

# A Community Guide & Student Handbook

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*Building a Community of Learners*  
2008-2009



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## **BUILDING A COMMUNITY OF LEARNERS: A COMMUNITY GUIDE AND STUDENT HANDBOOK**

The Student Handbook is published by Student Services and is only available as an online publication. All Alverno College students are responsible for knowing and adhering to the policies stated in the handbook. You may view it, print it, or save it to your local disk and review it whenever you like. This guide presents a statement of institutional policies and procedures, behavioral policies and the student conduct process as of August 1, 2008.

## **NON-DISCRIMINATION STATEMENT**

Alverno College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. The College is also committed to nondiscrimination on the basis of handicap, sexual orientation, creed or sex. At the graduate level, men and women are accepted.

## **DISCLAIMER STATEMENT**

All Alverno College students are responsible for knowing and adhering to the policies stated in this handbook, which is published annually as part of the Alverno College Catalogue. The Catalogue contains the following documents

- Alverno College Bulletin (Undergraduate Weekday and Weekend and Graduate)
- Course Offerings Booklet (on line)
- Building a Community of Learners: A Community Guide and Student Handbook (on line)
- Department Program Handbook (on line)
- Residence Hall Handbook (if a resident)
- Academic Evaluation (on line)
- Undergraduate Student Validation Report (on line)

These documents describe the philosophy of our teaching and learning, the courses offered each semester, the resources, support services, information and policies at Alverno College. These are subject to change without previous notice. Any information, deletion, or revision is effective upon its approval by the appropriate committee, department or official of Alverno College. Please read each of the Catalogue documents carefully.

# Alverno College At A Glance

## COLLEGE SEAL



The College's motto is: *In Sanctitate et Doctrina*. It appears, as above, in the seal in the chapel lobby floor and in the floor of the Rotunda. *In Sanctitate et Doctrina* (in holiness and learning), was incorporated into the college seal by the faculty on March 7, 1940. Learning, an idea familiar to all of us, may seem strangely joined to the less familiar idea of holiness. But if holiness is thought of in terms of truth about oneself and service to others, then joining holiness to learning seems altogether fitting. Alverno is a place of learning and holiness, made richer by those who live and learn together and made stronger by our service to others.

## MISSION STATEMENT

Alverno College is an institution of higher education dedicated to the undergraduate education of women. The student – her learning and her personal and professional development – is the central focus of everyone associated with Alverno. Alverno extends its mission of service and strengthens its ties to the community by offering graduate programs to both women and men. Agreement regarding this mission is evident throughout the college in its publications and operating philosophy. It is the recurring theme in messages of the Board of Trustees and the president of the college, in catalogs and educational publications, and in the daily approach of faculty and staff to their work. The college's accomplishments are measured by how well we carry out this central mission.

The following major purposes provide direction in the pursuit of our mission as well as a means of evaluating the level of its attainment at any given time. These purposes are stated in the present tense to communicate our belief that creating an institution and programs appropriate to the educational needs of women in the 21st century is an ongoing work. The four purposes are:

### Creating A Curriculum

The curriculum, designed by faculty as the major source for student attainment of educational goals, includes both a philosophy and a program of education. It is:

- ability-based and focused on student outcomes
- integrated in a liberal arts approach to the professions
- rooted in Catholic tradition
- designed to foster leadership and service in the community
- flexible, to accommodate the educational goals of women with diverse responsibilities
- affordable, to accommodate women's economic circumstances

### Creating A Community Of Learning

The personal and professional development of students requires an environment in which expectations regarding learning and development hold for faculty and staff as well as for students, and in which policies, structure, and procedures support those expectations.

Faculty and staff, therefore, make explicit their goal of creating a community of learning to ensure that the institution they are responsible for serves all its members: students, faculty, and staff.

### Creating Ties To The Community

In support of its mission, Alverno faculty and staff work in partnership with business, industry, and the professions, so that Alverno's curriculum effectively prepares women to enter or continue in the world of work as it is now, as well as to contribute to where it is headed.

### Creating Relationships With Higher Education

As colleagues in a diverse set of professions comprising higher education, Alverno faculty and staff hold themselves responsible to contribute to the development of undergraduate education nationally and to elicit from colleagues constructive criticism of their teaching, scholarly, and research activity.

## WHY IS THE COLLEGE NAMED ALVERNO?

Alverno takes its name from a 4,000-foot mountain that rises gently from the plains of central Italy near the village of Assisi. It is widely known because of its importance in the life of St. Francis of Assisi. Nearly 800 years ago, St. Francis climbed Mount Alverno and built a small hut on its grassy slopes. Reflection and study were an important part of St. Francis' life, and Mount Alverno became a favorite retreat for himself and his followers. It was here that he wrote his "Song of Praise," a moving song to the glories of creation. Among Franciscans, "Alverno" came to symbolize a vantage point, a place to gain deeper insight into life's meanings and to help others gain such insights also. When the School Sisters of Saint Francis established a liberal arts college in Milwaukee, the name embodied their highest hopes for the school. They wanted it to be a place where women could find a focal point, a place where they could complete their own climb to self-understanding and discover their own "Song of Praise." Today Mount Alverno attracts visitors world-wide wanting to see the places and vistas so treasured by Saint Francis. Thousands of miles west, Alverno College honors its namesake by drawing students from throughout its region and globally who seek the wisdom to make a greater difference in their lives ahead and the world around them.

## MISSION STATEMENT OF STUDENT SERVICES

The mission of Student Services is "to partner with others to develop a community of learners and implement student programs and services that engage students in exploring and developing their full potential." To accomplish our mission, we consistently promote:

**Engagement** - We believe that student involvement enhances learning inside and outside the classroom and that when a student is meaningfully engaged, connected and integrated into this community; it generates a sense of belonging. This community may be in the classroom, the residence hall, on the athletic field, in a student group or with other subgroups of students on campus. Our role is to

- champion student needs and interests and encourage them to take part in the life of the College
- create an environment where students explore and demonstrate their leadership and effective citizenship skills
- offer leadership development through student staff programs, leadership training, campus activities, educational programming, and service programs
- provide opportunities for students to expand their experiences with the abilities and integrate them into their personal and professional lives.
- connect students with peers, faculty, and staff so they find multiple means of support
- assess and address student concerns and provide coordinated services that meet their needs
- remain professionally informed and provide the best possible experience for Alverno students

**Holistic Development**—We believe that a campus that is supportive and promotes holistic development builds a happier, more productive and satisfied campus community. We use the Wellness Model, created by the University of Wisconsin-Stevens Point, as a framework for planning. This model promotes a healthy lifestyle focusing on seven dimensions: physical, values/spiritual, academic/intellectual, career, environmental, social-cultural/leadership, and emotional. Our role is to promote wellness programming through Campus Ministry, Counseling and Health Services, Residence Life, Student Life and Student Services.

**Personal Responsibility** – We create a culture of respect that treats students as individuals who are responsible for their choices and their own lives. We believe that responsiveness to the individual, however, must include the long-term welfare of the group. Our role is to

- promote a sense of community where students take ownership and responsibility for their lives
- create an environment that respects differences
- support as well as challenge students in their development
- hold students accountable for their choices
- encourage students to perform to their highest potential

**Collaboration** – We work with others to accomplish our work. Our role is to

- work with students, faculty and staff to promote a caring community
- share our expertise with others
- build relationships with other campuses, agencies and businesses to extend the learning environment beyond Alverno College
- plan programs to involve students in the wider community

# Academic Information & Policies

This section outlines academic information and policies for all Alverno College students. While it is intended to provide a basic understanding of college policies and an introduction to academic resources, this information is not all-inclusive. Additional information is contained in the College Bulletin (Weekend, Weekday and Graduate), the Course Offerings Information available online, Department Handbook (if available), the Resident Handbook (if a resident), the Student Validation Report, and the Academic Evaluation. Updates or clarification of policies affecting students are featured in Campus News Net, the weekly student emails.

## ACADEMIC ADVISING – UNDERGRADUATE

Advising assists you to develop yourself academically, personally, and professionally to become an independent and aware learner and to adapt to the academic environment.

### Student Responsibilities

You have a large responsibility in the advising system and should take the initiative in seeking advisement. Your responsibilities are to:

- Know the name and office location of your academic Advisor.
- Schedule appointments as needed during the academic term and be prepared for the meeting by bringing pertinent information and materials.
- Keep scheduled appointments or reschedule by calling or stopping in the Advisor's office.
- Organize and become familiar with the Academic Evaluation, Student Validation Report, College Bulletin, Course Offerings Information, IOL, and program and graduation requirements.
- Consult with your Advisor concerning registration and changes in your schedule (i.e., changing sections, adding or dropping classes, changing major(s) and/or support(s)).
- Consult with your Advisor when you are having academic difficulty to problem solve, self-assess, and develop a plan for addressing/overcoming challenges to your own learning.
- Become familiar with other campus resources (i.e., Academic Computer Center, Career Education, Counseling, Health Services, Library Media Center, Math and Writing Resource Centers, Student Financial Planning, Student Services).
- Consult with your Advisor before transferring to another college, taking a student-on-leave, or taking an official withdrawal.
- Set goals and make decisions based on consideration of information, alternatives, and personal values.
- Explore consequences of your choices and accept personal responsibility for them.

### Advisor Responsibilities

Academic Advisors are dedicated to the educational, personal and professional development of students. They are committed to providing students with high quality service. They do this by being accessible, by providing accurate information and by maintaining a caring and supportive environment. They reinforce practice of the eight abilities and assist you to become a self-directed learner. They treat you honestly, respectfully, courteously, and are sensitive to student differences. Advisor's responsibilities are to:

- Monitor your performance and progress in academic pursuits.
- Meet with you as necessary.
- Be available during registration periods to assist you to plan each semester's program of courses using the Academic Evaluation and Student Validation Report.
- Communicate a thorough understanding of the ability-based curriculum, college policies and procedures, and graduation requirements for your major(s)/support(s).
- Act as a reference and referral service with respect to other college support systems.
- Assist you to understand your past education achievements and how these are related to your present educational goals.
- Assist you to explore the consequences of your choices and to accept personal responsibility for them.
- Assist you to develop and implement a plan to address your difficulties when you are not achieving in accordance with your abilities.
- Monitor your progress toward graduation.
- Assist you in exploring and deepening your understanding of your chosen discipline and/or profession.

## Advisor Assignments – Undergraduate and Graduate

- **Weekday College Bachelor's Degree Seeking** – You are assigned to a specific Advisor, initially one from the Advising Office. Once you have completed at least one semester and have declared a major, you will be reassigned to an Advisor from your major department.
- **Weekend College Bachelor's Degree Seeking** – You are assigned to a specific Advisor from the Advising Office. Call the Advising Office to schedule an appointment when you need to speak with your academic Advisor. Weekend and evening hours are available.
- **Elementary/Secondary Education Licensure** -- You will be assigned to a faculty member in the Education Department.
- **WDC Certificate** -- A faculty member in the content department will advise you.
- **WEC Certificate** -- You will be advised by one of the professional Advisors in the Advising Office.
- **Undergraduate Certificate** -- You will be advised by an Admissions Counselor in the Admissions Office.
- **WDC Major Equivalency** -- A faculty member in your major department will advise you.
- **WEC Major Equivalency** -- You will be advised by one of the professional Advisors in the Advising Office.
- **Graduate Students** -- You will be assigned to a faculty member who teaches in your program.
- **College Transition Program** -- The CTP Coordinator will advise you until you begin the degree program.
- **WDC Peer Advising** -- During your first semester, Peer Advisors stay in touch with and assist you as needed. Each WDC Peer Advisor has attended Alverno College for at least two semesters and is in good academic standing.

## ACADEMIC STATUS

The Committee on the Status of Students is responsible for reviewing the academic progress of each Alverno College undergraduate and graduate student. During the semester and at the end of each semester, this Committee reviews students who are demonstrating academic difficulty including: not successfully completing courses and/or external assessments and/or not demonstrating the abilities offered in courses or assessments. Descriptions of the four academic status decisions follow. Note: In general, the academic progress of students who do not successfully complete a course/ability level/external assessment is reviewed each semester until the student demonstrates satisfactory progress.

- **Good Standing** - Students who successfully complete their courses and external assessments and demonstrate the abilities offered in these courses and assessments are in Good Standing.
- **Probation** - In general, students who (a) are unsuccessful in one or more courses or 5-6 credits of coursework and/or (b) are unsuccessful in a core course for the major and/or (c) continue to be unable to successfully demonstrate successful progress are on academic probation. Instructors of a student on probation are requested to complete a Mid-Semester Progress Report on the student's performance. These reports are routed to the student and her Advisor.
- **Probation with Warning** - When students continue to be unsuccessful in courses and/or continue to be unable to demonstrate successful progress, the College is concerned that the student may not be able to progress to graduation. The student is placed on probation with the warning that an unsuccessful next term may result in academic dismissal. Instructors of a student on probation with warning are requested to complete a Mid-Semester Progress Report on the student's performance. These reports are e-mailed to the student and her/his advisor.
- **Academic Dismissal** - If, in the judgment of the Student Status Committee, a student has been or continues to have unsuccessful courses/external assessments/ability levels, she/he may be dismissed from the College. Students in the Alverno Success Program, on Good Standing, Probation, or Probation with Warning may be dismissed.

