove injured persons.
- Keep in mind that after you have escaped to a safer location, the entire area is still a crime scene.
- Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned or medically assessed.

Note:

- Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force, or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.
- Plan ahead: Know your environment! Take note of possible escape routes. Think of others that need assistance such as students and staff with disabilities and others with limited mobility.

BOMB THREAT PROCEDURES:

Any bomb threat should be reported immediately by calling law enforcement at 911. If you receive a threatening call warning of a bomb or other physical harm, do not hang up. Have another person call 911 while you try to obtain information. Engage the caller in a conversation as long as possible. Also call Campus Safety at 605-661-9883. The President's Office will determine whether to evacuate based on the information and circumstances surrounding the threat. If instructed to evacuate:

- Follow directions and remain calm.
- Walk to the nearest exit, and make sure others are evacuating.
- Evacuate 200+ yards from the area that may contain the bomb.
- Be alert for anything unusual on the evacuation route.
- If you see something that appears suspicious, **DO NOT** move, jar, or touch the object or anything attached to it. Notify Campus Safety. An announcement will be made when students and employees may enter the buildings. Announcements regarding classes will be made as soon as it is possible through the Campus Alert Notification (CAN).

COMMUNITY CODE OF CONDUCT

Mount Marty University is a Benedictine Community united by its engagement in the exchange of ideas and advancement of knowledge. Learning also involves reflecting on decisions made and how it impacts the individual and the larger community. Through this process, our students will improve their decision-making skills and see that their choices can influence the communities in which they work and live. By establishing expectations for the community, the Community Conduct Code serves as an integral part of the university's educational mission.

The Community Conduct Code describes the principals for living and working in a Benedictine community. These principals take into consideration the core values of Mount Marty University; Awareness of God, Community, Hospitality and Lifelong Learning. The purpose is to reinforce and encourage the development of a commitment to community, excellence in integrity, and a mutual respect for all persons.

The university's goal is that as students make their way through any aspect of our conduct process, they leave the process as better educated students and better members of our university community.

I agree to uphold the principles of honor set forth by this community in the Mount Marty University Mission Statement, the Academic Catalogue and the Community Conduct Code, to defend these principles against abuse or misuse, and to abide by the regulations of Mount Marty University.

PHILOSOPHY:

Mount Marty University's student conduct policy is designed to ensure all students have an educational and developmental process that balances the needs of the individual student with the needs of the Mount Marty University community. In order to accomplish this, there are three philosophical tenants to the student conduct program.

- I. Prevention – The student conduct program educates students about appropriate standards of conduct within a Benedictine university community through programming and dialogue before issues occur. The program sees to reduce incidents of misconduct by educating students about healthy decision-making, constrictive discourse, bystander intervention and Benedictine tradition.
- II. Intervention – The student conduct program identifies the personal, educational and social influences that lead to misconduct on campus and provides methods of intervention through diverse mechanisms of resolution that places the emphasis on repairing harm, personal decision making, community commitments and student learning.
- III. Harm Reduction and Retention – The student conduct program reduces and repairs harm to the community caused by misconduct after an incident has occurred. The program creates opportunities for students to learn from their experiences and affect positive change in their decision-making. By taking an active role in designing conduct outcomes, the program offers students an opportunity to remain part of the Mount Marty Community.

Mount Marty University is built upon a Catholic, Benedictine tradition. The Benedictine Sisters who sponsor the university expect that the Mission of the university is promoted and integrated into all areas of the university. The challenge of the Mission is to prepare students for a "contemporary world of work, service to the human community, and personal growth," in an environment that incorporates the Core Values of Awareness of God, Community, Hospitality, and Life-Long Learning.

A community exists on the basis of shared values and principles. At Mount Marty University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Community Conduct Code. These standards embodied within a set of core values that embrace Benedictine Tradition that include **Commitment to Community, Excellence in Integrity, and Respect for Persons.**

Ultimately, each member of the Mount Marty University community is expected to assume responsibility for his/her conduct and to assume reasonable responsibility for the behavior of others. The student conduct process at Mount Marty University exists to protect the interests of the community and to challenge students to embody the values of Benedictine Tradition and of Mount Marty University. The process and outcomes are intended to challenge and shape students' moral and ethical decision-making as well as to help them bring their behavior into accord with the community expectations. When a student is unable to conform his/her behavior to the community expectations, the student conduct process may determine that he/she should no longer share the privilege of participating in this community.

The student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in the student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Fair process, within these procedures, assumes written notice and a hearing before an objective decision-maker. No student will be found in violation of university Policy without information showing preponderance of the evidence, or more likely than not, that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and the cumulative conduct history of the student.

JURISDICTION OVER STUDENT CONDUCT:

Mount Marty University distributes the Community Conduct Code on its website and within the Mount Marty University Student Handbook. A hard copy is available upon request from the Department of Student Life. Each Mount Marty student is deemed to have read and agreed to abide by the terms of the Community Conduct Code by virtue of students' enrollment in the university.

The Community Conduct Code and student conduct process apply to the conduct of individual students and university-affiliated student organizations. Because the Community Conduct Code is based on shared values, it sets a range of expectations for Mount Marty University students no matter where or when their conduct takes place; therefore, the Community Conduct Codes applies to behaviors that take place on campus, at university-sponsored events and incidents occurring off campus when the university determines in its discretion that the off campus conduct affects a substantial university interest. A substantial university interest is defined to include:

- I. Any act that constitutes a criminal offense as defined by local, state or federal law. This includes, but is not limited to, single or repeat violations of any local state, or federal law;
- II. Any situation where it appears that a student may present a danger to health or safety of the student or others;
- III. Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- IV. Any situation that is detrimental to the educational or other interests of the university.

The Community Conduct Code may be applied to conduct that takes place from the time a person accepts enrollment as a student and continues until the student withdraws or graduates, including periods during the semester between and between semesters. Further, the Community Conduct Code applies to guests of the community members whose hosts may be held accountable for the misconduct of their guests.

Visitors to and guests of Mount Marty University are also protected by the Community Conduct Code and may initiate grievances for violations for the Community Conduct Code committed against them by members of the Mount Marty Community.

There is no time limit on reporting violations of the Community Conduct Code as long as the offending student is still enrolled at Mount Marty University; however, the longer someone waits to report an offense, the harder it becomes for the university officials to obtain information and witness statements and to make a determination regarding alleged violations. Though anonymous complaints are permitted, doing so may limit university's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Residence Life, The Office of Student Affairs or Campus Safety.

STUDENT CONDUCT AUTHORITY:

- I. Authority – Ultimate authority in matters of student conduct, as for all university matters, resides with the President of Mount Marty University as delegated by the Board of Trustees. The Community Conduct Code is administered by the Chief Conduct Officer, Residence Life and Campus Safety staff or designee, under the direction of the Vice President for Student Success. The Director of Residence Life shall serve as the Chief Conduct Officer. The Chief Conduct Officer may appoint administrative hearing officers as deemed necessary to efficiently and effectively supervise the student conduct process. In the event that the Director is unable to serve in this roll, a replacement will be designated by the Vice President for Student Success to serve in the role during the absence.

The Chief Conduct Officer will investigate the allegations in a complaint to determine if they have merit. Depending on the nature of the complaint, the investigation may be limited to a review of written reports or may extend to full interviews and collection of evidence. No complaint will be forwarded to a hearing unless there is a reasonable cause to believe a policy was violated.

Reasonable cause is defined as some credible information to support each element of the offense. A complaint that is not supported by sufficient information will not be forwarded for a hearing. If a minor allegation can be addressed at this stage by mutual consent of the parties involved, on a basis acceptable to the parties involved and the Chief Conduct Officer, such disposition will be final and there will be no subsequent proceedings. If the complaint cannot be addressed in a manner mutually acceptable, or for incidents that are not minor, the Chief Conduct Officer will move the complaint into a hearing proceeding.

- II. Interpretation and Revision – Any question of interpretation of the Community Conduct Code will be referred to the Chief Conduct Officer, whose interpretation is final. The Chief Conduct Officer may make any necessary modification to procedure that does not materially jeopardize the fairness owed to any party. The Community Conduct Code will be reviewed and updated annually under the direction of the Chief Conduct Officer and the Vice President for Student Success.

COMMUNITY CONDUCT CODE:

Definitions

- a. The term "the university" refers to Mount Marty University.

- b. The term “student” includes all persons who have accepted admission to, enrolled at, are taking courses at, and/or have a continuing relationship with the university, including those who attend full- or part-time at the undergraduate or non-matriculated level.
- c. The term “faculty member” refers to any person employed by the university to conduct instructional activities.
- d. The term “University official” includes any person employed by the university who is designated as an official or who holds administrative or professional supervisory responsibilities.
- e. The term “member of the university community” refers to any person employed by, volunteering for, or attending the university as a student, faculty member, administrator, staff member, intern, or volunteer.
- f. The term “university property” includes all land, buildings, facilities, and other property in the possession of, owned or controlled, whether leased or rented, by the university.
- g. The term “organization” refers to any number of persons who have complied with the formal requirements for university registration, or who are members of university sponsored-groups.
- h. The term “Hearing Officer” refers to any person authorized by the Chief Conduct Officer or the Vice President for Student Success to determine whether a student has violated the Community Conduct Code and to impose sanctions.
- i. The term “Chief Conduct Officer” refers to the VP for Student Success designee, who represents the university by managing the daily operations of the student conduct system and impose sanctions upon students found in violation of the Community Conduct Code.
- j. The term “Complainant” refers to any member of the university community, visitors, or guests who file a complaint against any student for misconduct by contacting the Department of Student Life, the Office of Residence Life.
- k. The term “illegal drug” is defined as a substance defined and regulated under the provisions of the Federal Controlled Substances Act, and includes but is not limited to: CNS depressants, CNS stimulants, hallucinogens, or other illegal drugs such as PCP, cocaine or crack.
- l. The term “use of drug” includes: the misuse of prescription or over-the-counter medication; the possession of drug paraphernalia; and/or the use, possession, manufacture, sale or distribution of any one or more illegal drugs.
- m. The term “will” is used in the imperative sense.
- n. The term “may” is used in the permissive sense.
- o. The term “policy” is defined as the written rules of the university found in, but not limited to the *Community Conduct Code, Student Handbook, Housing Agreement, and Academic Catalog*.
- p. The term “day” refers to a regular business day when university offices are open.

- q. The term “position of trust” refers to student job or leadership position in which a student has been entrusted with special responsibilities or information within an office, community, team, or organization.
- r. The term “Good Conduct Standing” refers to the status in which a student is fully eligible to participate in university activities and privileges.

Core Values and Behavioral Expectation Policy

The university considers the behavior described in the following sections as inappropriate for the Mount Marty University community and in opposition to its core values. These expectations and rules apply to all students. Further additional behavioral expectations may be applied to a student based upon the professional ethics and guidelines of their field of study. The university encourages community members to report to university officials all incidents that involve the following actions.

Provided below are examples of violations for each of the Core Values. These example violations are in themselves policies and/or standalone policies.