The seriousness of a student's academic status is indicated by the specific status. For example, probation with warning is more serious than probation. When the Committee meets, they take into consideration:

- The student's most recent progress in her courses/assessments/validations
- Memo/notes from faculty and advisor(s) regarding progress
- Mid-Semester Progress Reports
- Attendance
- Letters received from the student. (Students are encouraged to write a letter to the Committee regarding their status.)

Students who continue to be unsuccessful in courses/assessments/validation are subject to a more serious academic standing. These may include but are not limited to dismissal, additional course prerequisites, credit limits, or special requirements.

Students are notified of their academic status and the resulting requirements through a letter from the Coordinator of the Status of Students Committee, Chairperson of the Committee on the Status of Students, or the VP for Academic Affairs. Students may appeal their academic status by sending a letter of explanation to the Chairperson of the Committee, Marlene Neises.

## ALVERNO COLLEGE CATALOG

The Alverno College Catalog actually consists of a number of documents published under a separate cover. They include the Alverno College Bulletin (Undergraduate Weekday and Weekend, and Graduate) the Course Offerings Information (published on line each semester), Building a Community of Learners: A Community Guide and Student Handbook, the Residence Hall Handbook (if a resident), the Department Handbook (if available), the Academic Evaluation and the Student Validation Report. Together, these materials contain the information you need to plan and progress through your studies at Alverno College.

### College Bulletin

- **Weekday College** --The Alverno College Bulletin is the official source of information about academic programs. This bulletin is available on-line. In it you will find detailed information about each major area of study, as well as general information about the college. The Bulletin is updated annually. The edition that is current for your semester of entry is the one that governs your academic program.
- **Weekend College** -- The Alverno Weekend College Bulletin is the official source of information about the academic programs available in the weekend timeframe. It outlines course sequences and learning objectives, and is available at Weekend College information sessions, from the Admissions Office, or on-line. The Bulletin is updated annually. The edition that is current for your semester of entry is the one that governs your academic program.
- **Graduate** -- The Alverno Graduate Bulletin is the official source of information about the graduate programs. It contains information about the curriculum, policies and procedures, and course sequences. The Bulletin is updated annually. The edition that is current for your semester of entry is the one that governs your academic program. This bulletin is available either on-line or in hard copy format.
- **Course Offerings Information** -- Course Offerings Info for each new term is published on-line and is available for students prior to registration. Alverno College reserves the right to make changes to the course offerings when necessary at any time prior to the start of the term. Registration information and college policies are located on-line on the Registrar's office web page.

## ATTENDANCE EXPECTATIONS - UNDERGRADUATE

Class attendance is a joint student-instructor decision. Instructors expect students to be responsible for coming to class on time. Consistent tardiness may be considered an absence. When students enroll in a course, they are accountable for all course requirements. Since classes at Alverno involve active participation through discussions, small group or laboratory work, attendance is expected. When extenuating circumstances arise, the student is expected to contact the instructor regarding making up missed work. The Advising Office may serve as a contact point for students with exceptional circumstances such as surgeries, extended illnesses, jury duty, etc. Instructors may advise a student to drop a course, or may decide that a student is ineligible to continue attending a course if attendance has not been regular or the student has missed the first class meeting. However, in both instances: If the student chooses to drop the course, it is the student's responsibility to 'officially drop' the course by contacting the Registrar's Office.

## CHANGE OF MAJOR AND SUPPORT POLICY

In order to change your major or support area, you will need to meet with your Advisor and complete a change of major/support form.

## COURSES TAKEN ELSEWHERE

In the event that it becomes necessary for you to take a course at another institution, permission must be obtained from the Department Coordinator of your major department, Department Coordinator of the concerned department, and the Academic Dean. A Permit to Take Courses Elsewhere is available in the Registrar's Office and must be approved prior to taking the course. A grade of "C" or better for undergraduate and "B" or better at graduate level must be earned in the course in order to receive transfer equivalency. An official transcript should be sent to the Registrar's Office upon completion of the course.

## CREDIT/VALIDATION BY ASSESSMENT

Meet with your Advisor to determine which opportunities are available for you, pending approval of the Coordinator of the department and/or Division in which the course is offered. Assessment Permit forms are available in the Advising Office. You may be eligible for two types:

- Transfer Credit Equivalency through demonstrated ability
- Coursework waived for prior learning experience.

## GRADUATE SCHOOL APPLICATIONS

If you are an undergraduate applying to graduate school, request that a copy of your transcript be sent to the schools where you are applying for admission. Do this as soon as possible, by filling out a request form in the Registrar's Office. Since you are the only person who can authorize that a copy of your transcript be sent anywhere you must make the request in writing. If you have difficulty filling out the application forms, seek help--faculty from your major department will assist you. Since many applications include a space for a GPA (Grade Point Average), explain that at the time of graduation, your transcript will include a written Statement of Evaluation, instead of a GPA. This Statement records the faculty's judgment about the nature and quality of your academic work. If you have any questions, contact your faculty Advisor. Students who are pre-Med, pre-Vet and pre-Dent may need to provide additional information about their academic progress in order to gain admission to their professional schools. If you are pre-Med, pre-Vet or pre-Dent, be sure to let your Advisor know, and she/he will be in contact with Academic Affairs to ensure that your records will contain the information you will need when you apply to professional schools.

## GRADUATION APPLICATION, AUDIT, AND GRADUATION

You need to complete an application for graduation prior to your expected graduation date. The Advising Office, Assessment Center and Registrar's Office review your file a year prior to your graduation to complete a graduation audit. These audits are selected according to the graduation date, listed in IOL on your student information page. You are responsible for updating your graduation date, it is **NOT** updated automatically. This review shows where you are in terms of meeting your requirements. Three areas of requirements are: Courses, Validations, and High School/GED and college transcripts. An application for graduation needs to be completed and will be mailed to you in the beginning of your final semester. All graduates should confirm their status regarding the closure of financial obligations. Bills must be paid in full in order to receive one's diploma and transcript. Our policy states that all graduates must meet with a Business Office representative and submit a plan for payment of tuition and outstanding fees.

## GRADUATES IN AUGUST

Alverno College believes in the value of participation in the commencement ceremony and the value of students sharing in the event with their colleagues. In order to accommodate this practice, the August graduates march in the December Commencement following their graduation date. The diploma is available after all tuition and fees have been paid in full and the course work is complete. The narrative transcript is mailed to the graduate. The name of the graduate appears on the commencement program with a footnote indicating the official graduation date. If for some reason, a graduate decides not to participate in the commencement ceremony, a General Permit from the Registrar's Office must be completed.

*Educational Policies Committee, February, 2005*

## GRADUATION RELATED EVENTS

On campus the Assoc. VP for Student Services coordinates events related to Alverno College's Commencement. If individuals would like to plan an event (e.g. Bestowing of the Kente), they are responsible to submit a proposal two months prior to the event to the Assoc. VP for Student Services for event approval. The event proposal should include the following

- the student(s) or alum(s) coordinator and the staff or faculty assisting with the event
- description and purpose of event
- requested date, time, place for event and rehearsal
- equipment needs (microphones, podium, video equipment, chairs, etc.)
- budget (The group is responsible for all costs. On campus fund raising is permissible.)

If approved, the Office of the Assoc. VP for Student Services will

- reserve the room and/or theater with the appropriate departments
- request equipment for the event if needed
- request staff if needed for the rehearsal and event

If approved, the group is responsible for coordinating the program materials and internal publicity. NOTE: The event is NOT a substitute for Alverno's commencement events. Student must participate in the graduation ceremony.

## **HONORS**

Undergraduate Students who excel in academic achievements and who, according to the judgment of their major and support area faculty and the Honors Committee, have met the criteria for honors, receive a personal citation and graduate "With Honors." The criteria for Honors are centered around two broad categories -- scholarly work within major and support areas of study, and application of that scholarship in the service of others. These two categories are rooted in the philosophy underlying the Alverno curriculum, which is effectively applying academic achievement with one's professional and personal life. Within these two categories, honors are awarded to recognize certain students' work, which goes beyond that required for graduation. The process for selecting honors students begins early each semester when the Academic Affairs Office requests nominations of students from the academic departments. Students are recommended by both their major and support area departments. The students' names are then sent to the Honors Committee along with evaluative statements citing specific evidence that shows how the student has met the criteria for Graduation with Honors. Students graduating with honors are recognized at the Honors Program held in May.

## **INDEPENDENT STUDY**

You may want to register for Independent Study for two reasons: it may be necessary for you to take a required course that is not offered in a particular semester, or you may want to pursue a specialized area of interest that is related to, but not part of, your regular studies. Registration for Independent Study implies that you are able to assume a major share of the responsibility for shaping a course, doing much of the work for the course in an independent manner, with minimal aid from the instructor. If you think you want to register for Independent Study, you must receive permission from the department coordinator and the instructor who agrees to work with you in the study. Permission from Ability Coordinators may also be necessary if validations are to be demonstrated. (Permission is recorded on an Independent Study request form, which is available from the Registrar's Office.)

## **INTERNAL TRANSFER**

It is sometimes necessary for a student accepted into the Undergraduate Weekday College program to transfer to the Weekend College program. The reverse is true as well; it is sometimes necessary for a student who was originally accepted into the Weekend College to transfer to the Weekday College program. A student wanting to make an "internal transfer" needs to meet with an Advisor in the Academic Advising Office. At this meeting the Advisor will review how the student's previous coursework, transfer credits and validations will apply to her new program. During her meeting with the evaluator, the student will complete a Change of Major Form.

## **PLAGIARISM AND MISREPRESENTATION OF AUTHORSHIP**

Throughout your studies at Alverno College, you are exposed to a variety of learning styles. In some classes faculty require you to complete assignments in small group work sessions, while in other cases they may require you to complete work on an independent and individual basis. Both experiences can be stimulating and rewarding. However, when submitting work for your courses, you need to remember that you have a personal responsibility to complete work in accordance with the instructions of your teacher and sound academic principles. This means standing behind your work as a contributing member of a team when collaborative work is required. It also means standing behind your work as the individual who thought it through and carried it out when independent work is required.

When you are required to consult with professionals outside the College or undertake research in the library in order to gather information necessary for the completion of an assignment, you need to make reference to the resources used. Whenever you refer to secondary sources, whether for direct quotation or paraphrasing, you must supply clear documentation with generally accepted standards. In other words, when you use another's thoughts in the exact words or with some words changed around, the source must be indicated.

Work required to be completed independently does not meet the above requirements if it is more the work of someone else than that of the person who claims it. To claim work that is essentially someone else's constitutes misrepresentation. Failure to document sources of information constitutes plagiarism. When such cases come to the attention of faculty, a department or school, faculty committee will review the situation and make a recommendation to the department or school, regarding the necessity of disciplinary action. After the committee reviews the situation, they may recommend to the Committee on the Status of Students that the student receive an unsatisfactory in the course for which the work was required, an assignment of a new equivalent assessment, dismissal from the College, or other disciplinary action.

For graduate programs, see the appropriate handbook.

## **SPECIAL SCHEDULES**

- **Mid-Semester Assessment Days (WDC Only)** Three assessment days are set aside each semester in the weekday timeframe. These days afford those directly involved in the academic process the opportunity to gain a mid-semester perspective on your progress. A special schedule for these days is posted, and you are expected to attend. This is an opportunity to participate in classroom, major department assessments and special program assessments.
- **"R" Weekend (WDC only)** during most semesters an "R" Weekend is scheduled as a mini-break in the semester to allow students and faculty to plan for the remainder of the semester. No regularly scheduled classes are held on this weekend.

## **STUDENT ON LEAVE**

If you wish to temporarily withdraw from Alverno, you may become a Student on Leave. To complete a transition interview and Student on Leave form, contact an Advisor in the Advising Office or your graduate advisor. You are eligible to be on leave for up to four semesters. If you do not choose to enroll at the expiration of your leave, your status is considered the same as a withdrawal. If you decide to return to Alverno at a later date, you must admit to the College through the Advising Office. As a Student on Leave, you may enroll at Alverno without applying for readmission. To register, contact the Advising Office or your faculty Advisor.

## **STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Alverno College follows the guidelines set forth in the Family Education Rights and Privacy Act (FERPA) of 1974 in maintaining the privacy of student records. Students have the right to inspect and review information contained in their education records. Students wishing to review their education records must make written requests to the Executive Director of Academic Services, listing the item or items of interest. No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student, except to

- officials of other institutions in which students seek to enroll
- agencies providing students financial aid
- accrediting agencies carrying out their accreditation function
- persons in compliance with judicial order
- persons in an emergency in order to protect the health or safety of students or other persons.

All these exceptions are permitted under the Act. Within the Alverno College community, only those members, individually or collectively, acting in the students' education interest are allowed access to student education records. Alverno College will attempt to notify any student whose records have been requested through judicial order. (Taken from "Family Education Rights and Privacy Act, Policy for Alverno College"- The entire policy is available in the Academic Services Office)

## **STUDENT RIGHT-TO-KNOW**

In relation to the Student Right-To-Know Act undergraduate graduation rates are available. Contact Marlene Neises, the Executive Director of Academic Services, for further information. She can be reached at 414-382-6014 or Alverno College, P.O. Box 343911, Milwaukee, Wisconsin 53234-3922.

## **TRANSCRIPTS**

The official Alverno College Academic Transcript consists of a record of achievement, i.e., a chronological record of all courses successfully completed and for undergraduates a history of demonstrated abilities. For students who graduate, a statement of evaluation (an overall assessment of your academic career at Alverno College prepared by your faculty is also included). Your transcript reflects the importance the college attaches both to the mastery of content and the ability to use knowledge effectively. Sample transcripts are found in the Appendix. If you wish to have a copy of your official transcript mailed to other schools or prospective employers, send a written request or complete request forms in the Registrar's Office. There is a charge for each transcript requested. The fee should accompany the request. No transcript can be issued for students who have not met their financial obligation to the college.

## **WITHDRAWAL FROM AN ACADEMIC PROGRAM**

An academic program is described as one of the following: teacher licensure, major or support equivalency, WEC certificate, and WDC sequence. If you want to withdraw from an academic program but remain at Alverno as a Special Student, you are expected to officially withdraw. You should contact an Advisor in the Advising Office to complete an Official Withdrawal Form. Your status as a Special Student will be effective the semester following your official withdrawal.

## **WITHDRAWAL FROM THE COLLEGE**

If you leave Alverno and do not intend to return at a later date, you are expected to officially withdraw. You should contact an Advisor in the Advising Office or graduate advisor to complete an Official Withdrawal Form. If you are academically dismissed or do not return within four semesters from a Student on Leave, you are considered officially withdrawn from the College. All officially withdrawn students must re-admit through the Advising Office if they desire to return to Alverno College. Students who are dismissed must also send a letter to the Student Status Committee explaining what they have been doing during their time away from Alverno and what their plans are for the successful completion of a degree from the College.

Any questions about Academic Policies?  
Contact the Advising Office, LA 221 or 414-382-6029

# Operational Policies & Procedures

## ACCESSIBILITY FOR STUDENTS WITH DISABILITIES

Alverno College makes every effort to provide accessible facilities and programs for individuals with documented disabilities. Our goal in working with students, faculty, and staff is to provide academic and physical accessibility, promote student independence, and maximize academic potential.

Any questions about accessibility?  
Contact the Coordinator for Student Accessibility, LA 404 or 414-382-6026

## ADVERTISING AND POSTING PROCEDURES

### Policy Statement

Student Services is responsible for posting all promotional materials and for maintaining posting areas. This policy does not apply to departmental bulletin boards. All materials for campus posting must be approved and stamped by Student Services. They will accept 15 flyers per event and will route and post these flyers across campus. Posting materials must be legible and include the following

- Name of department or sponsoring group.
- What, When, Where, Cost, How to Register, and Who to Contact for more information
- A blank 2"x2" space in the lower right hand corner for the Student Service approval stamp
- Error-free information and legible

Posting without an approval stamp or posted in undesignated areas will be removed. The approval stamp is neither an endorsement of the activity or of the quality of the publicity. The College is not responsible for damaged or destroyed postings. The following may advertise on campus:

- Alverno Sponsored Events
- Student Groups and College Departments
- External Groups and Individuals

### Content Guidelines

Student Services reserves the right to refuse posting non-college related material that may be a conflict of interest or violate campus policy, criteria, or procedure. Interpretation of content resides with Student Services. The following are not permitted:

- content that is threatening, harassing or invades the privacy of others;
- materials that imply pornography, contain explicit implied vulgarity, or contain pictures or statements perceived as obscene, offensive or insensitive to any religious, ethnic, age or gender group;
- and materials promoting, displaying or implying the use of alcohol or illegal substances.

### Mailbox Distribution

- The College mailboxes may not be used for selling or soliciting without sponsorship by an office, department or registered student group.
- Residence hall mailboxes are subject to federal statutes and policies governing the mail. All materials for residents of the halls must be individually addressed to the occupant of each room. Please check with Residence Life, 414-382-6372, for specific regulations concerning mailings or postings for the residence halls. Departments or student organizations may request address labels from Residence Life.

### Posting Guidelines

- Only one posting per event may be posted.
- Postings will be limited to 11" x 17" or smaller and will be approved for 4 weeks prior to the advertised event.
- Postings larger than 11" x 17" must be approved by Student Services and may not exceed 20" x 24". These postings will be posted 7 days prior to the advertised event.
- Postings may not cover up other postings.
- All postings and displays will be removed and discarded within 24 hours after the event.

### Posting Locations For On Campus Events

- Commons Lobby Bulletin Board Strips
- Athletic Breezeway Bulletin Board Strips
- Christopher Hall Bulletin Board Strip
- Student Life Bulletin Board

### For Academic Postings....

Postings advertising for study groups, assessment schedules, travel courses, resource center information, new course offerings and scholarship/financial aid information are limited to Alum Hall Bulletin Board Strip.

### For Jobs, Volunteer Opportunities, Off Campus Events....

- Bulletin Board outside of Student Services (AF 205)

### Postings are NOT allowed in the following areas:

- Chapel lobby walls
- Rotunda, Teaching, Learning and Technology Building
- Restrooms and elevators
- Doorways and windows
- Grounds, trees, shrubs, cars, snow
- Resident rooms and/or doors

### ADVERTISING RESOURCES

- **Alpha, Student Newspaper** - Submissions should be sent to [alpha@alverno.edu](mailto:alpha@alverno.edu). The newspaper staff reserves the right to accept, decline or edit any submissions.
- **Austin and Clare Hall Announcements** are made nightly in the residence hall. Send submissions to [lynn.kuhlman@alverno.edu](mailto:lynn.kuhlman@alverno.edu) 24 hours prior to the time the announcement.
- **The Mug Coffeehouse**  
Postings for The Mug must be approved through the Mug Manager, 414-382-6672.
- **Banner Paper** – This paper is great for banners, art projects, table decorations, etc. Paper is only accessible during Student Life business hours. All banners must be brought to Student Services for the stamp approval.
- **Button Machine** - This button machine creates 1½ inch buttons. Complete the Button Form and return to Student Services. Please provide front design inserts and allow one week for assembly. Button template can be downloaded from [alverno.edu](http://alverno.edu), click on Student Services.
- **Campus Newsnet** – Weekly email sent every Friday to all students, faculty, and staff. Send submissions to [studentservices@alverno.edu](mailto:studentservices@alverno.edu). Include a 1-2 sentence description, date, time, location, and contact information. Deadline: Wednesday by noon. Student Services reserves the right to accept, edit or decline submissions.
- **ETC** – Published and distributed to faculty and staff every Tuesday. Send submissions to [list.professionalsupportserv](mailto:$list.professionalsupportserv) or drop in the Professional Support Services mailbox in the Mailroom, LA 119. Deadline: Thursday for publication the following Tuesday.
- **Mobile Kiosks** – Five-sided mobile bulletin board units may be reserved in Student Services for two weeks at a time with a maximum of eight weeks in an academic semester unless authorized by Student Services. All items placed on the kiosk must be removable. Groups are responsible for removing items before or on the day the reservation ends. Displays not removed by this date will be discarded. The College is not responsible for any stolen or damaged displays.
- **Table in the Commons Lobby** – Table space may be reserved through Event and Space Coordination by using an Event and Space Coordination Form (forms available outside Student Services). Student organizations reserving a table must have this form signed and approved by the Director of Student Life.
- **Sidewalk Chalking** – Student Organizations who want to chalk sidewalks and walkways must submit a written copy of the message to be chalked to the Director of Student Life for approval at least 1 week in advance of the proposed date of chalking. Chalking is allowed on all sidewalks except for sidewalks in front of the Teaching, Learning, and Technology Conference Center and the LA Building.
- **Napkin Dispensers in Commons**  
Advertising space is limited to one week and must be reserved through Student Services, 414-382-6118. Reservations will be on a first-come, first-served basis. Inserts must be 5" x 6" in size and delivered to Student Services by 5pm Thursday. Inserts are limited to a quantity of 50 and will be removed and discarded within 24 hours after the event.

Questions about the Advertising and Posting Procedures?  
Contact Student Services, AF 205 or 414-382-6118

## **BUSINESS SOLICITATION**

No form of selling or soliciting is permitted on the Alverno College Campus without sponsorship by an office, department or registered student group. A member of the student group/department must be present during the event. Talk to the Director of Student Life for procedures for soliciting off campus donations.

## **CELL PHONES AND BEEPERS**

Alverno College strives to provide a positive learning environment for all students. Cell phones and beepers disrupt classes and quiet places of study. We ask your cooperation in turning off cell phones and beepers in the classroom and removing phone conversations from quiet places (e.g. library, computer center, and chapel).

## **CHILDREN ON CAMPUS POLICY**

Alverno College is deeply committed to creating an environment that maximizes learning and provides campus safety. This policy was designed to ensure both.

Children may not remain alone on campus: a parent or other responsible adult must accompany them. Alverno College cannot be responsible for children on campus under 17 who are not with a parent/guardian, in Childcare Services, or participating in college-sponsored programs. The following guidelines apply to children on campus.

**In the Classroom** - In general, attendance in a classroom is limited to the instructor, students who are enrolled in the course, and others who can contribute to the educational mission of the College. For example, the instructor may bring in guest presenters, or other educators may observe the course in order to evaluate the instructor or the curriculum. Exceptions to this policy are at the discretion of the instructor and of the College.

Generally, it is not appropriate to bring children to class. Should an unexpected event arise that would mean you must bring a child to a class in order to attend yourself, you must get prior permission from the instructor. The instructor will review the planned activities and determine whether the child would be reasonably safe and would not detract from the educational experiences of others. Please use your judgment to determine if the child is a distraction, if the content is appropriate, or if the child cannot sit quietly for the length of the session. If you must bring a child to class and have received prior permission from the instructor, it is your responsibility to bring appropriate materials to occupy the child quietly.

You are responsible for the safety and the well-being of your child. Occasionally, subjects raised in class may not be appropriate for children. If this is the case, or if the instructor asks you to remove the child, please do so.

Permission to bring a child to class cannot be granted under the following circumstances:

- The child is ill. If the child is too ill to attend her/his regular daycare, s/he is too ill to be in a classroom.
- The class meets in one of the TL labs. No children are allowed in the science laboratories. This is for the safety of all. If a room has mixed use, children will not be allowed in the room on lab days.

**In the Library, Media Hub, Commons, Lounges** - Children of Alverno students, faculty and staff are only allowed in these spaces when supervised by a parent or other responsible adult. Children in the Computer Center may use computers only when computers are available. The adult must be seated next to the child at all times. Children are expected to sit quietly and not disturb others. If the child becomes disruptive, you and the child may be asked to leave.

**In Austin and Clare Hall** - Childcare should take place off-campus or at Childcare Services. Only occasional and short-term visits by children in the residence halls are allowed. Children are not allowed to stay overnight in the residence halls except for college-sponsored events (e.g., Little Sibs Weekend, Family Weekend). During such events, the College requires a standard parental/guardian permission form for all persons under 17. Forms must be submitted three days in advance of the event.

**In the Fitness Center** - Children are not allowed in the Fitness Center.

**Resources** - If your child's school or care provider has planned closures, make childcare plans in advance. You may be able to share childcare with other students. Childcare is available on campus Monday through Friday and on WEC Saturday during the day but it requires advance registration. For information, call 414-382-6076.

*Student Service Advisory Committee, April 24, 2007*

Any questions about Childcare?  
Contact Childcare Services, 414-382-6076

## **DEATH OF A PARENT/SIBLING OF A STUDENT**

Please notify Student Services immediately in the event of the death of a student's parent or sibling. The Assoc. VP for Student Services will notify others in the College as appropriate, so that assistance can be offered to the student as well as to the family. Campus Ministry and Counseling are also available to offer support to others in the Alverno community who may have been affected by this death.

## **DEBILITATING OR LIFE THREATENING ILLNESS POLICY**

Alverno College recognizes that faculty, staff, and students with life-threatening illnesses may wish to continue to engage in as many of their normal pursuits as their condition allows, including education and work. Alverno College will give the same considerations to a person with a life-threatening illness as it does to persons with other health problems. Should administrative decisions with respect to participation by any student, faculty, or staff member with a life-threatening illness in college activities or continued work or study become necessary, they will be made on a case-by-case basis. The student's faculty Advisor, the Assoc. VP for Student Services and the Senior VP for Academic Affairs will make this decision. The College recognizes the importance of health education and awareness programs. These assist individuals to dispel any misunderstandings and deal with the facts, as they are known. The development and implementation of these programs is coordinated by Health Services. Members of the Alverno community with questions on health issues are directed to their physicians, the Coordinator of Health Services or community resources. Any questions regarding this policy can be addressed to the Assoc. VP for Student Services. Confidentiality in all areas of this policy will be maintained wherever possible.

*Approved by the Wellness Council, 1990*

## **DRIVING COLLEGE VEHICLES**

Only students, faculty and staff on the authorized list of drivers may drive Alverno vehicles. Human Resources maintains the authorized list of drivers and verifies the driving records on individuals requesting to drive a college vehicle and rechecks records annually. Requests to drive College owned vehicles are denied if the verification shows within the last three years: a record of six or more lost points; more than one accident for which the driver received a citation; or a record of driving while intoxicated. For information on registering to become a driver of Alverno owned vehicles, making reservations, insurance and costs, contact Plant Operations.