Excellence in Integrity: MMU students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. Acts of academic dishonesty as outlined in the Academic Catalog;
2. Knowingly furnishing false, falsified, or forged information to any member of the university community such as falsification or misuse of documents, accounts, records, identification or financial instruments;
3. Unauthorized possession, duplication or use of means of access to any university building (i.e. keys, cards, etc.);
4. Action or inaction by someone in collusion with another or others to violate these rules;
5. Violations of positions of trust within the community;
6. Tampering with the election of any university-recognized student organization;
7. Misuse or unauthorized use of university or organizational names and images.
8. Violating the university Copyright Policy;
9. Taking possession of property that is known to be or reasonably should have been known to be stolen;
10. Intentional and unauthorized taking of university property or the personal property of a member of the university community;
11. Violating the university IT Policy;

Commitment to Community: Mount Marty students honor and value their community. Behavior that violates this value includes, but is not limited to:

1. Misuse of access privileges to university premises or unauthorized entry to or use of buildings, including trespassing; only the university may grant access; students may not grant or transfer access rights to another individual;
2. Remaining in or near a university building while behaving in a manner inconsistent with the intended purpose of that location, such as loitering, sleeping for excessive periods of time, hanging out of or climbing from/on/in windows, balconies, roofs, etc.;
3. Intentional and unauthorized destruction of, defacement of, or damage to, university property or to the personal property of a member of the university community;
4. Violation of the Solicitation Policy;
5. Violation of the Campus Security policies;
6. Violation of any policy that is outlined in Student Handbook;

7. Violation of any policy that is outline in the Academic Catalog;
8. Violation of any policy that is outlined in Housing Agreement;
9. Gambling prohibited by law;
10. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, and pellet guns), or other weapons or objects that could be construed as weapons such as arrows, axes, machetes, nunchucks, throwing stars, or knives (with the exception of some kitchen knives in the university suites and university dining hall) with a blade of longer than four (4) inches;
11. Storing any item that falls within the category of a weapon in a vehicle parked on university property;
12. Use of alarmed doors for entry into or exit from a Mount Marty University building. Activating an alarmed door may result in a \$75 fine;
13. Violation of the University Alcohol Policy;
14. Violation of the University Drug Policy;
15. Assisting in, inciting, or condoning the violation of university policies or local, state or federal laws;
16. Violation of local, state or federal laws (other than minor traffic violations);
17. Intentional failure of any organized group to exercise preventative measures relative to violations of the *Community Conduct Code* by its members;
18. Knowingly condoning or remaining in the presence of a violation of these rules without:
 - a. Leaving the area where the violation was occurring; or
 - b. Intervening or confronting the violation in an effort to stop it; or
 - c. Contacting the appropriate staff members to address the violation.
19. Violation of other published university policies or rules; or
20. Intentionally or recklessly causing a fire which damages university or personal property or which caused injury to any member of the community.
21. Failing to report a lost Mount Marty University key or identification card; or
22. Violation of local, state, federal or campus fire policies including, but not limited to:
 - a. Failure to evacuate a university-controlled building during a fire alarm;
 - b. Improper use of university fire safety equipment; or
 - c. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on university property. Such action may result in a \$1,000 fine in addition to university sanctions;

Respect for Others: Mount Marty students show positive regard for each other, for property and for the community. Behavior that violates this value includes, but is not limited to:

1. Threatening, or causing, physical harm, written or verbal abuse or other conduct that threatens or endangers the health or safety of any person;
2. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
3. Violation of the university's abusive affiliation policy (as set forth below);
4. Violation of the university's social media policy;
5. Violence between those in an intimate relationship with one another;
6. Stalking, defined as repetitive and/or menacing pursuit (physical or electronic), following harassment and/or interference with the MMU and/or safety of a member of the community or any of the immediate family of a member of the community;
7. Sexual misconduct including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation;
8. Violation of the university's Title IX policy;

9. Inappropriate conduct which is disorderly, disruptive, obscene or indecent while on campus or at functions sponsored, or participated in, by the university;
10. Conduct Unbecoming while on-campus, off campus, or at functions sponsored, or participated in, by the university including, but not limited to:
 - a. Any action that constitutes criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
 - b. Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
 - c. Any situation that significantly impinges upon the rights, property, or achievements of self or others; and/or
 - d. Any situation that is detrimental to the educational interests of the university.
11. Failure to comply with the directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
12. Smoking (including vaping or the use of e-Cigarettes) in any university building or in any undesignated area on university property; or any other violation of the smoking policy as outlined in the student handbook; or
13. Discrimination, defined as any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, gender identity, or sexual orientation that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities;
14. Discriminatory Harassment, defined as detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, gender identity, sexual orientation or other protected status that is unwelcome and unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities;
15. Retaliatory Harassment, defined as any intentional, adverse action taken by an accused individual or allied third party, absent from legitimate nondiscriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding;
16. Bullying, or cyber bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally that includes, but is not limited to: creating web pages with a negative focus; posting insults or lewd photos/videos/audio recordings on social networking sites; or spreading rumors with malicious intent;
17. Disruption of university operations including obstruction of teaching, research, administration, other university activities, or other authorized non-university activities which occur on campus;
18. Obstruction of freedom of movement by community members or visitors;
19. Abuse or interference of, or failure to comply in, university processes including conduct; or
20. Abuse of the campus conduct system including, but not limited to:
 - a. Failure to appropriately respond to a letter of notice, or summons letter;
 - b. Failure to attend meetings scheduled for conduct code administration purposes;
 - c. Falsification, distortion, or misrepresentation of information;
 - d. Failure to provide, destroying, or hiding information during an investigation of an alleged policy violation;
 - e. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;

- f. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- g. Failure to comply with the sanction(s) imposed by the campus conduct system; or
- h. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

PENDING CRIMINAL CHARGES:

Alleged violations of local, state and/or federal law are considered offenses under the Community Conduct Code. Students charged with criminal conduct by law enforcement agencies on or off campus are required to keep the Vice President for Student Success or designee informed of their status. When an offense occurs over which the university has jurisdiction, the university conduct process will usually proceed notwithstanding any criminal complaint that may arise from the same incident. Should a student withdraw from the university when a criminal complaint is made, the university may pursue investigation and resolution of campus conduct matters, regardless of fact that the student has withdrawn.

When criminal charges are pending, the university may be delayed from conducting its own investigation and moving forward with a campus hearing. The university in consultation with legal counsel will determine a period of time that will be considered a reasonable delay. However, for the good order and safety of the community, the university may move forward with its own investigation to determine if a student is responsible for a policy violation even if criminal charges are still pending against the student.

SPECIAL PROVISIONS:

- I. *Attempted Violations* – Mount Marty University will treat attempts to commit any of the violations listed in the Community Conduct Code as if those attempts have been completed.
- II. *Misconduct Online* – Students are cautioned that behavior conducted online, such as harassment or bullying via email, can subject them to conduct action. Student must also be aware that blogs, social media sites, and web page entries on sites such as Facebook, Instagram, Snapchat, Twitter and other similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The university does not regularly search for this information but may take action when such information is brought to the attention of university officials.
- III. *University as a Complainant* - Mount Marty University reserves the right to initiate a complaint, to serve as a complainant and to initiate conduct proceedings without formal complaint by the victim of the alleged misconduct.
- IV. *False Reports* – Mount Marty University will not tolerate intentional false reporting of incidents. It is a violation of the Community Conduct Code to make an intentionally false report of any policy violation and it may also violate state criminal statutes and civil defamation laws.
- V. *Group Violations* – A student group or organization and its officers and membership may be held collectively and individually responsible if the Community Conduct Code is violated at events sponsored by the organization or its members. Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to the responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual.
- VI. *Parental and Department Notification* – Mount Marty University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly Level II Conduct Probation, loss of housing, suspension and expulsion. Mount Marty University also reserves the right to designate which university employees have a legitimate need to know about individual

conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly.

- VII. *Hearing Decisions* – The outcomes of a conduct hearings are part of the educational record of the student and are protected from release under the Federal Rights and Privacy Act (FERPA), except under certain conditions. In accordance with FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or non-forcible sex offense, upon written request of the victim (or next of kin) the university will inform the alleged victim/complainant in writing of the final results regardless of whether the university concludes that the violation was committed. Such release of information may include only the alleged student’s/respondent’s name, the violation committed and the sanctions assigned (if applicable). In cases of sex offenses, regardless of written request, the above information and rational for the outcome will be shared with all parties to the complaint. In cases with the university concludes that the student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, the university may release the above information publicly and/or to any third party. FERPA defines “crime of violence” to include:
- a. Arson
 - b. Assault offenses
 - c. Burglary
 - d. Criminal Homicide – Manslaughter by negligence
 - e. Criminal Homicide – Murder and non-negligent manslaughter
 - f. Destruction/damage/vandalism of property
 - g. Kidnapping/abduction
 - h. Robbery
 - i. Forcible Sex Act
- VIII. *Admission of Violation* – It is common for individuals accused of policy violations to defend their actions by alleging that the conduct occurred as the result of prescription drug interaction, self-defense, or the student’s disability. In those situations, the university deems such a defense as an admission of violation of the Community Conduct Code. The university will then consider the student’s defense as a mitigating factor in determining the appropriate sanctions for the violation.

CONDUCT PROCEDURES:

Part of the educational process is learning how to live in harmony with community members and within a system of standards established by and for the community. Students are accountable to students and other community members for these standards through the procedures outlined below. This system is not a legal process, but, rather, an administrative hearing system. Principles of fairness govern all such bodies.

- I. *Complaints* – Any members of the university community, visitors, or guests may file a complaint against any student for misconduct by contacting the Office of Student Affairs, the Office of Residence Life or Campus Safety. Complaints will be presented to the Chief Conduct Officer or to the Title IX Coordinator when appropriate. Additionally, Mount Marty University administrators may act on notice of a potential violation whether a formal complaint is made or not. All complaints can be submitted by the victim or a third party, and should be submitted as soon as possible after the offending event occurs. The university has the right to pursue a complaint or notice of misconduct on its own behalf and to serve as complainant in the subsequent campus conduct process. Based on the initial complaint, the Chief Conduct Office will determine if reasonable cause exists to move the case forward or further investigation is needed. Third parties who were not witness to the alleged

misconduct should be aware that lack of corroboration may limit the university's ability to address the alleged misconduct.

- II. Methods of Resolution - The Chief Conduct Officer may utilize a variety of methods to resolve a complaint in their sole discretion. Potential resolutions include, but are not limited to, non-conduct meeting with administrators, mediation, and administrative hearings. Students wishing to explore alternative dispute methods are encouraged to discuss the options with the Chief Conduct Officer.
 - a. Non- Conduct Meetings – Non-Conduct Meetings are conducted through the Office of Residence Life. The purpose of these meetings is to resolve minor incidents/situations. This form of resolution is an educational conversation aimed at preventing a policy violation or addressing minor policy violations. If the Office of Residence Life feels that the restorative process is not effective, it may cancel the meeting and refer the case to the Chief Conduct Officer for traditional adjudication.
 - b. Mediation – The Chief Conduct Officer may also refer a complaint for mediation upon agreement of all involved parties. All Parties must agree to be bound by the outcome of the mediation process. If the parties cannot reach a mutually acceptable resolution, the mediator will implement a resolution that cannot be appealed. At no time will complaints of sexual misconduct of a physical nature or violence be mediated.
 - c. Administrative Hearings – Administrative hearings are the most common resolution. In this type of hearing, a student meets with an administrative hearing officer to discuss the incident. The hearing officer will discuss the incident with the student by asking the student to respond to questions about the alleged violation(s). The student may present witnesses and evidence as described below. Based upon this conversation, the hearing officer will determine if it's more likely than not the student violated university policy. The hearing officer will issue a Determination Decision within 15 business days following the conclusion of the administrative hearing.

Administrative Hearing Process

The following sections describe MMU's conduct administrative hearing processes. No student may be found to have violated the *Community Conduct Code* solely as a result of the student's failure to appear for a hearing, except in a complaint involving failure to comply with the summons of the Chief Conduct Officer (or designee). In instances where the respondent fails to appear, the conduct hearing will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Chief Conduct Officer, or Administrative Hearing Officer presiding over the hearing.

If the facilitator, through the investigation and hearing process, receives information that other violations may have occurred, the facilitator may cancel or suspend the current hearing process and refer the case for back to the Chief Conduct Officer. The Chief Conduct Officer will then decide which methods of resolution to utilize for all alleged violations (new and ongoing).

- I. **Notice of Hearing** - If the Chief Conduct Officer determines that an administrative hearing should occur, notice will be given to the accused student. The Chief Conduct Officer will provide written delivered by one of the following methods: (1) via the university's internal email system (preferred method); (2) personally to the student; or (3) mailed via first class regular mail, postage prepaid, to the Student's local or permanent address as set out in the university's records. Notice shall be

deemed given when sent by the university if by email or regular mail, and when delivered if given by personal service. The letter of notice will:

- a. Include the alleged violation and notification of where to locate the Community Conduct Code and university procedures for resolution of the complaint; and
- b. Designate a time, date, and location of the hearing and the name of the hearing officer. If such a determination has not yet been made, the notice shall direct the student to contact the Chief Conduct Officer within a specified period of time to obtain this information. The administrative hearing will generally be held not less than 3 business days from delivery of notice and no more than 10 business days from delivery of notice. The conduct process maybe accelerated or decelerated at the Chief Conduct Officer's sole discretion.