Any questions about the Driving Policy?  
Contact Plant Operations, LA B6 or call 414-382-615

## **EMERGENCY MEDICAL EVALUATION OR TREATMENT AND RETURN TO CAMPUS**

Any student who has needed emergency medical evaluation and/or treatment, or has been transported from the campus by emergency medical personnel, must meet with the Assoc. Vice President for Student Services or the Asst. Dean of Students prior to returning to class. The discussion will include:

- your treatment staff responsible for your ongoing care;
- your plan for your safety, including resources for you for 24 hour care in case you need that in the future; and
- A statement from your treatment provider confirming that you are well enough to continue in your classes and live in the residence hall (if applicable).

## **EMERGENCY MESSAGES**

If there is an emergency and someone at home needs to reach you on campus, they may call the Information Desk at 414-382-6000. Press zero for receptionist. Security will use your class schedule to locate you. If you anticipate an urgent call for any reason, notify the Information Desk to facilitate reaching you.

## **FITNESS CENTER POLICIES**

The Fitness Center is available to the Alverno community – students, faculty and staff. Faculty and Staff may bring one guest over the age of 18 to the Fitness Center. Guests must be accompanied by the member and must complete the Fitness Center training before using any equipment. No children (under age 18) are allowed. To use the Fitness Center, participate in the training session to learn how to use the Free Motion equipment and sign a membership Agreement Form and Waiver. Lockers are available in the Fitness Center and showers are available in the locker rooms. Members and visitors are required to

- sign in before using the Fitness Center
- wear proper attire, including shirts, tennis shoes and socks
- refrain from smoking and/or eating
- use only plastic containers with a lid for beverages

## **FOOD AND BAKE SALE POLICY**

This policy applies to all registered student organizations and athletic clubs interested in utilizing a food sale to generate funds for their organization or team. This policy is subject to review and modifications as necessary.

### Requirements

For the protection of the student organization/team and for those purchasing food, the following precautions must be taken.

1. The majority of products must be made by students or other members of the group, and sold by student members. Commercially-packaged products that specifically say "not for individual sale" are prohibited.
2. Food which requires refrigeration must be first approved through Student Life.
3. Beverages must first be approved through Student Life.
4. Food must be cooked thoroughly before being brought to campus or served. Food that needs to be warmed must be contained in chafing dishes or crock pots.
5. All "loose" food sale items shall be individually wrapped at the original point of preparation (i.e. cookies, cakes, brownies, etc.). Napkins or other appropriate materials must be provided to pick up food items that are not individually wrapped, such as rolls, or they should be individually bagged prior to sale.
6. All food handlers must wear gloves when working with food that is not individually wrapped.
7. Food sale items shall be transported in a covered, dust-proof container.
8. Individuals conducting the baking, wrapping or sale of food shall thoroughly wash their hands before handling the product.
9. Apply good sanitation practices in the storage, preparation, and display of food.
10. All products must be labeled with a list of the ingredients.
11. A sign or placard stating "Homemade/Not Inspected" must be posted at each sale location; as well as "Food may contain nuts, dairy and other allergens."

In order to ensure the same opportunity be given to all interested groups, organizations or teams wishing to have regularly scheduled food sales, groups are limited to two (2) food/bake sales per semester. Depending on the number of organizations, the Director of Student Life has the authority to further limit the number of, or allow additional, food sales by an individual student group. No more than one (1) student organization or team may hold a food sale per day, except under unusual circumstances.

*Approved by the Student Service Advisory Committee, April 2008*

## **INSURANCE**

Alverno College strongly recommends that each student obtain and verify health insurance coverage while attending classes. The college does have a health insurance plan available for purchase. Brochures are available in Health Services. All payments are made directly to the insurance company. Students are encouraged to read the coverage carefully and address any questions to the insurance agents.

Any questions about Insurance?  
Contact Health Services, AF 203C or 414-382-6319

## HEALTH REQUIREMENTS

Immunizations are optional for commuter students. If students have a medical concern or if religious beliefs prohibit immunization/testing, a signed statement from a health care provider or clergy is required for exemption.

### Health and Immunization Requirements

Immunization	International Students	Resident Students	Notes
Measles Mumps Rubella	Require	Require	Not offered to adults. Not required if born before 1957.
Polio	Require	Require	Not offered to adults.
Tetanus Diphtheria	Require	Require	Booster required every 10 years. Offered at Alverno \$35.
Varicella	Require	Require	Or proof of disease – Not offered at Alverno.
Meningitis	Strongly recommend	Strongly recommend	Resident students must sign Wis.State affirmation. Offered at Alverno \$89.
Hepatitis B	Strongly recommend	Strongly recommend	Adults have 3 shot series. Offered at Alverno \$50/shot.
Influenza	Recommend	Recommend	Offered annually at Alverno \$20.
Pneumovax	Optional	Optional	
Tuberculosis screening	Required of all countries of origin	Optional	Offered at Alverno \$6

**Tuberculin Skin Testing** – Many programs at Alverno require annual testing for tuberculosis. This may be done at your personal physician, outside clinic, or Student Health Services. Health Services offers TB testing at a cost of \$6. All international students, regardless of country of origin, are required to have proof of tuberculosis testing prior to arrival at Alverno.

**International and Exchange Students** are required to

- Purchase the Alverno College Student Health Insurance. The student health insurance plan meets the J-1 visa requirements as outlined in U.S. regulations governing that visa category (contained in 22 CFR 62.12). The cost of the insurance premium is part of the academic billing and will be payable upon arrival on campus.
- Submit the completed Health History, and Immunization Forms. Completed forms need to be submitted to the International and Intercultural Center prior to arriving at Alverno College.
- Show proof of Tetanus-Diphtheria, Measles-Mumps-Rubella and Polio vaccinations, as well as proof of a Tuberculosis test done within the year required before moving into the residence hall.

Any questions about Health Requirements?  
Contact Health Services, AF 203C or 414-382-6319

## IDENTIFICATION CARD POLICY

All new students and employees at Alverno College are issued their first student, employee and nursing clinical identification card at no charge. For purpose of identification, students and employees are encouraged to carry their Alverno College student identification card at all times. Failure to produce a valid ID card when requested by a College official, fraudulent use of the card, and/or transfer of an ID card to another person, may result in confiscation, loss of privileges, and/or disciplinary action. The ID card can be used for the following:

- The ID card is required for services in the Library and Media Hub.
- It may also be required for other College activities and services.
- Money can be put on your ID to purchase items in Dining Services for a 10% discount.
- ID cards may be used for appropriate educational discounts and admission to facilities at other institutions, etc.

**The Card** - The Alverno identification card is intended to be used the entire time you are associated with Alverno. It is not necessary to obtain a new card each semester. In order to prevent unauthorized use, it is the individual's responsibility to report a lost or stolen ID card to Student Services and obtain a new card. People with monetary balances on lost or stolen cards must also contact Dining Services immediately. Alverno College is not responsible for any loss or expense resulting from the loss, theft, or misuse of this card. Once reported lost or stolen the lost card will be deactivated.

**Replacement Cards** – can be obtained through Student Services, AF 205 with the payment of a \$15 replacement fee. There is no charge for a replacement card for the following:

- **Damaged Cards** - Over time, cards can become damaged or unreadable. Alverno will replace a damaged card for free upon receiving the damaged card. Alverno reserves the right to charge for replacement of a card damaged due to neglect, misuse, or improper care.
- **Name Changes** - A name change must be entered and processed through Interactive Online before a new ID card will be issued for students. Alverno will replace a card with a name change for free upon receiving the old card. Employee preferred first name and/or last name changes must be completed in Human Resources before an ID card will be issued.

Questions about ID's?  
Contact Student Services, AF 205 or 414-382-6118

## LOCKER USAGE

Lockers are available in the LA Building and CH Building on a first-come basis. Lockers are intended for your use throughout the school year. Students and employees must provide their own lock, complete the registration and return it to Security, LA B6. The College accepts no liability for losses. In May prior to graduation, students and employees are notified to clean out lockers so that annual cleaning can happen during the summer. Lockers are available for sign up again in August. There are also day lockers available in the Rotunda in the Learning and Teaching Conference Center.

## PARKING

Parking at Alverno College is available on a first come basis. Parking is unrestricted except for areas reserved for visitors or designated spaces. All State of Wisconsin and City of Milwaukee laws pertaining to motor vehicles apply on campus. Alverno College accepts no responsibility for loss or damage to any vehicle or its contents, however caused, while parked in the parking structure or any College parking lot. For overnight parking, call the Security Department for approval and instructions. The following are some of the parking violations:

- Parking in handicapped spaces, crosswalks, fire lanes, loading zones, non-designated spaces, visitor spaces, roadways, or parking in a manner that obstructs traffic.
- Vehicles using more than one space, driving through a barricaded area or driving on the wrong side of the roadway.

Campus Parking and Driving Regulations are enforced by the Security Department. Enforcement includes patrolling the campus and ticketing vehicles in violation of regulations. Fines (other than the City of Milwaukee tickets) are payable in the Business Office upon receipt.

- The fine for the first two parking violations is \$10.
- The fine for the third and succeeding offenses in a semester is \$25.
- Continued violations of parking regulations may result in your car being towed including all fines and expenses for towing. If unpaid at the end of 10 days, employees are billed, with a \$2 service charge added; unpaid fines for students are placed on the student bill.

Individuals wishing to appeal a parking ticket must fill out an Appeal Form, located in Plant Operations or in the Employee Mailroom, within 10 days of the issuance of the ticket. No other forms of appealing will be accepted.

### **Resident Student Parking**

Resident Students are required to have a parking permit. Parking is available for residents in the parking structure and the Clare Hall residents may also park in the lot west of Clare Hall. Permit requests and forms are located in Plant Operations. Residents must provide a copy of their car registration.

Any questions about parking?  
Contact Plant Operations, LA B6 or 414-382-6159

### **PET POLICY**

With the exception of guide dogs for the visually impaired, fish are the only pets allowed in the buildings.

### **PHOTOS OF STUDENTS**

During your time on campus at Alverno College your photo might be taken. Knowingly allowing your picture to be taken by a staff, newspaper or approved contracted photographer is considered permission to use that photo in any campus publication or web-based communication tool, literature, display or advertisement. All participants in photos are considered volunteers and will not receive remuneration.

Students who do not want their photos to be taken or to appear in any publication must tell the photographer at the time the photo is being taken. The photographer will honor any such requests. If a student is concerned about a photo being used, contact Marketing Communications.

*Student Service Advisory Committee, February, 2008*

### **POLITICAL ACTIVITY POLICY AND GUIDELINES**

Alverno College values the opportunity for free expression of political views by members of the Alverno community and is committed to the value of discourse and debate as an essential component of a liberal education. At the same time, the college must also comply with the provisions governing its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code. The College must maintain a non-partisan, educational status. Federal statute stipulates that non-profit, tax exempt institutions of higher education are prohibited from participating in, or intervening in, any political campaign on behalf of any candidate for public office.

1. Alverno College promotes effective citizenship and encourages participation in the political process.
2. Students, staff or faculty may freely engage in and comment on political issues as individual citizens but must clarify that the expressed opinions are their own and do not represent the official position of the College.
3. Use of the College's name, letterhead or logo on any written materials used for political purposes, such as solicitation of funds or other contributions in support of a political party or political activities, is prohibited.
4. Unless a candidate for public office is of significant stature as to warrant an invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to faculty within academic departments or the appropriate Alverno College recognized student group.
5. If a faculty member, academic department or the college itself chooses to invite an individual candidate to speak on campus about his or her political activities or campaigning, every attempt should be made to provide opposing candidates the same opportunity.
6. If any member of the College community is contacted by a political official to organize an appearance on campus, the Marketing Department should be immediately notified and updated with information. The Marketing Department coordinates all public affairs on campus.

*The Quality of Campus Life Committee, 2004*

### **Political Posting and Canvassing**

Posting of political materials must adhere to the Posting Guidelines Canvassing (mass distribution of fliers in common areas) is not allowed. Alverno student organizations or individuals wishing to distribute political postings should include a contact name or name of sponsoring group. Individual students who wish to engage in the political process are encouraged to connect with the Department of Student Life. As a reminder, opinions promoted are the opinions of Alverno students and members of an organization. Alverno College does not support any one specific candidate.

Questions about the Posting Guidelines?  
Contact Student Services, AF 205 or 414-382-6118

### **RECYCLING GUIDELINES**

The College has a campus-wide recycling program. All persons are expected to separate their recyclables from garbage and other contaminants and place them in appropriately labeled containers. Recycling Centers are in accessible locations with containers clearly marked for separating materials.

Any questions about recycling?  
Contact Plant Operations, LA B6 or 414-382-6159

## RELIGIOUS ACTIVITY POLICY

Alverno College, a Catholic College, is committed to support students, faculty and staff on their spiritual journey. Alverno welcomes the variety of religious backgrounds and persuasions, respects the individual religious commitments of persons and in no case actively attempts to proselytize, that is to make converts to another church or religious affiliation, through its programs or sponsored activities. Similarly, the College does not allow other individuals or organizations to actively proselytize individuals using College facilities or programs. This policy is not meant to discourage or inhibit the sharing and discussion of religious values or beliefs between members of the College community in the variety of contexts the educational community provides. With the approval of the Campus Minister, representatives of various religious affiliations may provide appropriate religious services for their own members and others who wish to participate. Students who are members of specific or general religious affiliations are encouraged to form recognized student groups for the purpose of supporting their own religious beliefs and practices. The Campus Minister facilitates the approval process bringing the requests to the Quality of Campus Life Committee. For more information regarding this policy, contact the Campus Minister.

*Quality of Campus Life Committee, 2000*

Any questions about religious activities?  
Contact Campus Ministry, Chapel Office at 414-382-6352

## RESIDENCE HALL POLICY REQUIRES WDC RESIDENTS TO BE FULLTIME

Students must be fulltime registered students to live in the residence halls. Students taking fewer than 12 credit hours must apply for an exception. To apply for an exception, write a letter to the Assistant Director of Residence Life. (In applying for an exception, remember that priority will be given to students who are fulltime.) As part of that exception process an interview with the Assistant Director of Residence Life may be required. Include the following information in your letter

- Place of employment and/or internship with the number of hours working
- Method of Payment – Submit a copy of the Business Office Promissory Note
- Why living on campus is important to you
- Ways you will be a positive addition to the Alverno College residence community
- How living on campus will support your academic goals

*The Quality of Campus Life Committee, 2002*

## SMOKING POLICY

To encourage wellness and create a healthier environment, smoking and the use of tobacco products are prohibited on Alverno's campus. Observance of the Smoking Policy is essential for the effective use of the campus. We believe that we have the obligation to be a good citizen in our neighborhood and to understand that smoking across the street on neighbors' property is not acceptable and could result in a sanction.

Security is responsible to enforce the smoking regulations. If a student refuses to identify herself to Security, she/he will be held accountable for this behavior and once identified will be referred to the College Community Relations Board (CCRB).

Sanctions for smoking on campus include:

- 1st Offense – Security informs the Asst. Dean of Students. The student receives a verbal warning from Security.
- 2nd Offense – The Asst. Dean of Students gives the student a written warning and the student is required to meet with the Asst. Dean of Students to determine the appropriate sanction.
- 3rd Offense– The Asst. Dean of Students determines appropriate sanction, which may include participation in the College Community Relation Board and dismissal. (HOLD is placed on student records until sanction is complete.)
- Smoking indoors - may result in immediate dismissal.

*The Wellness Committee, 2007*

Any questions about the Smoking Policy?  
Contact Student Services, AF 205 or 414-382-6118

## WEATHER RELATED EMERGENCIES

If weather conditions are poor and classes are held, we ask you to exercise discretion regarding your safety in traveling to campus. Students not in class can make arrangements regarding homework with their instructors. Listen to the radio or TV for an announcement if classes are cancelled.

# Technology Use Policies

*Technology Committee, Revised July, 2006*

## OVERVIEW

Alverno College is committed to providing technology resources to support students, staff, faculty and other qualified members of the Alverno community in the educational, administrative, and related social, personal and community activities and functions of the College. This set of policies is designed to provide all users with information to facilitate effective use of technology at Alverno. Authorized users are permitted to access appropriate areas of these resources. Access must follow federal Family Educational Rights and Privacy Act Policy (FERPA) Guidelines. Please refer to the policy in the *Student Handbook*. Note: when discrepancies between printed and electronic editions of an official document arise, the printed document takes precedence unless specifically noted. It is your responsibility to stay current with these policies. The most recent version of this policy can be found on the intranet or in the mailroom with the Network Account Request Forms under ITIS.

We ask that you use the technology resources provided by Alverno, whether on or off campus, in a manner consistent with the purpose and the principles of the College. Each user is responsible for the policies in this document. Since technology environments change rapidly, this document is subject to change. These policies do not replace, but supplement, policies detailed in the *Alverno College Catalog, Student Handbook, Alverno: How It Works, The Alverno Educator's Handbook*.

Privileges of technology resources users include: a fair share of the resources and a reasonable expectation of privacy as defined in this policy. Consequently, technology users are responsible for ensuring that others also experience these rights.

## RESPONSIBILITY OF USERS

This policy applies to students, staff, faculty, and other guests of the Alverno community. By using the technology resources of Alverno College, you agree to and accept the responsibilities described in this and other Alverno documents. In general, you agree to follow appropriate Ethical Conduct, to maintain a Respect for Others, and to assist in maintaining the Security of the information available. The use of technology resources at Alverno College is a privilege, not a right. Inappropriate use of resources may result in cancellation of those privileges or other disciplinary action. Inappropriate use may encompass behaviors not described in these guidelines.

SUMMARY OF ALVERNO COLLEGE TECHNOLOGY USE POLICIES		
Ethical conduct	Respect for Others	Security Practices
<ul style="list-style-type: none"> <li>Comply with the Technology Use Policies.</li> <li>Identify yourself and your affiliation accurately.</li> <li>Be responsible for your actions.</li> <li>Use Alverno's technology resources for lawful and College-approved purposes.</li> <li>Do not use offensive communications or materials.</li> </ul>	<ul style="list-style-type: none"> <li>Protect personal information.</li> <li>Respect fair use guidelines for <a href="#">copyrighted</a> material and intellectual property.</li> <li>Be aware of what electronic network communication is not allowed               <ul style="list-style-type: none"> <li>Chain Letters</li> <li>Unsolicited advertisements</li> <li>Spamming</li> <li>Mail Bombing</li> <li>Peer to Peer</li> </ul> </li> <li>Do not share confidential information.</li> <li>Use the Alverno College name only for official business or with permission.</li> <li>An antivirus application must be installed on a personally owned computer when connecting to the campus network.</li> </ul>	<ul style="list-style-type: none"> <li>Do not distribute your password or the password of another person.</li> <li>Change your password every 180 days.</li> <li>Report violations.</li> <li>Do not send confidential information electronically</li> <li>These policies apply whenever you are using Alverno resources.</li> </ul>

## ETHICAL CONDUCT

**Compliance with Technology Use Policies** – You are expected to comply with the terms of the Alverno College Technology Use Policies and to report violations of the policy to the appropriate College personnel (please refer to the last page). This policy applies when accessing the resources of other institutions through Alverno College. Other institutions may have more restrictive use policies and you must abide by those policies as well as the policies of Alverno College.

**Self-Identification** - Identify yourself and your affiliation accurately in electronic and verbal communication. Concealing your identity or using the identity of others is fraudulent, irresponsible and a serious violation of this policy.

**Personal Responsibility** - Be responsible for your actions, as an Alverno College community member and as a member of the global community. Personal conduct carries a burden of responsibility and you must be aware of, and accept responsibility for, the consequences of your actions. This includes accepting responsibility for protecting your own work. Maintain backup copies of important work and change your password often (at least every 180 days).

**Lawful and Permitted Purposes** – Use Alverno’s technology resources for lawful and College approved purposes. Approved primary purposes include teaching and learning, and official College business. Permissible secondary purposes include College-related social, personal, and community functions and activities. Use of the technology resources for secondary purposes is always subordinate to use for primary purposes and must

not involve significant use of technology resources, direct costs, or substantially interfere with the performance of teaching and learning, official College business, and administrative matters. The use of resources for purposes not specifically permitted by the College, or assisting others in infractions of College policies, is a violation of this policy.

**No Offensive Communications or Materials** - Maintain a high standard of conduct in your communication. You are a member of the Alverno community and your actions reflect on all students, faculty and staff. Accessing, or assisting others in, downloading, uploading, transferring, posting, displaying, or printing of sexually explicit or pornographic images of any kind, or materials considered obscene, vulgar, harmful, hateful, harassing, threatening, defamatory, demeaning, or otherwise objectionable is a violation of College policy. Sending material that is abusive, offensive or unwanted may disrupt the work of others and is a violation of the policy.

## RESPECT FOR OTHERS

**Personal Information of Other Individuals** - Protect personal information of other individuals when forwarding electronic information. If you observe an individual’s personal information being disclosed in an objectionable manner, you are required to report it to the appropriate personnel/supervisor.

### Copyright and Intellectual Property -

- Respect fair use of copyrighted material and intellectual property. Copying of materials, including passwords and files which belong to others, constitutes a breach of the policy. Note that unauthorized duplication or transmission of copyrighted or other proprietary content could subject you to criminal prosecution as well as personal liability in a civil suit. Alverno College does not require, request, or condone unauthorized copying or use of computer software, scanned or digital images and audio files by College employees or students. The College will not provide legal defense for individuals who may be accused of making such unauthorized copies of software even if these individuals maintain that such action was taken in the course of their employment by or enrollment at Alverno College. If the College is sued or fined because of unauthorized copying or use, it may seek payment from the individuals as well as subject them to disciplinary action.
- Use software owned or licensed by the College in accordance with the applicable license. Viewing, modifying, or damaging information without authorization (including intentional introduction of viruses or unauthorized access) is unethical, may be unlawful, and is in violation. Users should assume that copying of software for use on an additional machine is prohibited unless specifically granted permission by college personnel authorized to make that decision.
- You may, in accordance with College policies, electronically distribute or duplicate information, software, video, graphics, photographs, music, and other material that does not fall under copyright, trademark, or other intellectual property protection.
- Use of copyrighted material for which permission has been granted by the owner must include a phrase similar to “Copyright owned by [owner’s name, date]; used by permission.”

**Needs Of Others For Resource Access** - To minimize demands on Alverno's technology resources and maximize the availability of those resources, you are expected to refrain from activities that generate excessive network traffic. These include but are not limited to:

- Peer-to-Peer sharing of data using applications such as Morpheus, Kazaa and BearShare
- Use of web cams. (Usage should be limited to activities that fall within the guidelines of the Ethical Conduct and Respect for Others sections of this document. Users are expected to observe privacy of others as well as understand that their actions represent the College.)
- Chain letters and pyramid schemes;
- Inappropriate or unsolicited advertisements (advertisements, promotional material, or other types of solicitation must have prior approval by Student Services or other appropriate College authority);
- Posting irrelevant or inappropriate electronic messages to multiple recipients ("spamming");
- Multiple unsolicited electronic messages to a single recipient ("mail bombing"). Mail lists (electronic mail) may be maintained that allow Alverno users to subscribe/unsubscribe to electronic mailings. These lists would fall under the category of solicited advertisements. Electronic mailings to all individuals on such lists require prior approval or a standing authorization for such mailings from Student Services or Professional Support Services. The names and e-mail addresses of individuals on mailing lists may not be distributed outside the Alverno Community;
- Gaming systems are not allowed to be connected to the network.

In addition, you are expected to install\* and run a legal, fully functional antivirus program and to perform regular virus definition updates as well as periodic system virus scans. To prevent a widespread network disturbance, any machine found to be infected with a virus, worm, etc. will be disconnected from the campus network immediately upon discovery, and will remain disconnected until deemed "clean" by either the ITIS or Academic Computing departments. This information also applies to any remote connections made to the campus network.

\*Alverno College installs antivirus software on all college-owned computers. If you connect to Alverno's network using your personal computer (either on campus or through remote access), you must have an antivirus application installed.

**Confidential Alverno Information** - Respect the confidentiality of institutional information. Some Alverno College materials are not intended for audiences outside the institution, could be taken out of context, may be Alverno copyrighted, or are legally confidential. If you access confidential information unintentionally, please contact the owner of the information, network security coordinator, and/or other appropriate personnel as soon as possible.

**Use of Alverno College Name** – The Alverno College name may only be used in an official context for College business. To avoid misrepresentation of Alverno College, do not use the Alverno College name or any symbol, graphic, text, or logo associated with Alverno College in a manner implying endorsement of any political, social, or commercial activity or in a context that implies official endorsement by the College without prior written approval of Student Services or other appropriate College authority. Individuals who, through their employment or other established association with the College, represent Alverno in an official capacity are not required to obtain written permission but should ensure that the College is represented in an appropriate manner.

## SECURITY

**Passwords** – Change your password often (at least every 180 days). A password is your "key" to Alverno's technology resources. When choosing a password, use the following guidelines:

- Use at least six characters (a combination of letters and numbers);
- Pick a password that is easy for you to remember, but that others would not likely be able to guess;
- Do not write down your password because someone might see it and use it;
- Choose a unique password (not the same password for your Datatel access, automatic teller machine or answering machine).
- NEVER share your password with other individuals. Remember they could use your password, delete your files, impersonate you, or change your password to lock you out.

**Access Restrictions** - Do not distribute your password or the password of another user. This is a serious violation of this policy. Attempting to disable or determine an access password (or assisting others in doing so) is prohibited. Such activities threaten the work and privacy of many individuals. Respect the restrictions imposed by the technology resources of other individuals and organizations. Do not attempt to circumvent access restrictions. Violation is grounds for immediate suspension of access privileges or other disciplinary action. Such activities threaten the work and privacy of many individuals.

**Use of Others' Technology Resources** - When using the technology resources of others through Alverno's facilities, these policies apply. Information providers or networks outside Alverno College may also impose their own conditions for use and you are responsible for following any additional restrictions.