II. Administrative Hearing Procedure.

- a. **Advisors.** A Student may have an advisor present during the hearing. The advisor may be a Mount Marty University faculty or staff member or another Mount Marty student. The advisor may not be a witness, legal counsel, or parent/guardian without prior consent from the Chief Conduct Officer. If the student brings an advisor who is ineligible to serve in that role, the hearing will proceed as normal without the advisor. To ensure the integrity of the student conduct process, the role of an advisor is to provide personal and emotional support for the student. Advisors may not speak during a hearing. However, if legal counsel is permitted by the Chief Conduct Officer, legal counsel may advise the student not to answer questions which may harm the student's criminal case.
- b. **Witnesses.** Students are permitted to present witnesses. Students are responsible for assuring that witnesses attend the hearing. If a witness cannot attend a specific hearing time and date, the witness may instead submit a written witness statement to the hearing officer. To verify the identity of the witness, witness statements must be sent from the witness' Mount Marty University student email. Witnesses will be instructed to wait outside the hearing until the hearing officer determines that it is an appropriate time for the witness to testify. The student and the student's advisor may not speak directly to any witness. Instead, to preserve the integrity of the witness testimony and decorum, the hearing officer will pose all questions to the witness. After the hearing officer finishes questioning the witness, the hearing officer will ask the student if the student has any additional questions for the witness. The hearing officer will determine relevance and specific phrasing of each question. It is a violation of the *Community Conduct Code* for witnesses to knowingly provide partial, inaccurate, misleading, or false information during any investigation or hearing.
- c. **Evidence.** In addition to witnesses, a student may present other evidence in support of their case. The hearing officer will be responsible for determining to the best of their judgment whether evidence is relevant and permissible. The university does not hire experts to evaluate the authenticity or validity of evidence. In order to provide a fair and reasonable conduct process, hearing officers will exercise reasonable judgment in evaluating evidence and may consult with others within reason.
- d. **General Rules.** In addition to the rules set forth above, the administrative hearing will proceed under the following general rules:
 1. If the student fails to attend the hearing, a decision may be rendered in the student's absence.
 2. The hearing officer will welcome advisors who meet the advisor criteria into the hearing. The hearing officer will identify the role of the advisor to the respondent and their advisor.

3. Prior to commencement of testimony, the hearing officer will review the general procedures for the hearing and answer any questions the student may have.
4. The hearing officer will question the respondent regarding the incident and alleged violations.
5. The student will provide truthful and full responses to the hearing officer's questions.
6. Determinations as to the relevance of the evidence are at the discretion of the hearing officer.
7. The hearing will not be recorded without the express prior consent of both the Chief Conduct Officer and the hearing officer.
8. The hearing officer will end the hearing by explaining that a formal decision letter will come to the student via email or other approved means. Decisions are not final until sent to a student via email or other approved means.
9. If the hearing officer determines that the hearing officer needs to hear additional testimony or review evidence that is not in the record as of the date of the hearing, the hearing officer may continue the hearing for up to five (5) business days to enable the student or hearing officer to obtain the additional information. The student shall have an opportunity to respond to any additional testimony or evidence presented by the hearing officer.

III. Determination of Hearing - A hearing officer will make a decision within 15 business days of the conclusion of the hearing. The decision will be based on the preponderance of evidence standard, i.e., it is more likely than not that the student violated the Community Code of Conduct. The decision will be in writing and delivered to the student in one of the same manners as prescribed for delivery of the initial notice of hearing. The hearing officer's decision will include:

- a. A determination as to what, if any, provisions of the Community Conduct Code have been violated and the sanctions for each violation (if applicable). A list of potential sanctions is discussed below;
- b. Notification of where to locate the Community Conduct Code for sanction and appeal information;
- c. The deadline for filing an appeal.

IV. Appeal - A student may file a written appeal of the hearing officer's decision to the Vice President for Student Success within ten (10) business days of delivery of a Determination of Hearing letter. The appeal is limited, and may only be made on the following grounds: (a) procedural irregularities; (b) consider new information which was unavailable at the time of the original hearing which could alter the outcome of the case; and/or (c) severity of sanctions issued. The Vice President for Student Success may appoint a designee or committee to review the appeal. The Vice President for Student Success or designee may (a) affirm the Hearing Officer's decision and sanctions; (b) affirm the Hearing Officer's decision and modify sanction(s); (c) remand the case back to the Hearing Officer for a new hearing if proper procedures were not followed; or (d) reverse the Hearing Officer's decision based on new information. The Vice President or designee shall provide his/her written decision to the student within 30 business days after the appeal has been submitted. Only one appeal is allowed; therefore, the decision of the Vice President for Student Success or designee is considered final and no further appeals will be considered. After the submission of an appeal, students may request a meeting with the Chief Conduct Officer or Vice President of Student Success if they wish to provide additional information on the process or receive clarification.

V. Accelerated Administrative Hearing - The Chief Conduct Officer has the authority to grant an accelerated conduct process. An Accelerated Hearing is an Administrative Hearing that is scheduled

no less than 12 hours from the time of delivery of notice to the student. The remainder of the process follows the Administrative Hearing Procedure. Accelerated Hearings are used when a student has committed an act including, but not limited to:

1. Participated in an act that endangers self or others;
2. Participated in an act that warrants an interim suspension;
3. Receiving a felony charge (or a felony charge is eminent) issued by federal/state/local authorities;
4. Excessive Repeat Violations that could result in the following:
 - a) University Housing Suspension
 - b) University Housing Expulsion
 - c) University Suspension
 - d) University Expulsion

Accelerated hearings are handled on a case-by-case basis and may result in accelerated timelines for determination and appeal in accordance to the administrative hearing process. All accelerated hearings and subsequent determination and appeal timelines are at the discretion of the Chief Conduct Officer and the Vice President for Student Success.

VI. Accelerated Determination - An Accelerated Determination is an administrative decision that is conducted by the Chief Conduct Officer. This process is used for minor incidents and situations including, but not limited to:

1. Limited time before winter and summer academic recess.
2. Violation of Health & Safety inspection;
3. Failure to Evacuate During Fire Drill;
4. Large Volume of Students in one incident (ex. party, extracurricular event, etc.);
5. Minor Violations that would result in a verbal or written warning;
6. Community Damage that results in a building/hall fine.
7. Student seeking admission/re-admission into the university and has prior conduct history (includes federal, state, local).
8. Multiple Parking Ticket Violations;
9. Summer Housing Violations

As part of the accelerated determination process, the accused student will receive in writing:

1. The alleged violation and notification of where to locate the Community Conduct Code and university procedures for resolution of the complaint;
2. The results of the alleged violations;
3. Sanctions if found responsible for violation(s).
 - a) The accused student/respondent will receive the lowest typical sanctions that are associated with each violation.
4. Deadline to appeal decision

If an appeal of the decision is warranted then the general Administrative Hearing process will take place.

The Accelerated Determination process cannot be used when a student has committed an act including, but not limited to:

1. Participated in an act that endangers self or others;
2. Participated in an act that warrants an interim suspension;
3. Received or pending a felony charged issued by federal/state/local authorities;
4. A single severe violation or excessive repeat violations that could result in the following:
 - a) University Housing Suspension

- b) University Housing Expulsion
- c) University Suspension
- d) University Expulsion

CONDUCT SANCTIONS:

I. Conduct Hold

As stated in the Student Handbook, a “hold” can be placed on a student’s account record when the student has not fulfilled a responsibility to the Community Code of Conduct or the university. A “hold” prevents a student from registering for classes and/or obtaining an official transcript. A hold may also prevent a student from moving in or returning to housing. The most common reasons that “holds” are placed on a students’ account include unpaid damage bills, fines, or unfulfilled disciplinary sanctions.

II. Interim Suspension

The Chief Conduct Officer may impose an interim suspension, under the Community Conduct Code, when the Chief Conduct Officer, in his or her sole discretion, deems such an action necessary to protect the health and safety of a student or of the community; preserve university property; pursue an investigation and/or hearing; or to prevent disruption of, or interference with, the normal operations of the university. Interim suspension will be used for short periods of time, pending an Administrative Hearing.

During an interim suspension, a student will be denied access to university housing and/or to the university campuses. This restriction may include classes and/or all other university activities or privileges for which the student might otherwise be eligible. The student will be required to turn in all forms of university access (keys, access card, etc.) At the discretion of the Chief Conduct Officer and with the approval of, and in collaboration with, the Vice President of Student Success and Executive Vice President and Provost, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

III. General Sanctions

Mount Marty University sanctions are divided into three categories: status, educational, and restrictive sanction. Most violations will result in a status sanction and one or more educational sanctions. Sanctions are determined based upon the severity of the violation, past conduct history, and any aggravating or mitigating factors. One or more of following sanctions may be imposed upon any student for any single violation of the Community Conduct Code:

- A. **Status Sanctions:** Status sanctions reflect the student’s relationship with the university. Status sanctions typically escalate with each offense, although it is not necessary that a first sanction begin with a warning. Sanctions are determined based upon the nature of the offense after reviewing aggravating and mitigating factors. Status sanctions include:
 - 1. **Warning:** A written notice will be sent to the student(s) who violated university policies and/or rules. It specifies that inappropriate and unacceptable actions have occurred and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the university.
 - 2. **Level I Conduct Probation:** A written reprimand that expires after a specified time. This sanction specifies that serious or repeated inappropriate and unacceptable actions have occurred and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the university. Good Conduct Standing with the university is removed during the specified time period.

3. **Level II Conduct Probation:** A written reprimand that remains in effect during the remainder of the student's academic career. It specifies that repeated or severely inappropriate and unacceptable actions have occurred and that future violations will likely result in suspension or expulsion. The parents, guardians, or financial sponsors of students who are dependents as defined by FERPA will be notified of this status. Good Conduct Standing with the university is removed for no less than 2 calendar years; a specified time will be outlined in the notice.
 4. **University Suspension:** The student is separated from the university for a specified period of time, and upon the satisfaction of specific conditions, after which the student is eligible to return. Separation includes physical & electronic removal from the university. The Chief Conduct Officer will notify the Mount Marty University IT Department once an appeal has ended or the appeal period has elapsed. IT will then remove electronic access and accounts will be deactivated. The student is required to vacate university housing and/or campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of the Chief Conduct Officer, Office of Residence Life and the Vice President for Student Success. Suspended students are banned from campus and all university affiliated properties for the duration of their suspension. Temporary exceptions for university related business may be granted by the Vice President for Student Success. The parents, guardians, or financial sponsors of students who are dependents as defined by FERPA will be notified of this status.
 5. **University Expulsion:** The student is permanently separated from the university. The student is barred from being on campus and the student's presence at any university-sponsored activities or events is prohibited. Separation includes physical & electronic removal from the university. Chief Conduct Officer will notify IT once an appeal has ended or the appeal period has elapsed. IT will then remove electronic access and accounts will be deactivated. The student is required to vacate university housing and/or campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Office of Residence Life and the Vice President for Student Success. Expelled students are banned from campus and all university affiliated properties. Temporary exceptions for university related business may be granted by the Vice President for Student Success. The parents, guardians, or financial sponsors of students who are dependents as defined by FERPA will be notified of this status.
- B. **Educational and Restorative Sanctions:** Educational and restorative sanctions are designed to enhance the educational outcomes of the student conduct program. Educational and restorative sanctions frequently serve to repair harm to individuals or communities, provide additional education on a given subject, or aid students in considering their educational and personal goals and priorities.
1. **Educational Program:** This is a requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
 2. **Community/University Service Requirements:** For a student or organization to complete a specific supervised university service.
 3. **Behavioral Requirement:** This includes required activities such as, but not limited to, seeking academic counseling, counseling assessment, personal counseling, writing a letter of apology, etc.
 4. **Research Projects:** This includes required activities such as, but not limited to, writing papers, creating educational materials and bulletin boards, etc.