**Monitoring and User Privacy** - Treat all electronic communications as potentially accessible by others. Please consider this before sending confidential information electronically. Alverno College considers electronic mail and other electronic information to be private although it is Alverno property and can be accessed by Alverno personnel. Although this information must be accessed by system personnel for the purpose of backups, network management, troubleshooting and maintenance, the content of user files and network transmissions will not be viewed, monitored, or altered without the consent of the user unless the College has reason to believe that an account or system has been breached and is being used by someone other than the authorized user, the College has received a complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site, or the College has reason to believe that an account or system is being used in violation of the Technology Use Policy, federal or state law or impacts system integrity. In these circumstances, the Campus Network Security Team, Director of Human Resources, Assoc. VP for Student Services or other person of authority may authorize system support personnel to monitor the activities of a specified account or computer system and to search electronic information stored in that account. The authority for this search must be requested on an account-by-account basis and monitoring will be restricted to the specified account. If this search provides evidence of a violation, the account will be disabled and action will be taken with the proper authorities.

## **DISCIPLINARY ACTION**

Alverno College reserves the right to revoke the technology access of any user at any time regardless of enrollment or employment status. Procedures for disciplinary actions involving students are outlined in the *Student Handbook*; Disciplinary procedures for staff and faculty are described in *Alverno: How It Works*. Alverno College reserves the right to take the following actions in response to technology violations:

- Send a verbal, written, or electronic mail warning;
- Allow only restricted access privileges;
- Suspend computer or other technology access for a temporary time;
- Revoke all computer or other technology privileges;
- Assign an “Unsatisfactory” (if violation relates to student course work);
- Allow other discipline up to and including dismissal from the College or termination of employment.

Minor infractions of the Technology Use Policies, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally. This is done through electronic mail or in-person discussion and education. Repeated minor infractions or more serious misconduct may result in additional disciplinary actions.

More serious violations include, but are not limited to:

- Unauthorized use of computer resources
- Copyright violations
- Attempts to steal passwords or data
- Transfer or display of offensive material
- Harassment, or threatening behavior

In addition, offenders may be referred to their superior or other appropriate College offices for further action. If the individual is a student, the matter may be referred to the College Community Relations Board for disciplinary action. Any offense which violates local, state, or federal laws may result in the immediate loss of all technology privileges and will be referred to the College Community Relations Board (students), your superior (faculty/staff) or other appropriate College offices and/or law enforcement authorities.

In cases where the integrity or functionality of the network or a multi-user system is in jeopardy, College personnel involved in network security are authorized to take immediate steps to prevent further damage - up to and including disabling user accounts and disconnecting a user's computer from the campus network.

## TECHNOLOGY USE RESOURCES

When You Want to	Students	Faculty/Staff
<b>Open an account</b>	Academic Computing 414-382-6336	Obtain form from Mail Room
<b>Obtain technical assistance</b>	Academic Computing 414-382-6336	Follow Help Desk Procedures ITIS Hotline x2247 – recorded messages regarding the network and computing resources
<b>Report a policy infraction (non-security related)</b>	Asst. Dean of Students, College Community Relations Board 414-382-6118	Supervisor, Coordinator, or Division head
<b>Report a security violation</b>	Campus Network Security Team Coordinator, network-security@alverno.edu	
<b>Locate additional information regarding Alverno policies</b>	Student Handbook (contact Student Services) Alverno: How It Works (Human Resources)	
<b>Find Alverno's Home Page</b>	alverno.edu or intranet.alverno.edu	

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# Alcohol & Drug Use Policies

Alverno College provides an environment supportive of the holistic development of each member of the Alverno community. The College takes a firm position against the use, possession, or distribution of illegal drugs as well as the abuse or distribution of alcohol and other legal drugs because of their potential to adversely affect an individual. All members of the Alverno community are expected to demonstrate consistent, effective work and learning habits and to follow this policy.

*The Quality of Campus Life Committee, 1999, Revised 2006*

## RESPONSIBILITIES

The College supports a wellness philosophy and promotes individual responsibilities, rights and privileges. Individuals must recognize that when exercising their rights, they assume certain responsibilities, including

- respecting themselves and the rights of others
- respecting the privilege of choice of those of legal age and the rights of individuals to abstain from alcohol use
- making informed decisions and conducting themselves in a mature and responsible fashion
- confronting those whose behavior may be damaging to the community or to themselves
- guiding individuals who may have a problem to speak to a counselor or to seek health care intervention
- understanding and following State laws and College policies regarding alcohol use

## IMPLEMENTATION

Alverno College is committed to maintaining a drug free work and learning environment. The College recognizes that the use and abuse of alcohol and illegal use of drugs can hinder the ability of an individual to function properly, interfere with the rights of others and can be a detriment to the educational process. Alverno will not permit the violation of one's rights or the creation of an environment not appropriate to an educational institution or to a residential community because of the abuse of alcohol and/or drugs. Therefore, the College has developed the following means of preventing, identifying and responding to student and employee problems with alcohol and other drugs.

## AWARENESS AND PREVENTION

As part of its ongoing commitment to health and well-being, the College offers educational programs and resources through Counseling and Health Services. When possible, one of the first responses to an individual found abusing alcohol or drugs would be assistance in overcoming the problem.

**Identification** -- Individuals, whose behavior indicates that they may be abusing alcohol and/or drugs, will be challenged and the Asst. Dean of Students or the Assoc. VP for Student Services will take appropriate action.

**College Assistance and Resources** -- Alverno views alcohol and drug abuse and dependence as treatable. Although the College provides reasonable assistance in these matters, we look to individuals to make a significant commitment in addressing their issues. Interventions are confidential. The College provides Alcohol/Drug education programs and individual assistance through Counseling and Health Services.

### Community Assistance and Resources

- Alcoholics Anonymous (24 hours) 414-771-9119
- A-Anon Family Groups 414-257-2415
- Aurora Sinai Medical Center (24 hours) Sexual Assault Treatment Center 414-219-5555
- IMPACT Alcohol and Other Drug Abuse Services (24 hours) 414-256-4808
- Milwaukee Council on Alcoholism and Drug Dependence 414-771-4808
- Milwaukee Community Agencies (24 hours) 211-866-3380
- Milwaukee County Mental Health Complex (24 hours) Crisis/Suicide Prevention Hotline 414-257-7222
- Milwaukee Women's Center (24 hours) Crisis Line 414-671-6140
- Appointment/Information 414-449-4777
- Narcotics Anonymous (24 hours) 800-240-0276
- [www.madd.org](http://www.madd.org)
- [www.al-anon-alateen.org](http://www.al-anon-alateen.org)
- [www.recovery.org/aa](http://www.recovery.org/aa)
- [www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org)
- [www.niaaa.nih.gov](http://www.niaaa.nih.gov)

## **POLICIES**

As of September 1, 1986, the legal drinking age in Wisconsin increased to 21 years of age. All members of the College are subject to all laws of the State of Wisconsin regarding possession, consumption, and sale of alcoholic beverages while at Alverno College or at College-sponsored off-campus events. Alverno College neither encourages the use, nor condones the misuse of alcohol but respects the privilege of choice of those of legal age. In addition to institutional expectations, the following specific policies address violations.

1. Alverno College expects individuals to abide by all federal and state laws regarding alcohol and drug use. If you are under the age of 21 you may be found responsible for violating the alcohol policy if one of the following conditions exist:
  - a. a College official smells alcohol from your person
  - b. you are in the presence of someone consuming alcohol
  - c. you have alcohol paraphernalia in your residence room or car
  - d. if it smells like alcohol in your residence room or car
  - e. you appear visibly intoxicated
2. Drug use is not tolerated by the College. Individuals may be found responsible of drug use if the following conditions exist:
  - a. a College official smells drugs from your person
  - b. you are in the presence of someone doing drugs
  - c. you have drug paraphernalia in your residence room or car
  - d. it smells like drugs in your residence room or car
  - e. you appear under the influence of drugs
3. All students are required to show proof of age when purchasing alcoholic beverages on campus. Students who fail to provide this information, use false ID or violate the law and/or college policy are liable for disciplinary action.
4. No person may procure, sell, dispense or give alcoholic beverages to an underage person. Individuals contributing to underage drinking will be held responsible.
5. Intoxication and/or alcohol abuse shall not be tolerated and will not be used as an excuse for unlawful behavior or misconduct. Inappropriate behavior stemming from the consumption of alcohol shall result in discipline (e.g. individuals consuming alcohol in prohibited areas, storing or consuming alcohol in a resident room when residents of the room are under 21 years of age, having kegs, tappers or beer bong in the residence hall, having drinking parties in resident rooms).
6. Alcoholic beverages may be possessed, purchased and/or consumed by persons of legal drinking age in areas designated by the College. Alcoholic beverages are not permitted to be stored or consumed in a student room when any of the residents of the room are under 21 years of age. Guests of legal drinking age may not consume alcoholic beverages in a resident's room unless the resident of the room the guest is visiting is of legal drinking age.
7. Public intoxication is prohibited. Public intoxication is defined as any intoxication which causes a disturbance or is dangerous to self, others or property or in any way requires the attention of the College staff. Intoxication will not be accepted as an excuse for irresponsible behavior. This applies to all persons regardless of age.
8. All alcohol sold and served on campus must be purchased through Dining Services.
9. Individuals are responsible to assure the safety and welfare of their College peers and/or guests who are intoxicated. This includes providing transportation to/from off-campus events where alcohol is served.
10. Using, possessing, manufacturing, selling, buying, or transferring drugs on any campus property or at any college sponsored function is forbidden.

## **CAMPUS GUIDELINES FOR SELLING ALCOHOLIC BEVERAGES**

In order to serve alcohol at a College-sponsored event, approval must be obtained from the Director of Student Life or the Asst. Dean of Students one month in advance. At the initial meeting, they will walk through the process for planning this event.

### **Organizers of the event are responsible to**

1. Register the event and reserve the room.
2. Ask a staff or faculty chaperone to be present for the event. The staff or faculty chaperone assumes the responsibility of adhering to the Alverno College guidelines and state law, and insuring that appropriate behavior is maintained at all times.
3. Chaperones must meet with the Director of Student Life or the Asst. Dean of Students prior to the start of the event to review the regulations and responsibilities of the chaperone. The event may be cancelled if the review session is not scheduled or attended.
4. Inform the Security Staff that an event serving alcohol is being held on campus.
5. Schedule the event so that it ends by 12am Sunday through Thursday and 1am on Friday and Saturday.
6. Soft drinks and food must be made available for the duration of any activity where alcoholic beverages are served.
7. Purchase alcoholic beverages through Alverno's Dining Service. The employment of a licensed bartender must be arranged at the organization's expense, through Dining Services.

8. Charge for alcoholic beverages (they may not be provided free of charge).
9. Only those beverages sold and provided by the sponsoring organization of an event are to be consumed. No one is to bring his/her own beverages to an event.
10. No alcohol may be given away as a prize.
11. Drinking games will not be allowed at campus events.
12. Dispense and consume alcohol only in designated areas approved for the event. Proof of legal drinking age is to take place at entry points.
13. No person may purchase alcohol for another person unless the person is present at the time of purchase, regardless of whether they are of legal drinking age.
14. Encourage the use of designated drivers (for off campus events).
15. Performing acts will also be subject to the Alverno College alcohol policy and state regulations on alcohol consumption.
16. Posters or promotional materials may not promote or advertise the consumption of alcohol.

#### **Bartenders are responsible to**

1. Check IDs and serve no minors.
2. Be alert to signs of intoxication. Serve no person who is intoxicated and notify the supervisor if, in their judgment, they should cease alcohol service to a customer.
3. Stop individuals from bringing alcohol to the party.
4. Charge for alcoholic beverages (no free drinks are allowed).

#### **Security is responsible to**

1. Escort individuals off campus if they do not comply with policies or if they demonstrate unacceptable behavior.
2. Terminate the event and call the Milwaukee Police Department if the event gets out of hand.

### **PROTOCOL FOR DEALING WITH ALCOHOL AND DRUG RELATED PROBLEMS AND VIOLATIONS**

The College has no tolerance for public intoxication and illegal drug use. If there is evidence of drug use or public intoxication, the following action will be taken:

1. **Call Security** - They will assess the situation and complete an Incident Report. If a student is cooperative, they will refer the student to Student Services. If the student is combative, they will call the Milwaukee Police Department. If the student is medically unstable, they will call 911. If the student insists upon driving, the Milwaukee Police Department will be called.
2. **Call the Police** – If there is evidence of drugs or if a student's behavior is disruptive to the community and directly traceable to the use of alcohol or other controlled substances, Security will call the Milwaukee Police Department and complete an Incident Report.
3. **Underage Drinking** - If a student is underage and has been drinking, complete an Incident Report and the Asst. Dean of Students will discuss the violation and consequences with the student.
4. **Drinking and Driving** – Individuals are responsible for the safety and welfare of their peers and guests who are intoxicated. This includes providing transportation to/from off-campus events where alcohol is served. If an intoxicated individual insists upon driving, the Milwaukee Police Department will be called and an Incident Report will be completed.
5. **Responsible for Guests** - Students are responsible for the behavior of their guests. Guests violating the Alcohol and Drug Use Policies will be asked to leave. If they refuse to leave peacefully, Security will call the Milwaukee Police Department and complete an Incident Report.
6. **Inspection of Rooms** - Residence Hall staff, with permission from the Asst. Director of Residence Life or the Asst. Dean of Students, may inspect student rooms and property if suspicion of illegal activity exists. The Assoc. VP for Student Services reserves the right to inspect College property if suspicion of illegal activities exists.
7. **Sanctions** - Sanctions can be found in the Student Handbook. Alverno College reserves the right to contact parents or guardians of students who violate the Policy on Alcohol and Other Drug Use.

### **HEALTH EFFECTS OF ALCOHOL ABUSE AND DRUG USE**

The Alcohol Sanctions state how the College will address individual illegal consumption of alcoholic beverages and the complicating behavioral issues. While sanctions place responsibility on the person, of equal concern is the second hand negative effect of alcohol consumption on the College community, especially the residence hall communities. The Harvard School of Public Health, through the efforts of Dr. Henry Weschler, has conducted excellent research on the effects of alcohol consumption on today's college students. The Weschler data from his 1993 and 1997 studies has been adapted to develop a list of the projected effects of illegal, irresponsible consumption on the individual student and our college community.

### **Alcohol Use and Abuse - Health and Personal Risks**

- Underachievement in classes, i.e., missed classes, late assignments, a significant difference between prior grades and present performance
- Forming relationships with other students whose socializing and drinking behaviors detract from academic goals
- Changes in behavior – aggressiveness, irresponsibility
- Problems with college or local officials (fines, probation, etc.)
- Injury to self or others
- Negative impact on health – physical and mental, (e.g. fatigue, loss of sleep, increased colds/flu, inability to concentrate, nausea, headache, impaired judgment)

### **Alcohol Use and Abuse - Impact on Others**

- Academic work, sleep and personal time is disrupted, i.e. noise, interruptions
- Intoxicated students (roommate/friend) often need to be cared for
- Property is often damaged or vandalized (personal or residence hall)
- Unwanted sexual advances – there is a direct relationship between unwanted sexual involvement and alcohol abuse
- Loss of friends due to rift caused by behaviors while under the influence of alcohol (e.g. physical/mental insults, humiliation)

### **Serious Health Risks Associated With the Use of Illegal Drugs**

- Increased susceptibility to disease due to a less efficient immune system
- Increased likelihood of accidents
- Addiction
- Death by overdose
- Anemia
- Poor concentration

Following is a partial list of drugs and related consequences of their use. This list includes only some of the known risks and not all legal or illegal drugs are covered.

**Alcohol** is the most frequently abused drug on campus and in society. Alcohol is chemically classified as a mind-altering drug because it contains ethanol and has the chemical power to depress the action of the central nervous system. This depression affects motor coordination, speech and vision. In great amounts, it can affect respiration and heart rate control. Death can result with high levels of blood alcohol. Prolonged abuse of alcohol can lead to alcoholism, malnutrition and cirrhosis of the liver. Alcohol is associated with academic and social problems such as sexual assault, violence, homicide and vandalism.

**Cocaine and Crack** stimulate the central nervous system and are extremely addictive. They can cause psychological and physical dependency that can lead to increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia and seizures. They can also cause death by disrupting the brain's control of the heart and respiration.

**Depressants and Barbiturates** such as Rohypnol and barbiturates such as Seconal and Nembutal can cause physical and psychological dependence that can lead to respiratory depression, coma and death, especially when used in concert with alcohol; withdrawal can lead to restlessness, insomnia, convulsions and even death. Depressants such as Rohypnol and GHB are sometimes dropped into open drinks of unsuspecting students resulting in unconsciousness and subsequent rape. Some body building supplements are metabolized into GHB also resulting in unconsciousness.

**Ecstasy/MDMA** Ecstasy is a synthetic psychoactive drug with hallucinogenic and amphetamine-like properties. Ecstasy (MDMA) users may encounter problems similar to those experienced by cocaine users. Its psychological effects can include confusion, depression, sleep problems, anxiety and paranoia during, and sometimes weeks after, taking the drug.

MDMA use damages brain serotonin neurons. Serotonin is thought to play a role in regulating mood, memory, sleep and appetite. Research indicates that heavy MDMA use causes persistent memory problems in humans. Recent research has also shown that even one time use can trigger a neurological sequence that causes permanent memory disturbance. Physical effects can include muscle tension, involuntary teeth-clenching, nausea, blurred vision, faintness, and chills or sweating. Increases in heart rate and blood pressure are a special risk for people with circulatory or heart disease.

**MDMA-related fatalities** at raves have been reported. The stimulant effects of the drug, combined with the hot, crowded conditions usually found at raves can lead to dehydration, hypothermia, and heart or kidney failure.

**Hallucinogens** - LSD, PCP, mescaline and peyote are classified as hallucinogens. Hallucinogens interrupt brain messages that control the intellect and keep instincts in check. Large doses can produce convulsions and coma, heart and lung failure. Chronic users complain of persistent memory problems and speech difficulties for up to a year after their use. Because the drugs stop the brain's pain sensors, drug experiences may result in severe self-inflicted injuries.

Marijuana and Hashish are deleterious to the health and impair the short-term memory and comprehension of the user. They alter the sense of time and reduce the ability of the user to perform tasks requiring concentration and coordination; they increase the heart rate and appetite. Motivation and cognition can be altered, making acquisition and retention of new information difficult. Long-term users may develop psychological dependence that can produce paranoia and psychosis. Because this drug is inhaled as unfiltered smoke, it is damaging to the lungs and pulmonary system and has more cancer-causing agents than tobacco.

**Narcotics** - Users of narcotics, such as heroin, codeine, morphine and opium, develop dependence and increase the likelihood of an overdose that can lead to convulsions, coma and death.

**Stimulants and Amphetamines** such as Dexedrine and Ritalin can have the same effect as cocaine and cause increased heart rates and blood pressure that can result in stroke or heart failure. Symptoms include dizziness, sleeplessness, anxiety and physical collapse. Use can also lead to psychosis, hallucinations, and paranoia.

**Tobacco** - Nicotine is highly addictive, whether ingested by smoking or chewing. This drug reaches the brain in six seconds, damages the lungs, decreases heart strength and is associated with many cancers. The withdrawal symptoms include anxiety, progressive restlessness, irritability and sleep disturbance.

## **STATE OF WISCONSIN AND FEDERAL LEGAL SANCTIONS**

**ALCOHOL** – There are substantial restrictions against the sale, possession and distribution of alcohol in Wisconsin. It is against the law to sell alcohol to anyone not of the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises, Wis. Stats.125.07(1)(a). Violation of this statute can result in up to a \$500 forfeiture for a first offense, with higher fines and imprisonment for subsequent violations. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent her age, or enter a licensed premise except to conduct lawful business. First offenders can be fined up to \$500, ordered to participate in a supervised work program and have their driver's license suspended, Wis. Stats.125.07(4).

**DRUGS** - Wisconsin laws prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961, They mandate stiff penalties, including large fines and long periods of imprisonment. For a first-time conviction of possession of a controlled substance, a person can be sentenced up to one year in prison and fined up to \$5000, Wis. Stats. 961.41(2r). The penalties will vary depending on the amount and type of drug confiscated, the number of previous offenses by the individual, and if the individual intended to manufacture, sell or possess the drug. Wis. Stats. 961.41. In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present, such as when a person distributes a controlled substance to a minor, Wis.Stats.961.46(1).

The federal government revised the penalties against drug possession and trafficking when it adopted the Federal Sentencing Guidelines that reduce or eliminate the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under current statutes, courts can sentence a person up to one year of imprisonment and a \$5000 fine for unlawful possession of a controlled substance such as marijuana. Federal law creates special penalties for the possession of certain drugs such as cocaine base, also known as crack. For the possession of 5 grams of cocaine base, a federal judge is obligated to sentence a person to at least 5 years (and up to 20years) imprisonment. A sentence of life imprisonment is required for a conviction for the distribution of a controlled substance that results in death or bodily injury. The Federal Sentencing Guidelines eliminated parole in the federal judicial system.

# Behavior Policies

## JOINING AND CONTRIBUTING TO A COMMUNITY OF LEARNERS

A community is a group of people who hold something fundamental in common. From the beginning, the Alverno community has been committed to the personal and professional development of all its members. Continuing in that tradition, we believe that persons coming into this community of learning enter into a developmental process of growth and awareness. The following statement is an expression of the principles from which we operate. We believe that by integrating these principles into the whole of our life we help to create a supportive environment for all members of this community.

Members of the Alverno community aspire to participate actively in collaborative learning experiences, integrate learning not only in classes, but equally into life situations and work settings, respect the dignity of all persons and demonstrate concern for others.

These principles assist us to

- Attend to our holistic development and be self-reflective
- Express our viewpoints while respecting the rights of others to have views different from ours
- Appreciate the connections between ourselves and others, recognizing that diversity contributes to richer life experiences for us all
- Be compassionate and considerate in our interaction with others
- Recognize and value the co-curricular and life experiences we all bring to our learning
- Extend our knowledge and our developing abilities into our personal and professional lives

## STUDENT RIGHTS AND RESPONSIBILITIES

Alverno College is committed to providing a community environment where students, faculty and staff have the opportunity to develop personally and professionally. When you commit yourself to being the most effective learner you are capable of becoming, you automatically link into an ever-growing community of learners. The best communities challenge us in terms of our behavior, interpersonal skills, and belief and value systems, while offering support and education. This process of challenge and support encourages our growth.

Conflict within a community is inevitable; therefore, learning how to effectively manage conflict without interfering with an individual's liberties is essential. All communities have standards of conduct and Alverno College expects that all members of this community act in ways that contribute to a supportive living and learning environment.

**Students Have the Right** to exercise their rights as a community member, experience an environment that is free from intimidation and harassment and experience a campus conducive to learning.

**Students Have the Responsibility** to respect the rights and dignity of others, treat others with care and respect and be sensitive to the impact of one's behavior on others.

## COMPLAINT AND CONFLICT PROCEDURES

All persons are expected to communicate in positive ways to resolve issues and conflicts. Constructive controversy promotes increased learning in a collaborative culture. It encourages better problem solving, creativity and involvement because it influences individuals to view problems and issues from different perspectives and to rethink their response. Constructive controversy is most productive in an atmosphere where individuals

- make every attempt to first resolve conflicts with the person(s) involved
- value controversy and different viewpoints
- focus the controversy on ideas and determining the best direction or decision
- are open to be influenced by new ideas and information
- reflect on one's actions, thoughts and the reaction of others
- communicate information accurately and clarify miscommunication
- recognize and communicate feelings as they relate to the issues being discussed

The following guidelines are designed to assist individuals who believe their rights have been violated. Generally, complaints are handled within each functional area and the student should ordinarily attempt to resolve the matter by making an informal complaint with the person involved and if dissatisfied with the outcome, appeal the issue through the department director.

<b>COMPLAINT AND CONFLICT PROCEDURES</b>		
	<b>RELATED TO COURSE WORK</b>	<b>RELATED TO CAMPUS LIFE</b>
<b>STEP 1 --IDENTIFY THE ISSUE OR CONCERN</b>		
<b>INFORMAL COMPLAINT</b>	<p>When a complaint, disagreement or conflict happens with a student or a faculty member within a course, organize your thoughts.</p> <ul style="list-style-type: none"> <li>Review syllabi, assignments and other resource materials to clarify the issue and list facts.</li> <li>Decide what is and is not known and what does and does not support your thoughts.</li> <li>Clarify the issue by consulting resource persons (advisor, friend, faculty/staff member or mentor).</li> </ul>	<p>When a complaint, disagreement or conflict happens with a student or a staff member, organize your thoughts.</p> <ul style="list-style-type: none"> <li>Review Student Handbook, and other resource materials to clarify the issue and list facts.</li> <li>Decide what is and is not known and what does and does not support your thoughts.</li> <li>Clarify the issue by consulting resource persons (advisor, friend, faculty/staff member or mentor).</li> </ul>
	<p><b>STEP 2 -- TALK WITH THE PERSON INVOLVED</b></p> <ul style="list-style-type: none"> <li>Describe the concern. Discuss, advocate and challenge ideas, not the person.</li> <li>Restate ideas that are not clear and ask for clarification or examples. Listen and try to understand.</li> <li>Look at the issue from both perspectives.</li> <li>Brainstorm possible responses to the issue/problem.</li> <li>Take notes or draw a picture of the information presented.</li> <li>Synthesize the best advice and reason to create a resolution.</li> </ul> <p><i>If the student has a justifiable basis for not going directly to the person involved, contact the Chair of the Department.</i></p>	
<p><b>Formal Complaint and Conflict Resolution Process</b></p> <p>Students, who believe that a member of the Alverno community has violated their rights, may make a formal complaint for the following reasons:</p> <ul style="list-style-type: none"> <li>response from the person involved is not satisfactory to the student or</li> <li>the student has a justifiable basis for not going directly to the person involved.</li> </ul> <p>A <i>Formal Complaint</i> needs to be completed within 4 weeks of the incident.</p>		
<b>STEP 3 -- IF THE CONFLICT OR ISSUE IS NOT RESOLVED, TAKE THE FOLLOWING ACTION</b>		
<b>FORMAL COMPLAINT</b>	<ul style="list-style-type: none"> <li><i>If not resolved</i>, write a letter (formal complaint) to the Associate Dean of the appropriate Division. Describe the conflict/concern and include documentation. The Assoc. Dean determines the next step/outcome and informs you.</li> <li><i>If not resolved</i>, write a letter to the Dean of the School. Describe the conflict/concern and include documentation. The Dean determines the next step/outcome and informs you.</li> <li><i>If not resolved</i>, write a letter to the Senior VP for Academic Affairs. Describe the conflict/concern and include documentation. The decision of the Senior VP for Academic Affairs is final.</li> </ul>	<ul style="list-style-type: none"> <li>Write a letter (formal complaint) to the Assoc. VP for Student Services. Describe the conflict/concern and include documentation.</li> <li>A copy of the letter is given to the individual charged, the immediate supervisor and the student making the complaint.</li> <li>The immediate supervisor will inquire into the facts of the complaint and discuss the matter individually with the student and the person involved in the complaint.</li> <li>If appropriate, the administrator may ask the student and the person involved in the complaint to meet together with the administrator in an effort to resolve the complaint.</li> <li>The Assoc. VP for Student Services will follow-up with the student and the administrator to see if the issue has been resolved.</li> <li>If appropriate, the Assoc. VP for Student Services may refer the issue to the College Community Relations Board.</li> <li>If not resolved, the Assoc. VP for Student Services or the Senior VP for Academic Affairs will make a decision about the issue. Their decision is final.</li> </ul>

## **POLICIES RELATED TO BEHAVIOR**

Behavior expectations are designed to protect individual liberties within a community setting. This expectation calls for behaviors that demonstrate self discipline, respect for self, respect for others, and respect for the community.