5. **Restitution:** Compensation for damage caused to the university or any person's property. This is not a fine but, rather, a repayment for destroyed, damaged, consumed, or stolen property.
- C. **Restrictive Sanctions:** Restrictive sanctions modify a student's privileges on-campus. These sanctions are typically not the primary sanctions used by the university. However, repeated or serious violations may warrant one or more restrictive sanctions.
1. **Fines:** Fines may be imposed.
 2. **Banning/Trespass:** The student's privilege to be present at or utilize certain buildings, facilities, classrooms, etc. are restricted. Temporary exceptions to banning for university related business may be granted by the Vice President for Student Success.
 3. **Eligibility Restriction:** The student is deemed "not in disciplinary good standing" with the university for a specified period of time. Specific limitations or exceptions may be granted by the Chief Conduct Officer and terms of this conduct sanction may include, but are not limited to, the following:
 - a) Ineligibility to hold any office in any student organization recognized by the university or hold an elected or appointed office at the university; or
 - b) Ineligibility to represent the university to anyone outside the university community in any way including: participating in the study abroad program, attending conferences, or representing the university at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
 4. **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
 5. **Confiscation of Prohibited Property:** Items whose presence is in violation of university policy will be confiscated and will become the property of the university. Prohibited items may be returned to the owner at the discretion of the Chief Conduct Officer.
- D. **University Housing Sanctions:** University housing sanctions are imposed when a student's behavior also violates the terms and condition of their housing license agreement.
1. **Restriction of Visitation Privileges:** An individual residing in university provided housing may be restricted from having guests. The parameters of the restriction will be specified.
 2. **University Housing Reassignment:** The student is reassigned to another university provided housing facility. Residence Life personnel will decide on the reassignment details.
 3. **University Housing Suspension:** The student is removed from university provided housing for a specified period of time after which the student is eligible to return. During this time the student's privilege to live in, or visit, any university provided housing structure is revoked. Conditions for re-entry to university provided housing may be specified. Under this sanction, a student is required to vacate university provided housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life and Security. The parents, guardians, or financial sponsors of students who are dependents as defined by FERPA will be notified of this status. This sanction may be enforced with a trespass action if deemed necessary.
 4. **University Housing Expulsion:** The student's privilege to live in, or visit, any university provided housing structure is revoked indefinitely. Under this sanction, a student is required to vacate university provided housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life and Security. The parents, guardians, or financial sponsors of students who are dependents as defined by FERPA will be notified of this status. This sanction may be enforced with a trespass action if deemed necessary.
- E. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Chief Conduct Officer.

- F. The following sanctions may be imposed upon groups or organizations found to have violated the Community Conduct Code:
1. One or more of the sanctions listed above in the educational and restorative sanctions, restrictive, and other sanctions sections; and/or
 2. Deactivation, de-recognition, loss of all privileges (including university registration), organizational probation for a specified period of time and upon fulfillment of certain conditions.

IV. Failure to Follow Through on Conduct Sanctions

All students, as members of the university community, are expected to comply with conduct sanctions within the time frame specified by the hearing officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in a conduct hold being placed on a student's account or result in suspension from the university and, in such situations, resident students will be required to vacate university provided housing within 24 hours of notification by the Chief Conduct Officer. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Chief Conduct Officer.

ALCOHOL AND DRUG POLICY:

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of MMU are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. In addition to the *Community Conduct Code*, students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on university property or at university-sponsored activities.

The university affirms that illegal drug use is harmful and detrimental to the educational objectives of the university. The use of illegal drugs and the abuse of alcohol by students and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased incidence of accidents which may result in death or permanent injury. Referral resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies. Students exhibiting signs of excessive alcohol consumption will, at a Mount Marty University agent's discretion, be transported via Emergency Medical Services (EMS), and at the student's expense, for medical attention. Refusal to cooperate with EMS personnel may result in arrest for emergency detention in order to ensure the student's health and safety.

I. Policy on Parental Notification

MMU is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future. Mount Marty University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly Level II Conduct Probation, loss of housing, suspension, and expulsion. Mount Marty University also reserves the right to designate which university employees have a legitimate need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly.

II. Alcohol Policy

The following sections describe MMU's policy regarding the sale, service, distribution, and consumption of alcoholic beverages on university property or at university-sponsored events in

accordance with federal, state and local laws. Refer to the Student Handbook for a full copy of the *Mount Marty University Alcohol Policy*.

A. Basic Guidelines

Mount Marty University is alcohol free. Possession and/or consumption of alcohol is in violation with the MMU Alcohol Policy.

The following is a list of MMU alcohol policy violations:

1. *Possession or consumption of alcohol by a person.*
2. *Possession of empty alcohol containers;*
3. *Being present in an area where alcohol is prohibited while alcohol is present;*
4. *Furnishing, selling, or providing (including access to) alcohol to a person under the age of 21;*
5. *Hosting a party where persons exceeds guest limits and/or excessive alcohol is present and persons under the age of 21 are consuming or have consumed alcohol;*
6. *Driving Under the Influence/Driving While Intoxicated:* Mount Marty University is concerned about students who violate state and local laws regarding consumption of alcohol and the operation of motor vehicles. In accordance with state law, the university abides by the legal definition of intoxicated as “not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body” or 0.08 Breath or Blood Alcohol Concentration. In addition, students under the legal minimum drinking age of 21 years who are found to have any detectable amount of alcohol in their systems will be considered driving under the influence of alcohol and subject to penalties under that offense.
7. *Possessing, using, or serving from a common source:* common sources include punch bowls, kegs, party balls, or equivalent;
8. *Possessing excessive quantities of alcohol:* Egregious amounts of alcohol present will impact the severity of sanctions considered in a violation.
9. *Being intoxicated or showing physical or mental impairment following or resulting from alcohol use regardless of age:* a person is showing physical or mental impairment if the person is unable to coherently and respectfully answer questions, comply with the instructions of a university official, or is unable to walk unassisted;
10. *Participating in or being present during a drinking game or simulated drinking game regardless of age; and*
11. *Possession of alcohol including empty containers, regardless of the student’s age, in any location other than a residence hall room, residence hall apartment, or university sponsored event where alcohol is specifically permitted.*

B. Sanctioning

Hearing officers have been trained to carefully weigh a variety factors when determining sanctioning. Below are three lists of violation categories and common sanctions for each offense. The list below is a suggestion; each hearing officer must consider a variety of aggravating and mitigating factors. Potential aggravating factors include but are not limited to: hosting a party where persons under 21 are consuming alcohol; failing to cooperate with the instructions of a university official or law enforcement officer; disorderly conduct; being verbally abusive toward staff or students; quantity of alcohol; potential for injury to self or others; and past conduct history. Potential mitigating factors include but are not limited to: compliance with the instructions of staff; admitting responsibility during the hearing or the documentation of the incident; conducting oneself in an appropriate manner; student is able to articulate personal

responsibility; student creates and follows a treatment plan prior to hearing; and assisting the staff addressing the incident.

Minor Violations of the Alcohol Policy including but not limited to: being present while alcohol is being consumed; possession of an empty alcohol container; and consumption/possession by a person under the age of 21.

1. First Offense—Possible sanctions include, but are not limited to:
 - a) Warning - Level I Conduct Probation;
 - b) Participation in an alcohol education class.
 - c) Fine of \$50 for students 21 or older or \$75 for minors.
 - d) Other sanctions as determined by Chief Conduct Officer (or designee).
2. Second Offense— Possible sanctions include, but are not limited to:
 - a) Level I Conduct Probation – Level II Conduct Probation
 - b) Authorship of a research/reflection essay; and/or
 - c) Fine of \$100 for students 21 or older or \$150 for minors.
 - d) Other sanctions as determined by Chief Conduct Officer.
3. Third and Subsequent Offenses—Possible sanctions include, but are not limited to:
 - a) Level II Conduct Probation.
 - b) Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor's evaluation;
 - c) Authorship of a research/reflection essay;
 - d) Notification of parents/guardians of dependent students as defined by FERPA;
 - e) Subsequent offenses will result in loss of housing, suspension, or expulsion from the university; and/or
 - f) Other sanctions as determined by the Chief Conduct Officer.

Serious violations of the university alcohol policy, including but not limited to: hosting a party where persons under the age of 21 are consuming or have consumed alcohol; non-compliance with or disrespect toward staff while also violating a policy that would be categorized as a minor violation of the alcohol policy; consuming alcohol in a space other than designated areas; and furnishing selling, or providing alcohol to a person under the age of 21.

1. First Offense—Possible sanctions include, but are not limited to:
 - a) Level I Conduct Probation;
 - b) Participation in an alcohol education activity at the student's expense and as determined by the hearing officer;
 - c) Authorship of a research/reflection essay; and/or
 - d) Other sanctions as determined by the Chief Conduct Officer.
 - e) Fine of \$50 for students 21 or older or \$75 for minors.
2. Second and Subsequent Offenses—Possible sanctions include, but are not limited to:
 - a) Level II Conduct Probation
 - b) Authorship of research or reflection paper
 - c) Fine of \$100 for students 21 or older or \$150 for minors.
 - d) Notification of parents/guardians of dependent students as defined by FERPA
 - e) Subsequent offenses will result in loss of housing, suspension, or expulsion from the university and/or
 - f) Other sanctions as determined by the Chief Conduct Officer.

Major violations of the university alcohol policy, including but not limited to: possessing, using, or serving from a common source of alcohol; driving under the influence where there is no injury or other aggravating factors; and consuming alcohol to the point where intervention by staff, police, or EMS is required.

1. First Offense—Possible sanctions include, but are not limited to:
 - a) Level II Conduct Probation
 - b) Participation in an alcohol education activity and/or a Minor in Possession course, at the student's expense and as determined by the Chief Conduct Officer (designee);
 - c) Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Chief Conduct Officer;
 - d) Community services hours to be performed at a specific location as determined by the Chief Conduct Officer;
 - e) Authorship of a research/reflection essay;
 - f) Fine of \$50 for students 21 or older or \$75 for minors;
 - g) Notification of parents/guardians of dependent students as defined by FERPA ;
 - h) And/or other sanctions as determined by the Chief Conduct Officer.
2. Second and Subsequent Offenses— Possible sanctions include, but are not limited to:
 - a) Suspension or expulsion from the university;
 - b) Fine of \$100 for students 21 or older or \$150 for minors.
 - c) Notification of parents/guardians of dependent students as defined by FERPA; and/or
 - d) Other sanctions as determined by the Chief Conduct Officer.

III. Illegal Drug Policy

The following sections describe the university's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off university property or at university-sponsored events in accordance with federal, state and local laws. This policy provides flexibility for the university in addressing drug-related offenses which occur on or off campus. Moreover, it permits the university to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the university must address the education and well-being of all its students and employees. In addition to university imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on university property or at university activities.

A. Basic Guidelines

No MMU students are permitted to have any form of illegal or prescription drugs except as permitted under federal, state, or local law. Students with valid prescriptions are permitted to store or use as needed; however, all medications must remain in the prescription bottle with the student's identification clearly printed. MMU takes a strict stance on illegal drug use that takes place on or off campus.

The following is a list of Mount Marty University drug policy violations:

1. *Possession or use of Drug Paraphernalia, including but not limited to;*
 - a. bongs, rolling paper, pipes, bats, grinder, vaporizer, scales, etc.
 - b. any container that a reasonable person would believe is for the use or storage of illegal, synthetic drug, or unlawfully obtained prescription drug;
2. *Possession or use of Illegal Drug(s), including but not limited to;*
 - a. any form of illegal drug, synthetic drug, or unlawfully obtained prescription drug;
3. *Being present in an area where drugs or drug paraphernalia are present;*

4. *Furnishing, selling, or providing (including access to) drugs or drug paraphernalia;*
5. *Hosting a party where persons exceeds guest limits and/or drugs are present and/or have been consumed/used;*
6. *Driving Under the Influence/Driving While Intoxicated:* Mount Marty University is concerned about students who violate state and local laws regarding drug use and the operation of motor vehicles. In accordance with state law, the university abides by the legal definition of intoxicated as “not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body.”
7. *Showing physical or mental impairment following or resulting from drug use regardless of location:* a person is showing physical or mental impairment if the person is unable to coherently and respectfully answer questions, comply with the instructions of a university official, or is unable to walk unassisted;
8. *Intent to or action of distribution, selling, or manufacturing any form of illegal, synthetic drug, or unlawfully obtained prescription drug.*

B. Safe Harbor

The university has a Safe Harbor rule for students. The university believes that students who have a drug and/or addiction problem deserve help. If any MMU student brings their own use, addiction or dependency to the attention of university officials outside the threat/use of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

C. Sanctioning

Hearing officers have been trained to carefully weigh a variety of factors when determining sanctioning. Below are two lists of violation categories and common sanctions for each offense. The list below is a suggestion; each hearing officer must consider a variety of aggravating and mitigating factors. Potential aggravating factors include but are not limited to: failing to cooperate with the instructions of a university official or law enforcement officer; disorderly conduct; being verbally abusive toward staff or students; potential for injury to self or others; and past conduct history. Potential mitigating factors include but are not limited to: compliance with the instructions of staff; admitting responsibility during the hearing or the documentation of the incident; conducting oneself in an appropriate manner; student is able to articulate personal responsibility; student creates and follows a treatment plan prior to hearing; and assisting the staff addressing the incident.

Manufacture, Sale or Distribution of Illegal Drugs:

1. First Offense—Sanctions include, but are not limited to:
 - a) Suspension or expulsion from the university;
 - b) Immediate removal from housing;
 - c) Notification of parents/guardians of dependent students as defined by FERPA;
 - d) Notification of law enforcement authorities; and/or
 - e) Other sanctions as determined by the Chief Conduct Officer (or designee).

For the Possession or Use of Drug Paraphernalia, Synthetic Substances and/or Illegal Drugs: Drug paraphernalia (e.g. bongs), illegal drugs, and synthetic substances (e.g. K2, Spice) whose common purpose is to replicate the effects of illegal substances are prohibited on campus.

1. First Offense—Possible sanctions include, but are not limited to:
 - a) Level I – Level II Conduct Probation
 - b) Participation in a drug education activity, at the student’s expense and as determined by the Chief Conduct Officer (or designee);

- c) Observation of one or more sessions the County Misdemeanor or Felony Drug Court as determined by the Chief Conduct Officer (or designee);
 - d) Authorship of a research/reflection essay;
 - e) Fine of \$100;
 - f) Notification of parents/guardians of dependent students as defined by FERPA; and/or
 - g) Other sanctions as determined by the Chief Conduct Officer (or designee).
2. Second and Subsequent Offenses—Possible sanctions include, but are not limited to:
- a) Loss of housing, permanent loss of good conduct standing, suspension or expulsion from the university;
 - b) Fine of \$200;
 - c) Notification of parents/guardians of dependent students as defined by FERPA; and/or
 - d) Other sanctions as determined by the Chief Conduct Officer (or designee).

DISCRIMINATION & SEXUAL MISCONDUCT POLICY:

Mount Marty University welcomes students of all faiths and promotes a policy of non-discrimination in all programs and employment with respect to sex, race, age, color, national origin, religious preference, and disabilities. In accordance with Title IX of the Education Amendments of 1972, Mount Marty University prohibits discrimination on the basis of sex in all academic and extracurricular programs and activities, including intercollegiate athletic activities. Title IX protects all people, regardless of gender or gender identity, from sexual harassment and sexual violence (including sexual misconduct and sexual assault), which are forms of sex discrimination. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

Mount Marty University is in the process of reviewing its sexual misconduct policies and procedures to ensure compliance with guidance issued by the United States Department of Education Office of Civil Rights (OCR). During this process, the content on the university [website](#) supersedes all print documents and will serve as the essential resource for current information about policies, procedures and resources.

ABUSIVE AFFILIATIONS (HAZING) POLICY:

Mount Marty University believes that all students are entitled to be treated with considerable respect at all times. The university is unconditionally opposed to any situation created to produce mental or physical discomfort, embarrassment, ridicule, or social ostracism. Thus, all forms of abusive affiliations are prohibited.

In determining whether a specific behavior violates MMU's abusive affiliation policy, consideration will be given to how the behavior relates to the university's mission and purpose.

Mount Marty University defines abusive affiliation as any mental, physical or social requirement, request, or obligation placed upon any person that could cause discomfort, pain, fright, disgrace or injury; that is personally degrading or humiliating; that would cause a reasonable person to believe that s/he would experience social ostracism for failing to participate; or that violates any federal, state or local statute or university policy, the willingness of an individual to participate in such activity is notwithstanding. A person is defined as a university student, a pledge, associate member, member, affiliate alumnus, guest of any campus organization, or other individual. Abusive affiliation includes but is not limited to the following activities:

I. Physical

- A. Encouraging or requiring persons to consume excessive amounts of alcohol or other fluids (e.g., encouraging or requiring individuals to use beer bongs, play drinking games, or drink unknown substances, including water);

- B. Requiring that person do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time (e.g., branding; tattooing; using makeup, paint, or markers on a person; or shaving the head or body);
- C. Requiring activities that disrupt a person's normal schedule. A normal schedule includes three reasonably spaced meals per day, the opportunity for sufficient rest at night (at least six full hours), time requires for study outside of scheduled class hours, and reasonable time for personal hygiene;
- D. Requiring a person to engage in physical activity of unusual kind or duration, such as calisthenics; overly difficult work assignments; activities that may be excessive for a person with physical disabilities; activities that require a person to remain in a fixed position for an extended period of time; being naked; or being confined in a room that is too hot or too cold, too noisy, or too small.
- E. Hitting or pretending to hit an individual; and/or
- F. Performing acts that are, or seem to be dangerous.

II. Psychological

- A. Requiring a person to pretend to or actually violate a law;
- B. Yelling or screaming at individuals;
- C. Calling individuals demeaning names;
- D. Booing, hissing, or demeaning individuals when they make mistakes;
- E. Interrogating individual in an intimidating or threatening manner;
- F. Requiring a person to perform acts of servitude or perform personal errands for others;
- G. Deceiving new members prior to their gaining membership in an attempt to convince them they will not be initiated or will be hurt;
- H. Forcing a person to publicly wear apparel that is abnormal and not normally in good taste.
- I. Requiring a person to appear nude at any time; and/or
- J. Engaging in activity that compels an individual or group to remain in a certain place or transporting anyone without their knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping).

III. Social Ostracism

- A. Exiting a room when a particular person arrives;
- B. Requiring persons to attend event where illegal activities are taking place;
- C. Intentionally ignoring, or not responding, to a particular member of an organization or team;
- D. Using coercion (e.g. threats, intimidation, or demeaning comments) to obtain consent to engage in activities; and/or
- E. Expressly stating or implying that engaging (or failing to do so) in an activity would help or hurt an individual's membership;

IV. Distinction between Abusive Relationships by Organizations and Abusive Relationships by Individuals

The following statement will help distinguish hazing violations by individuals from hazing violations by student organizations;

- A. It is presumed that hazing incidents involve only those persons directly participating in the incident and those who are present at the time it occurs and who do nothing to stop its occurrence.
- B. A hazing incident may also be an organizational chapter activity, for which the organization itself may be disciplined, if any of the follow characteristics are present:
 1. A faculty or staff member who has responsibility for the organization (e.g. head coach, assistant coach, advisor, etc.) is aware of the incident sufficiently in advance of its occurrence to prohibit its taking place and takes no action to prohibit it.

2. A faculty or staff member who has responsibility for the organization (e.g. head coach, assistant coach, advisor, etc.) knows the identity of the members involved in the incident and refuses to divulge that information to the appropriate university authorities or the police.
3. The incident takes place in any public place.
4. The incident involves the expenditure of any organizational funds.
5. The incident involves or is actively or passively endorsed by a majority of the members of the organization and/or a majority of the student leadership (e.g. president, vice-president, new member chair, captain, etc.).

V. Sanctions

Organizations, teams, or individuals found to be responsible of hazing are subject to disciplinary action and sanctions outlined in the *Community Conduct Code*. Additionally, individuals and organizations may face additional sanctions from the appropriate department (e.g. athletics, student activities, etc.), including possible suspension from the organization, team and/or termination of recognition for an organization or season for an athletic team.

DISCIPLINARY RECORDS AND RIGHTS TO KNOW:

Documents that are created and maintained as part of the conduct process are subject to the protections of the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g. Conduct records are maintained by Office of Residence Life in accordance with the university records retention policy.

Private conduct records are maintained by the university for seven (7) years after the graduation or withdrawal of the student. Other than university suspension and expulsion, conduct sanctions will not be made a part of the student's permanent conduct record, but will become a part of the student's private conduct record. During this time, students may visually inspect the record by contacting the Chief Conduct Officer who will arrange an opportunity for the student to inspect the record. For the complete Records and Right to Know Policy please see the Records and Right To Know section of the Student Handbook.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990:

The Student Right to Know and Campus Security Act of 1990 is a federal mandate which requires all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. This information must also include descriptions of programs for students and employees about campus security and crime prevention, as well as statistics on the occurrence of specific crimes. The full report is posted on the university website each October. Hardcopies are available on request.

RESIDENCE LIFE

LIVE-ON REQUIREMENTS:

As a residential University, Mount Marty University believes that education is not confined to the academic classroom. Rather, liberal learning is enhanced through the sense of community, which occurs when students live and study on campus. Mount Marty University is committed to establishing the continuity between intellectual and residential life. Living on campus contributes to the intellectual, social, emotional and spiritual growth of the individual as well as to the other students who compose that living unit.

Mount Marty University, an academic community in the Catholic, Benedictine liberal arts tradition, prepares students for a contemporary world of work, service to the human community and personal growth. Mount Marty University believes the residential policy is an integral part of fulfilling this mission.

Mount Marty University requires full-time, matriculating undergraduate students to live in the residence halls. A student may be eligible for off campus approval if they meet one of the following terms:

1. Student is married or responsible for the care of a dependent
2. Student will be 21 years of age prior to the first class day of the Fall Term
 - a. **An off campus housing fee will be assigned.**
3. Student has a previously earned Associates Degree from an accredited institution
 - a. **An off campus housing fee will be assigned.**
4. Student will live with PARENT(S) or LEGAL GUARDIAN within a 15-mile radius
 - a. **An off campus housing fee will be assigned.**

Off Campus Approval

Students must meet the requirements of off campus approval as stated above to qualify for off campus housing. All approved conditions must exist prior to the start of the semester. Filling out an off campus housing form does not guarantee approval. Decisions on off campus housing requests are at the discretion of the Office of Residence Life and the Vice President for Student Success. Any decision from the Office of Residence Life or Vice President for Student Success are final.

In unusual circumstances, a student may submit a petition to be exempt from the on-campus residency requirement for compelling reasons. The petition must be a written statement documenting in full detail the individual situations that would require exemption. It should be recognized that this type of petition is uncommon and rarely granted. Although financial grounds may be considered, the claim that it is less expensive to live off campus is not sufficient unless demonstrated financial need is evidenced in the Office of Financial Assistance. Students are advised not to sign an off campus lease until they have been cleared by the Office of Student Affairs.

Deadlines for off campus notification are posted in the Office of Residence Life and in the Mount Marty University Housing Agreement. Failure to meet deadlines for notification will result in contract breakage fees or room and board charges.

Violations of the Residence Policy

Students who are required to live on campus and do not follow Mount Marty University's guidelines, falsify information or do not comply with university policy will be held under the Code of Community Conduct and may face loss of institutional financial aid. Students who reside off campus without university approval will be

charged for room and board. If a student is charged for room and board, the expectation is the student will live in campus housing.

Off Campus Fee

The University's scholarship and grant programs are designed to assist students with direct educational costs including on campus housing. Therefore, students who request release from the On Campus Residence Requirement and are approved understand and agree to pay the non-refundable Off Campus Housing Fee each semester.

Extenuating circumstances may warrant an appeal on either approval for release from the residence policy or the off campus fee but the reasons for appeal will be limited. When applicable, written appeals can be submitted to the Office of Residence Life for referral to the Residence Life Appeals Committee. The availability and approval of appeals are at the discretion of the Office of Residence Life, the Residence Life Appeals Committee and the Vice President for Student Success. Any decision from the Residence Life Appeals Committee and the Vice President for Student Success is final.

Off Campus Address

All Mount Marty students living off campus are required to submit a local off campus address within eRezlife or [Lancerlink](#) student portal by Friday of the 1st week of classes in the fall term.

Housing Agreement

The Housing License Agreement is the basic document that states the Student's and the university's contractual obligations with respect to the Student's occupancy of space in an on-campus residence hall or on-campus suite. In addition, the Student agrees to observe all rules and regulations of the university stated in the Academic Catalog, Student Handbook, and Community Conduct Code, officially posted on residence hall bulletin boards, posted on the Residence Life website, or stated by a university official while serving in an official capacity, all of which will be deemed a part of the Housing Agreement and all university policies. It is the Student's responsibility to become familiar with all provisions of the Housing Agreement. Provisions may be added or changed during the term of the Agreement with appropriate prior notification to the Student.

Housing agreements are in place for the entire academic year and cannot be broken once initiated by university. Residential students are responsible for all of the terms of the housing agreement.

Refund Policy

Refunds for room and board are available to students who withdraw from the university within the first five (5) business days of the semester. Students will be charged only for the first week of costs associated with room and board. Contract breakage fees may also apply. No refunds will be issued after the first week of classes. In the event of temporary closures, restrictions, and/or adjustments to the housing services schedule, the University will not issue refunds or credits, whether partial or full, for such interruptions or adjustments.

STAFF:

Director of Residence Life

The Director of Residence Life provides visionary leadership and strategic direction for the Office of Residence Life with a focus on building and maintaining a positive living and learning environment for all students according to the MMU mission and Catholic Benedictine tradition.

Residence Hall Directors (RHD)

The Residence Hall Directors are responsible for the general management of the residence hall and for creating a living and learning environment. The Residence Hall Directors are asked to assist individual students in helping them achieve their goals, advise Resident Assistants, and communicate regularly with the Student Affairs staff. The Residence Hall Directors are responsible for the residence hall personnel, social and educational programming, and management functions that are necessary to operate the residence life program effectively. The Residence Hall Directors coordinate programs designed to achieve the educational objectives of the university and to ensure a quality environment.

Residence Hall Coordinator (RHC)

The Residence Hall Coordinators are professional staff, often graduate students, that assist the Residence Hall Directors in the general management of the residence halls.

Resident Assistants (RA)

The Resident Assistants are the student staff members that residents will get to know best. They are carefully selected and trained to serve the needs of the students in the residence halls. The resident assistant will be available to answer questions, to keep students informed of campus activities, and to be there when students need to talk to someone.

Resident Assistants provide supervision of the lounge areas and assist with hall safety and hall programming. RAs assist residents in keeping our residence halls safe by covering the RA On-Call phone so that students can call when they have residence hall-related questions or concerns. **The RA On-Call phone number is 605.660.1578.**

RESIDENCE HALL POLICIES:

Many of the residence hall policies are a matter of courtesy. Some policies, however, are for the protection of the residents. Violations of regulations may result in immediate termination of a student's residence hall contract without refund. Violations include, but are not limited to: alcohol policy, possessing, using, or selling illegal drugs; possession of fireworks, firearms, weapons; trespassing in residence hall; or using abusive or insensitive language with respect to race, ethnicity, gender, religious affiliation, physical disabilities, and sexual orientation. A full list of residence policies is found in the Housing Agreement.

Room Assignment

Rooms and roommates are assigned by the Office for Residence Life. The Housing Agreement allows a student space in the residence halls and does not guarantee a specific room or building. Room assignments are made according to the procedures communicated by the Office of Residence Life each year before housing selection. While every effort is made to assign Students in accordance with their preferences, an assignment based on preferences is not guaranteed.

The Office of Residence Life reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another. In addition, the office reserves the right to change or cancel the particular room assignment in the interest of order, health, discipline, maintenance, condition, or other urgent reasons.

It is the policy of the University to assign roommates without regard to race, color, national origin, creed, religion, age, sexual orientation, disability, or veteran status.

Check-Ins

At the start of each academic term, students are required to properly check in to the residence hall space, pick up keys, and complete a full room condition report (RCR) within the timeframe that they are assigned by the Office of Residence Life. Any unauthorized check-in outside of that timeframe, either before or after, may result in an Improper Check-In Fee. All approvals for check-in outside of the student's designated arrival timeframe must be approved by the Office of Residence Life or the Vice President for Student Success. Additional fees may be assessed for each night a room is occupied prior to the standard move-in date assigned.

Early Arrival & Late Departures

At its sole discretion, the University may grant requests for occupancy prior to the move-in date or extended stays after the hall closing date as determined in the Residence Life calendar. Additional fees may be assessed for each night a room is occupied prior to the standard move-in date assigned or after the designated hall closing date.

Due to the intricacy of move-in and check-out processes, early arrivals and late departures are limited. Students are encouraged to make travel plans that align closely with the academic calendar.

Unapproved occupancy of a space will result in a daily charge, improper check-in/check-out fee and potential conduct charges for the Student and any individual who aided in their entry and subsequent occupancy of the space.

Athlete Early Arrival & Late Departure

Designated athletes may occupy the residence halls during pre and post lease periods for necessary athletic purposes as approved by the Office of Residence Life. Specific occupancy periods for athletes are defined in the published residence life calendar and the housing agreement and are at the sole discretion of the Office of Residence Life. Departure dates may be adjusted based on athletic completion events or tournaments that extend beyond the academic term. Failure to abide by designated occupancy dates may result in improper check-in/check-out fees in addition to fees assessed for each night a room is occupied prior to the standard move-in date assigned.

Check Out

At the end of the lease term, students are required to properly check out of and vacate the assigned residence hall space. Regardless of the timing of a permanent checkout, the following procedures need to be followed:

1. An appointment must be made with a member of the Residence Life staff to go over the Room Condition Report and hand over the key in an official MMU Checkout Envelope. Failure to make this appointment may lead to an improper check out fee.
2. All university issued keys must be turned in at the time of check out. If assigned key(s) have been lost, students must notify the Office of Residence Life before vacating the residence hall space or an improper check out fee will be assessed.
3. The residence must be thoroughly cleaned. If any MMU staff must further clean the room, students will be assessed a cleaning fee in addition to an improper check out fee.
4. The residence must be totally empty of the resident's possessions. Leaving any items behind may lead to an improper checkout fee.

Improper Check Out

Students are required to properly check out of and vacate the assigned residence hall space at the end of the lease term. This includes removing all personal belongings, fully cleaning the room including any university owned appliances and adjoining bathrooms within the assigned space and returning all assigned keys to the Office of Residence Life. Failure to complete the check out procedures will result in an improper check out fee for each resident of the space.

Keys

Residence hall keys may be replaced by contacting Residence Life. This is the only authorized procedure for replacement of a key; it is unlawful to duplicate a key by any other means. **A fee per key** will be assessed for replacement of keys; lost room key, and lost exterior key. If a student is locked out of his/her room without a key, he/she should contact the Resident Assistant On-Call Phone. If a residence hall room door needs to be re-cored, an additional fee will be assessed.

Lock Out

Students who lock themselves out of their assigned room in the residence hall should call the RA on Call or Campus Safety to gain access to their room. Students who repeatedly lock themselves out of their assigned residence space are subject to the lock out fines.

Important Dates

All important dates and deadlines will be on eRezlife and are posted on the inside of every residence room. In the event that the important date sheet is removed from the main door to a residence, the residents may be fined \$50 for its removal.

Facilities

The Physical Plant Lead is responsible for the physical aspects of the residence halls, which include heat, lights, plumbing, repair, maintenance, and general improvements of the halls. Any damages should be reported immediately to your Resident Assistant or through a facilities work order ticket. Residence Life and facilities staff have the right to enter students' rooms for inspection and maintenance purposes. Nails, scotch tape, or masking tape may not be used to hang items in the rooms or on woodwork. Plasti-tac or drafting tape may be used. Tape marks caused by rug tape must be removed from the floor.

Furniture

University equipment, furniture, or furnishings are not to be moved from the room. Removing equipment, furniture, or furnishing may result in a charge to the student's account. University issued furniture, personal belongings and trash are not to be stored in hallways. Furniture and accessories may not be removed from public or common areas. Shades are to remain on the windows. A fee will be assessed for unauthorized use of University-owned property. All standard furniture must be accounted for before checkout at the conclusion of the academic year.

Lofts

The university provides approved lofts for use in the residence halls. Residence Life Staff will make every effort to loft/unloft/bunk beds according to preference during the assigned change period. Due to fire code in the Corbey Building, only ONE bed can be lofted in each room. **For safety reasons, beds cannot be lofted or unlofted by students or parents.** Unapproved lofts (personally constructed and/or purchased) and

wooden structures are not allowed in residence halls. Student must remove any unapproved loft or wooden structures.

Guests

Residence facilities are intended for the sole use of Mount Marty University residential students. All guests must be 18 years of age or older unless they are a family member, always escorted by their host. The university does not allow overnight guests.

Guest Parking

Guests of residential students are considered visitors and must follow the same parking regulations as previously stated. Visitors who are not active students must notify Campus Safety of vehicle make, model, color, license plate and length of stay. Visitors must park in parking lots that correspond with visiting students' designated lots.

Room Inspection, Entry, and Search

The university reserves the right to enter a student's room to assure proper maintenance and repair, to provide for the health and safety of the hall residents, and to investigate a possible violation of the Student Handbook.

Residence Life staff are required and authorized to enter a room when there is reason to believe that an occupant or property may be endangered or a university policy is being violated. If a Residence Life staff member has cause to believe that a situation of this nature exists, he/she will knock on the door, identify him/herself, and request entry. In such situation, the occupant(s) present in the room is/are obligated to permit the staff member immediate entrance. Upon receiving entry to the room, the staff member will explain his/her purpose for having requesting such entrance. If the staff member is not provided entrance from within, he/she will gain entrance by means of their master key.

The Vice President for Student Success or official staff acting in his/her absence will determine if probable cause exists to search a student's room. If probable cause is determined, the official will inform the student of the basis for the search and have the search conducted in the student's presence if at all possible. If a search is made and articles contrary to university policy are discovered, the occupant(s) will be given written notice of the items taken. Exceptions to those requirements may be made only when entry and search is necessary to the immediate safety of the occupant(s) and/or residents. A student living in a residence hall is not immune from a legal search by law enforcement officers. All rooms are checked for safety and to secure each building during breaks. Any violation of university Policy noted will be addressed through the university Conduct Process.

Health and Safety Checks

The Office of Residence Life conducts health and safety inspection of each room each semester to check for cleanliness and general conditions. Additionally, Residence Life staff may enter any room at any time if university has a reasonable concern that the health or safety or any person is in danger, or if the university has reasonable concern that its policies are being violated, that illegal acts are being or have been committed, or if damage to property is involved.

Cleaning

Residents are responsible for maintaining the cleanliness of their assigned space in the residence halls including university owned appliances, furniture and adjoining bathrooms. Failure to maintain standards can result in cleaning fees, conduct charges and ultimate removal from the residence halls.

Room Care

Students are expected to keep their rooms clean. Prior to vacations, room checks will be made by Residence Life Staff. Students are expected to participate in the special cleaning sessions just prior to Christmas and Spring Break and complete the following procedures:

1. Clean and vacuum your room
2. Empty wastepaper baskets (this is a must)
3. Lock windows and close shades
4. Unplug all electrical appliances (excluding aquariums)
5. Defrost refrigerators and leave door open.
6. All food must be stored in plastic containers
7. Lock room door
8. All residents must sign the check-out form

Break Periods

The residence halls will be closed during vacation breaks. Students requesting to stay in the residence halls during a vacation must make special arrangements with Residence Life at least two week in advance of the scheduled vacation period or otherwise noted in the Housing Agreement. Room rates do not cover vacation periods; a daily charge will be assessed to those who remain on campus.

Winter Break Checkout Procedures

During Winter Break, room checks will be made by Residence Life Staff. Students are expected to participate in the special cleaning sessions just prior to Winter Break and complete the following procedures:

Clean and vacuum your room.

1. Empty trash cans.
2. Lock windows and close shades.
3. Unplug all electrical appliances (excluding aquariums).
4. Clean, defrost, and leave the refrigerator door open (except Richenbach Suites).
5. All food must be stored in plastic containers.
6. Lock the room door, the suite door (if applicable), and the bathroom door (if applicable).
7. Students must remove all holiday decorations before leaving for winter break.
8. All residents must sign the break check-out form.

Room Change

Students are required to follow the established procedures if they are interested in changing rooms or roommates. They should discuss the circumstances with their Resident Assistant and with Residence Life. Unauthorized room changes will result in a fee. The student may move only after approval by Residence Life.

Request for space change will be considered on a case-by-case basis. In the event that a space change is requested due to roommate conflicts or concerns, the residents of the space will need to have taken part in

mediated conversations with student and/or professional staff prior to approval. Whether space changes are granted is at the sole discretion of the Office of Residence Life.

Roommate Departure

If a roommate moves out of the room, the remaining resident has three options. The student may:

1. Elect to retain a double room as a single room, space permitting, by paying the bed buyout rate;
2. Consolidate by moving to another vacancy in his/her hall; or
3. Have another student move into the room in order to retain the existing contract rate.

It is the student's responsibility to inform Residence Life of his/her wishes. Students living in a double room without a roommate who fail to respond to the consolidation process will be automatically assessed a bed buyout fee as established in the consolidation timeline. The Office of Residence Life takes extreme measures to attempt communication prior to assessing bed buyout fees in these cases.

Vacancies

Any vacancies that exist in rooms may be filled by the Residence Life without notice. Residence Life may consolidate rooms to full capacity when vacancies occur and may move students to another room when such consolidations become necessary. Such changes include relocating the Student from his or her room where there is a vacancy to another room where there is a vacancy, in order to make an entire room available for a pair of roommates.

Withdrawal/Contract Termination

The university may terminate a student's housing/food service contract at any time and require the individual to immediately vacate the room and building for the following:

- violation of university policies,
- failure to comply with the conditions of the contract,
- unresolved financial obligations with the university,
- Involvement in actions or activities contrary to the health, safety, welfare, or security of others,
- disruptive behavior, or
- loss of student status.

Immediate Withdrawal Check-out Procedures

In the event of an immediate withdrawal during the semester, students will be notified through ERezLife of the required checkout procedures. Students have 24 hours to vacate their residence and check out following normal checkout procedures. Failure to do so may result in the disposal of their possessions and rekeying of the door. In the event that students are not able to follow this procedure, prompt communication with the Director of Residence Life & Housing or the Vice President for Student Success are essential so that all parties are aware of what needs to be done and when it will be done.

Laundry

Washers and dryers are located in each hall for the convenience of students. Any mechanical difficulties should be reported through the [CSC GO app \(https://www.getcscgo.com/\)](https://www.getcscgo.com/). Then simply select "Request Services" and the CSC GO app will lead you through the reporting process.

Losses

The University is not liable for damage or loss of personal property, including money kept in the Student's assigned space or in other areas of University housing. Because the University does not provide property insurance, Student is encouraged to secure personal renters/parents' homeowners insurance. To prevent thefts, students should keep their rooms locked. All losses should be reported to Residence Life.

Lounges & Communal Spaces

Floor lounges may be used for visiting and studying. All floor lounges are designated as public spaces and are available for student use except for designated vacation periods and other times that the residence hall is closed.

Quiet Rooms

Each Residence Hall has at least one Quiet Room. These rooms are intended for residents to be able to have important phone call, private conversations, online counseling, study, etc.

Programs

The residence hall staff will offer a variety of social and educational programs each semester. Students are encouraged to become active participants in residence hall programming.

RESIDENCE LIFE CONDUCT:

Students and their guests are subject to the all residence hall policies as published in the Student Handbook and the Community Code of Conduct.

Prohibited Items

Residence Life has designated certain items as prohibited in all residence spaces. Possession of prohibited items can result in confiscation, student conduct charges and monetary fines. Items that have been confiscated by Residence Life staff will not be returned.

- Candles (even just for decorations)
- Appliances with open coil heating units (e.x., Pizza Pizzazz)
- Appliances over 1000 watts
- Toaster/Toaster Oven (allowed ONLY in Suites)
- Iron Gym/ Door Gym
- Air Conditioners
- Electric Heaters
- Halogen Lights
- Double Sided Foam Tape
- Bed Risers (over 10")
- Hover Boards
- Surround Sound Systems
- Pets (other than a fish in a 10 gallon tank or smaller)
- Sources of ignition that include but are not limited to: incense, lanterns, charcoal, lighter fluid, Bunsen-type burners and propane.
- Non-weapon items that closely resemble weapons or ammunition
- Alcohol paraphernalia or any item with a logo or branding from any alcohol related company
- Any decoration or other item that encourages the use of alcohol or drugs

Certain prohibited items may carry an automatic fine and conduct charges will be imitated if caught in possession.

- Weapons
- Fireworks/Other Explosives
- Alcohol
- Illegal Drugs
- Hookah
- Vape pens, pods or any liquid nicotine products
- Orbeez Guns and Orbeez – *Automatic minimum \$500 fine*
- Stolen MMU Property – *Automatic minimum \$500 fine*

Shared Responsibility

Common areas of the residence halls (lounges, study areas, lobbies, restrooms, hallways, laundry areas, etc.) are designed for the use of members of the residential community. It is the responsibility of every member of that community to help maintain these common areas and ensure they are in good condition. When damage occurs in public areas that is outside of regular wear and tear, the Office of Residence Life will work with appropriate parties to find the individual(s) responsible for the damage. When identified, individual(s) may be held responsible for any damages or restitution necessary or appropriate for the damage repair or replacement. When damages are repetitive, extreme, or formal warnings regarding such behavior are given from the Office of Residence Life are disregarded, a community charge may be assessed to a floor or residence hall if damage occurs in a common area and the responsible parties cannot be identified.

Electrical Appliances

Space heaters, portable grills, and any appliance with exposed coils (such as pizza pizzaz or toaster ovens) are not permitted in the residence halls.

Firearms and Archery Equipment

Possession of firearms and ammunition of any kind is prohibited within the residence halls. Archery equipment is also prohibited in the halls.

Noise

Students are expected to be considerate of other residents at all times. This includes respecting student's right to sleep and study. Efforts should be made to keep the sound level confined to the individual's room. Each resident is expected to initially confront any noise problem that is of concern to him/her and to call upon the Resident Assistant if assistance is needed. The residence hall staff and floor members can determine more specific quiet hour policies should the need arise.

Courtesy Hours

Each resident has the right to be able to study in his/her room at any time without being disturbed. Courtesy hours, periods when a quiet atmosphere is maintained, exist normally weekdays (Sunday – Thursday) from 9:00 p.m. to 8:00 a.m. and on weekends (Friday – Saturday) from 11:00 p.m. to 8:00 a.m. Quiet hours during exam periods are in place on a 24-hour basis. A reasonable level of quiet is expected in the residence halls at all times.

Abandoned Property

Residence Life will notify students of any personal property such as bicycles, refrigerators, computers or other electronic devices, chairs, desks, televisions, and any other personal property left or abandoned by the Student or his or her guest. Said property must be claimed within 10 business days of notification. Unless claimed by the student, the items shall be deemed abandoned and therefore property of the University. The University may use, destroy, sell, or otherwise dispose of the personal property in University's sole discretion after no claim has been made for it within 10 business days. The University will rely on the student's MMU email address for all notifications.

Pets

For sanitary and health reasons, pets may not be kept in the residence halls. Aquariums (10 gallons or less) will be allowed for fish only.

Game Cleaning

Game cleaning is prohibited within the residence halls.

Window Screens

Window screens are not to be removed from the windows or unlatched at any time.

Decorations

Students are encouraged to use discretion when decorating their rooms and hallways to avoid hazardous conditions. Live Christmas trees and branches present a fire hazard and are not permitted in student rooms. Caution should be taken when using lights on window frames due to the increased potential for electric shock. Students must remove all holiday decorations before leaving for winter break. Students are not allowed to use alcohol or drug paraphernalia to decorate their rooms. Any item that depicts, encourages, celebrates alcohol or drugs or contains a logo for an alcohol- or drug-related company, will be confiscated, not returned to students, and disposed of immediately.

RESIDENCE LIFE SAFETY & SECURITY:

Building Security

All occupants must secure keys for their rooms from the Office of Residence Life and are expected to keep the room locked when unoccupied. Lost keys should be reported immediately and the Student is responsible for the cost of re-keying/replacing the key.

Students are responsible for his or her key/access card and keys/access cards should not be shared.

Propping of doors or altering card access points is a risk to the safety of the residence community and is strictly prohibited. This may include exterior access doors and access doors between halls, at the discretion of the Office of Residence Life and Office of Campus Safety. All propped doors or concerns with card access points should be reported to Campus Safety.

Tampering or vandalism of doors/locks that alters the functionality of card access points or the overall safety of the building will result in a minimum fine of \$500. Propping open a door for any reason without authorization from the Office of Residence Life will result in a minimum fine of \$100.

Fire Procedures

If you discover a fire, sound the alarm and leave the building by the nearest exit. Call the fire department by dialing 911 and contact Campus Safety at (605) 661-9883.

Fire procedures and contacts are located on the Emergency Quick Guide posted in each residence hall room. Residents are responsible for knowing appropriate emergency exits and the evacuation route. Fire Drills will be run periodically throughout the semester.

The fire alarm system in Whitby and Bede sounds like ringing bells. In all other buildings on campus the alarm system sounds like a buzzing horn. When the alarm sounds everyone is expected to leave the building and to remain outside until the building has been cleared by professional staff. In Richenbach Suites, there is an alarm and a voice recording announcing the fire alarm.

Safety Escort

An escort is provided on campus during the hours Campus Safety is on duty. Students who are interested in requesting this service may call Campus Safety by dialing (605) 661-9883. A staff member will meet you and walk with you to or from a location on campus.

Tornado & Severe Weather Procedures

Designated severe weather procedures and areas of safety are posted in each building and on the Emergency Quick Guide on each residence door. Residents are responsible for knowing appropriate emergency procedures and the severe weather route. Weather Drills will be run periodically throughout the semester.

The university's tornado alarm system makes a sound like a siren. The city's tornado alarm is one long continuous blast. In case of an approaching tornado move to a safe place on the lower level of the building and stay away from windows.

IT POLICIES AND PROCEDURES

ACCEPTABLE USE POLICY:

All student email and portal accounts are Mount Marty University property and must be used in accordance with Mount Marty University policies and procedures. By accepting a MMU account you consent and agree to adhere to these terms and conditions. Authorized users must not engage in unacceptable use of MMU IT resources, which includes but is not limited to the following: Violation of federal, state, or local laws; institutional policies, rules or guidelines; or licensing agreements or contracts; Outside employment, commercial activities, or other forms of private financial gain. More detailed information in relation to this policy and procedures can be located [Lancer Solutions](#).

SUPPORT POLICY:

Mount Marty University is committed to ensuring that students have access to technology resources required to support our mission of education, scholarship and service. The following guidelines and requirements are meant to ensure those resources are secure, easy to use and available when needed.

Personal Laptops/Desktops Guidelines

Most students prefer to bring their own computing device. We support wireless network access and printing on most devices with modern, up to date, operating systems. The specifications below are known to work with our vendors. We are here to help with any of your technology needs but support for any personal devices or operating systems is on a best effort basis.

- A laptop running Windows 10 (Professional recommended) or later, MAC OS 10.11 or later.
- A computer that has at least a 2.4 GHz processor
- A minimum of 8 GB of RAM
- 256 GB hard drive or larger
- Wireless capable
- An Ethernet port and HDMI port are recommended
- Some classes may require a webcam for online sessions
- A manufacturer's warranty is highly recommended
- Chromebooks and Windows 10/11 computers operating in S mode are known to have compatibility issues with software required by students.

The Mount Marty Helpdesk is unable to provide hardware support for devices that are not owned by the university. If it is determined that your issue is hardware related, you will be referred to your hardware manufacturer or local IT resources to resolve the issue.

Adjunct faculty personal laptops that meet the above requirements are supported in accessing MMU systems needed for employment.

Mobile Devices

The Mount Marty University network provides connectivity, campus email and printing support for mobile devices running the latest versions of IOS, Android and Windows Mobile operating systems. Mount Marty help desk staff are knowledgeable about most devices but any device not owned by the university is supported on a best effort basis.

Wireless Access

Mount Marty University provides state of the art wireless services in all buildings at our main campus as well as the Sioux Falls location. The primary purpose of the wireless network is to support our mission but is also available for appropriate personal use as allowed in our acceptable use policy.

Game Consoles

Game consoles may be used in dorm rooms using the available physical Ethernet port in each room. Most consoles and games work on the network but the help desk does not provide any support for these systems.

Other Network Devices

The connection of network devices not expressly allowed in this policy is prohibited. Devices such as wireless access points, switches, hubs, etc. threaten the security and reliability of the network. The use of these devices may result in the suspension of network privileges.

Software Provided By Mount Marty University

Specific software packages are used in some academic programs and departments across campus. While other packages can provide the same functions, there are significant convenience advantages to using one of the standard packages. Most instructors will be expecting assignments to be completed in standard formats. Mount Marty University has a published list of standards for software below. Recommendations for software used by students are the same as those recommended for university-owned computers and include:

- Office 365 Online or the Office 2013 (or later) suite of applications
- Web Browser - Chrome, Firefox, Microsoft Edge
- E-mail - Gmail
- Printing – PaperCut Mobility Printing
- IBM SPSS (see your instructor for eligibility)

Antivirus Software

Antivirus software is a critical security component and is a requirement for any laptop or desktop attached to the university network via wireless or wired connection. There are many free and paid versions of antivirus software available. Campus owned computers utilize Sophos Antivirus and the Helpdesk can provide best effort support with Sophos when used on personally owned devices.

The following Antivirus software are known to cause issues with the Mount Marty network:

- Webroot
- AVG
- Avast
- Firewall

The Mount Marty network is protected by a state of the art, next generation firewall. It is highly recommended that you also enable the built in firewall on your device or install a 3rd party application that provides firewall services.

Backup

There are numerous backup devices available including online storage and physical external USB drives. Several services offer "cloud" backups, such as Google Drive, Dropbox, OneDrive or iCloud. Students are responsible for maintaining and updating an adequate backup copy of their work product to allow them to

continue working in the case of a computer loss or malfunction. Prior to bringing your laptop to the Mount Marty Helpdesk for service, please backup all important files.

The Helpdesk is not responsible for lost or damaged files that result from any assistance, recommendations or service provided.

Network Abuse

The campus network is monitored for any threats against its stated mission. Access may be suspended for users violating the acceptable use policy, exhibiting malicious behavior such as hacking or virus activities or any other actions that threaten the security and reliability of the network. This may happen without notice and will remain in effect until the issues are resolved.

HELPDESK:

Questions or Problems? Contact the IT Helpdesk on the Yankton Campus Phone: 605/668.1561 E-Mail: helpdesk@mountmarty.edu Location: SLC 105, Yankton Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.

LANCER SOLUTIONS:

[Lancer Solutions](#) is Mount Marty University's comprehensive online support portal, offering students, faculty, and staff a centralized on-stop-shop to access a wide range of services and resources. Through Lancer Solutions, users can submit service requests, explore instructional articles, and find self-help solutions tailored to the MMU community's needs.

CAMPUS RESOURCES

BUSINESS OFFICE

Refer to the current [academic catalog](#) for full financial aid, payment and refund policies and procedures.

Billing Information

All students are billed on a semester-by-semester basis with charges applied to their accounts one month before classes start. Access billing statements and make payments via [LancerLink](#).

Full payment for each term is due by 5 p.m. on the Friday of the first week of classes unless students have established a payment plan with the Business Office. Summer payment deadlines may vary by start date, so please check with the Business Office. A \$250 late fee is assessed on accounts not paid in full unless there is a payment plan in place by the deadline. An 18 percent per annum finance charge will be applied to unpaid accounts.

If all accounts are not paid in full or if all loans are not in good standing, then you may be subject to no release of degree, grades, transcripts, employment placement credentials, and statements of withdrawal. Unpaid balance will result in registration holds.

Additional payment and billing information can be located on the [Business Office](#) website or [LancerLink](#).

CAMPUS MINISTRY

Mount Marty, the only Catholic University in South Dakota, values its rich Catholic and Benedictine heritage. Founded in 1936 by Mother Jerome Schmitt, OSB, Mount Marty builds on the 1500-year tradition of Benedictine values. Four of these – Awareness of God, Community, Hospitality, and Life-long Learning – form our core values. Mount Marty Campus Ministry, building upon these core values, provides all students with opportunities for spiritual growth, emphasizing servant leadership that is rooted in prayer and liturgy. Through involvement in Campus Ministry programming, be that a service project, a faith sharing group, or a liturgical celebration, students will be invited to discern how they might best put their gifts to work for the betterment of their communities, how God is calling them to serve.

The Office of Campus Ministry is located in The Raven, named after the raven that saved Benedict's life when a jealous priest tried to poison him. The Raven is a place where students will find welcome, acceptance and support in their time at Mount Marty.

The Office of Campus Ministry offers opportunities for involvement in liturgy (Masses and Liturgy of the Hours – prayer made up primarily of Psalms and readings from the Scripture); weekly Rosary; Bible Study; spiritual growth groups – for sharing faith and other aspects of university life; Service Trips; Catholic Leadership groups; retreats; Prayer Partners with Sisters from the Monastery & Mount Marty community members; spiritual direction, Benedictine Oblates, etc. Through these opportunities and activities, students, faculty, staff and administration grow together in their relationship with Christ and other members of our faith community.

The intention of a liberal arts education is to assist students in integrating body, mind, and spirit. Mount Marty Campus Ministry aids the faith community in this process of integration. Please make your experience

complete by coming to the Campus Ministry Center, The Raven, and getting involved in the numerous Campus Ministry activities available to you.

CAMPUS DINING

MMU Campus Dining daily service provides a variety of meal options available to students in our service locations with flexible serving hours to meet anyone's busy schedule. Meal plans are to be used for the enrolled MMU student who has purchased the meal plan. Dining dollars can be used at the student's discretion. The combined plan of board and room is required of all on campus resident students. Students residing in Suites are not required to carry a meal plan.

Meals are provided when classes are in session and will not be provided during break periods. Meal plans do not include Thanksgiving break, winter break or spring break. The calendar for all meals during the academic year is available from the Residence Life office. Any other interruptions to Dining Services will be announced by the Office of Residence Life via Mount Marty email.

Meal Plan Limits

Meal Plans may be utilized only by the student to whom it is registered

Any blatant misuse of Dining Service in Benny's Café or the Main Dining Room will result in conduct charges and potential financial charges associated with a meal plan.

Main Dining Hours of Service:

- **Hot Breakfast** Monday thru Friday: 6:30 a.m. to 9:00 a.m.
- **Lunch** Monday thru Friday: 11:15 a.m. to 1:00 p.m.
- **Dinner** Monday thru Friday: 5:00 p.m. to 7:00 p.m.
- **Saturday & Sunday Brunch** 11:15 a.m. to 1:00 p.m.
- **Saturday & Sunday Dinner** 5:00 p.m. to 7:00 p.m.

Benedict's Café Hours of Service:

Monday – Thursday: 7:30 a.m. to 9:00 p.m.

Friday: 7:30 a.m. to 3:00 p.m.

Meal Plans:

We currently serve 19 meals per week and have three meal plans for you to choose from to best meet your needs. A designated number of meal transfers is available for use in Benny's each week.

- **19 Meals/week Plan + \$50 Dining dollars/semester:** This meal plan gives you access to all meals available throughout the week in the dining room with an additional \$50 per semester for Benedict's Café or the Main Dining Room.
- **14 Meals/week Plan + \$150 Dining dollars/semester:** This meal plan includes 14 meals per week with \$150 per semester for Benedict's Café or the Main Dining Room.
- **10 Meals/week Plan + \$250 Dining dollars/semester:** This meal plan includes 10 meals per week with \$250 per semester for Benedict's Café or the Main Dining Room.

Dining Dollars: If you wish to add additional Flex dollars to your account, please call 668-1550 or 668-1553 or stop in the Dining Services office R203. We look forward to extending our hospitality to you. We trust you will

enjoy your dining experience here at Mount Marty University Campus Dining Services. Dining Services Director 668-1550.

CENTER FOR ACADEMIC EXCELLENCE

The Center for Academic Excellence provides students with peer and professional led academic support while encouraging opportunities for personal and academic growth. The Center acts as an integral link between student success and academics by providing a peer-tutoring service to aid Mount Marty University students with academic coursework. Students are also exposed to additional assistance with reading and writing assignments, the improvement of study skills and time management, preparation for taking objective and essay exams, and supportive sessions for math and science courses. The mission of the Center for Academic Excellence is to assist the university in maintaining standards of academic excellence and contribute to student retention by assisting students in their regular coursework, helping them develop skills necessary to effectively perform in the classroom. The Center further supports students in their career explorations and plan for extended education in graduate schools, medical schools and law schools and supports faculty and staff in their classroom teaching and other instructional activities.

Career Services Office

The goal of the Career Services Office is to assist students and alumni with their career-related needs. The office delivers a broad range of programs and services which include: testing for selection of college majors as well as for careers, graduate school application process, coordination of internship programs, mentor and shadowing programs, campus job fairs, and career-related workshops and seminars. The Career Reference Library has up-to-date reference materials for the job search process, graduate school application process, career testing, scholarship information and study abroad resources.

LIBRARY SERVICES

Fall and Spring Semester Regular Hours Monday – Thursday 7:30a.m. - 10:00 p.m. Friday 7:30 a.m. - 5:00 p.m. Saturday 11:00 a.m. - 5:00 p.m. Sunday 1:00 p.m. - 10:00 p.m. *Changes due to holidays will be posted.*

Summer Hours Monday – Friday 8:00 a.m. - 5:00 p.m. Closed Weekends & Holidays *Changes due to holidays will be posted. You can also call 605-668-1555 for current library hours.*

Services

- Research assistance
- Book & media checkout
- Interlibrary loan
- Reserve materials
- Computers
- Conference/study rooms
- Photocopies, scanners and printers (including color)
- **Print/Electronic Resources**
 - Books, eBooks, reference materials, children's books, DVDs, CDs • Journal and newspaper databases (numerous general and specialized databases) • Online catalog

LANCER LOCKER

Hours and contact information:

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

**Hours subject to change with notice and will be posted on Lancer Locker doors*

(605) 668-1540

Email: lancerlocker@mountmarty.com

Website: www.store.mountmarty.edu

Come to the Lancer Locker for MMU merchandise and apparel, postal services, school and art supplies, gifts, greeting cards, novels! Follow our social media pages for helpful information and to see what's new.

Textbooks

Textbooks may be purchased through <https://bookstore.mbsdirect.net/mountmarty.htm>. Simply enter your course schedule and select your preferred text format. You can have your books shipped to your home or to the Lancer Locker for you to pick up!

Bookstore Policies

The Lancer Locker accepts the following forms of payment: check, cash, credit or debit card, store gift certificates.

Returns

Sportswear refunds will be given within 60 days of purchase, must be in original conditions with tags and receipts.