Students exhibiting unacceptable behavior, both on or off campus, shall be subject to the disciplinary process through the College Community Relations Board. Alverno has designed a Code of Conduct which describes behavior expectations that are applicable in a variety of settings (e.g. classroom, offices, public spaces, residence halls). Unacceptable behaviors include the violation of College policies, rules or regulations, and civil laws and ordinances on or off campus.

### **Unacceptable Behavior Related to Persons**

1. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, stalking and/or other conduct, which threatens or endangers the health or safety of self and/or others.
2. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. (This is a crime in the State of Wisconsin.)
3. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.

### **Unacceptable Behavior Related to Property**

4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Unauthorized possession, duplication or use of keys to College premises or unauthorized entry to or use of College premises.
6. Theft or other abuse of computer time, or the following: unauthorized entry into a file (to use, read, or change the contents, or for any other purpose); unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computer facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to send obscene or abusive messages; and use of computing facilities to interfere with normal operations.

### **Unacceptable Behavior Related to the Operation of the College**

7. Engaging in any form of dishonesty which relates to campus life, including: cheating, misrepresenting authorship/plagiarism, or other forms of academic dishonesty; furnishing false information or refusing to give your name to any College official; forgery, alteration, or misuse of any College document, record, or instrument of identification; tampering with the election of any recognized student group; fraud, embezzling.
8. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
9. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
10. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
11. Abuse of the College Community Relations Board (CCRB) system, including but not limited to
  - failure to obey the notice to appear for a meeting or hearing as part of the CCRB process
  - falsification, distortion, or misrepresentation of information
  - disruption or interference with the orderly conduct of a CCRB proceeding
  - attempting to discourage an individual's proper participation in, or use of, the CCRB process
  - attempting to influence the impartiality of a member of the CCRB prior to and/or during the proceedings
  - harassment (verbal or physical) and/or intimidation of a member of the CCRB prior to and/or during the proceedings
  - failure to comply with the sanction(s) imposed
  - influencing or attempting to influence another person to commit an abuse of the CCRB system.
12. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.

### **Unacceptable Behavior Related to Welfare, Health and Safety**

13. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
14. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication.

15. Violation of the Alverno College Smoking Policy.
16. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
17. Refusing to properly evacuate a college facility during a fire alarm or emergency situation or misusing and abusing fire and/or fire emergency equipment.
18. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
19. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
20. Any form of gambling not approved by law.

## **RESPONDING TO THREATENING AND DISRUPTIVE BEHAVIOR IN THE CLASSROOM AND ON CAMPUS**

**Threatening Behavior** – Threatening behavior is defined as any communication, or behavior, including those in written form, directed toward any member of the Alverno community that causes a reasonable apprehension of physical harm to oneself, another person or property.

Alverno community members must report threatening behavior to Security and to the Assoc. VP for Student Services. If appropriate, Security will call the Milwaukee Police Department. The Assoc. VP for Student Services will investigate and determine a College response.

**Disruptive Behavior** - Stating unpopular opinions relating directly to the topic under discussion is not disruptive behavior, provided it is done in a respectful manner. Examples of disruptive behavior include, but are not limited to, the following: consistently speaking without being recognized; interrupting other speakers; distracting the class from the subject matter or discussion, which may include inappropriate cell phone use; harassing behavior or personal insults; failing to maintain civility in discussions; engaging in side conversations; using the computer for non-class related functions; or refusing to comply with the directions of the faculty.

Following are some guidelines to assist students to respond appropriately.

- If you're asked to discontinue behavior considered disruptive, comply. Do not debate the issue, as that will likely escalate the situation. Rather, arrange an appointment to talk privately with the faculty or staff member at a later time.
- If you continue the disruptive behavior, the faculty or staff member may ask you to leave the room. If that request is made, leave the room. Arrange an appointment to talk privately with the faculty or staff member at a later time.
- If you are asked to leave the room and you refuse, Security will be called to escort you out of the room.
- If you are disturbed by another student's behavior, speak with that student or the faculty in charge to explore strategies to resolve the issue.

A disruptive situation may result in informal mediation, a formal agreement outlining expected behaviors, or possible disciplinary action. Disciplinary action can result in a variety of sanctions including, but not limited to, disciplinary probation, behavioral requirements, suspension, or dismissal.

## **OFF CAMPUS MISCONDUCT**

Students are members of the campus, the local community, and the state. As citizens, students are responsible to the community of which they are a part, and the College neither substitutes for nor interferes with the regular legal process. Therefore, action taken in a civil or criminal court does not free the student of responsibility for the same conduct in a College proceeding. When a student has misconduct allegations brought against him/her, either on or off-campus, the College will decide, on the basis of its interest and the interest of the student, whether or not to proceed with its internal review simultaneously or defer action until after the proceedings of the criminal or civil action. While the College has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects and warrants disciplinary action.

Examples of off campus behaviors that may be referred to the College Community Relations Board include conduct which

- constitutes a criminal offense including repeat violations of any local, state or federal law committed in the municipality where the College is located
- interferes with or is a threat to the safety or welfare of self or others
- significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder
- is detrimental to the educational interests of the College, places the good name of the College in jeopardy, or which has an adverse impact upon the college community

## ON-LINE POSTINGS

Students are reminded that pictures and information posted on the internet via programs such as MySpace and Facebook, are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy has taken place, on campus or at a College-sponsored function off-campus, is subject to further investigation and verification by the College. Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

## SEXUAL MISCONDUCT AND HARASSMENT POLICY

In keeping with its mission to promote the personal and professional development of all members of the Alverno community and to provide a safe and welcoming campus, Alverno College fosters a climate of mutual concern, respect and caring. Conduct, whether intentional or unintentional, that results in discrimination, harassment, or an assault of a students or employee is illegal and unacceptable, undermining the mission of the College. Such conduct is expressly prohibited by the College and is considered a serious violation of human rights.

The College will not tolerate any reprisal or threat against any individual who alleges that he or she/he has been subjected to personal harassment or sexual misconduct. This policy applies to conduct between male and female and members of the same sex.

*Quality of Campus Life Committee, 1998*

## DEFINITIONS

**Sexual Assault** occurs when the act is intentional and is committed either by

- physical force, violence, threat, or intimidation
- ignoring the objections of another person
- causing another's intoxication or impairment through the use of drugs or alcohol or
- taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

The incident must have been committed by a student on College owned or leased property or at a College sanctioned event.

**Sexual Misconduct** occurs when an act is committed without intent to harm another and where, by failing to correctly assess the circumstances, a person believes unreasonably that effective consent was given without having met his/her responsibility to gain effective consent. Situations involving physical force, violence, threat or intimidation fall under the definition of Sexual Assault, not Sexual Misconduct, and will be treated as such under these procedure

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

- submission to such conduct is made explicitly or implicitly a condition of an individual's employment or academic progress; or
- submission to or rejection of such conduct is used as a basis for an employment or academic decision affecting the employee/student; or
- the harassment has the purpose or effect of unreasonably interfering with the employee's or student's performance or creating an environment which is intimidating, hostile or offensive to the employee/student.

Examples of behavior that Alverno College may consider as sexual harassment include, but are not limited to, the following:

- sexually oriented comments about the body, appearance or lifestyle of an individual
- any sexual advance or touching that is unwelcome by the recipient
- showing or displaying sexually explicit graphics, cartoons, pictures, photos or objects in the workplace or in public places
- statements or threats which imply a link, or could be reasonably understood to imply a link between an employee's sexual conduct and his or her employment status, advancement potential, salary treatment or other employment or academic action
- sexual contact if a person who was intoxicated on alcohol could not and therefore did not give consent to sexual contact, even though the criminal courts might not reach the same conclusion
- exploiting consensual sex, such as by recording consensual sex where the person did not consent to the recording
- using the telephone, e-mail, or other electronic media to transmit sexually inappropriate material

**Consensual Relationships** - Our intent is not to discourage friendly associations but rather discourage the abuse of authority and professional relationships. Consensual intimate relationships produce a conflict of interest when one of the parties is responsible for evaluating academic File progress, making employment decisions (i.e. between a supervisor and employee or instructor and student) or making a decision that might affect the relationship. Charges of sexual harassment may develop, even though both parties have consented to the relationship. Therefore, these relationships are considered inappropriate. Sexual harassment often involves a power differential, and in such cases the appearance of mutual consent does not necessarily constitute a defense against the charge of sexual harassment.

**Racial Harassment and Sexual Orientation Harassment** includes any behavior (physical or verbal) that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, national origin or sexual orientation. This behavior may involve using

- physical force or violence to restrict the freedom of action or movement of a person or endangering the health or safety of another person
- physical or verbal behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored co-curricular activities that causes the person to have a reasonable apprehension that such harm is about to occur
- behavior that has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment

**Stalking** occurs when another person repeatedly and purposefully engages in conduct directed at a specific person, which is unwelcome and has the reasonable effect of threatening the person's physical or mental being. This behavior may include using

- unwelcome communication (e.g. face to face communication, electronic communication, written letters, or gifts)
- threatening or obscene gestures

#### **AVAILABLE OPTIONS FOR DEALING WITH THE ISSUE**

1. **Seek Support** – Consult with one of the following individuals: Asst. Dean of Students, the Director of Counseling, or the Coordinator of Health Services. You can talk to these individuals confidentially and off the record and tell them what happened. They will listen and explain your options. Talking to any of these people does not constitute reporting the incident to the College.
2. File a complaint with the Milwaukee Police Department.
3. **File a Complaint with the College** by making a written report. To file the complaint, submit it to the Office of the Assoc. VP for Student Services. Once reported, the College will conduct an investigation and issue sanctions, if appropriate. The Assoc. VP for Student Services will maintain confidential records and do the following:
  - Work with the person making the complaint to determine the scope of the incident and implications for further action. Examine the facts of the complaint as presented by the person making the complaint, the accused and witnesses for both parties.
  - Inform the accused if there is a reasonable basis for believing that the alleged violation of this policy has occurred. The information will include the person making the complaint and the circumstances which precipitated the filing of the complaint.
  - Attempt an informal resolution if the findings support that type of action or if it becomes evident that there was a misunderstanding. (e.g. Meet with the parties together if appropriate.)
  - Recommend action which may include:
    - Conclude that no case exists and decide to take no further action on the complaint. In such situations, the person making the complaint should receive assistance to identify alternative methods for dealing with the issue. The person making the complaint has the right to appeal this decision to a higher authority. In this case, the person designated would review all materials and make the final determination as to whether to sustain the appeal.
    - Attempt or recommend a discussion with appropriate persons.
    - Refer to the CCRB.
    - If the complaint is against a staff or faculty member, the Assoc. VP for Student Services will develop a written recommendation for further action that will be forwarded to the appropriate Vice President. (This recommendation will be reached by gathering necessary information, including meetings with the student filing the complaint or accused, either separately or together. Recommended actions may include but are not limited to an oral or written reprimand, a written warning, suspension, dismissal of a non-faculty employee, or a hearing for termination for cause of a faculty member.)
    - If any party is dissatisfied with the action taken by the VP an appeal may be made in writing to the President

# Student Conduct Process

Alverno College values individual rights within a community setting by allowing avenues for constructive conflict. To insure that this learning environment is maintained for everyone in the community, the College Community Relations Board (CCRB) has been developed to uphold the standards of our community. Students are expected to be effective citizens and to exhibit behavior that promotes a positive learning environment. Individuals exhibiting unacceptable behavior on or off campus shall be subject to the disciplinary process through the CCRB.

## RESPONSIBILITIES OF THE COLLEGE COMMUNITY RELATIONS BOARD

1. protect relevant rights of students
2. interpret and enforce campus policies
3. consider all information carefully before coming to a conclusion
4. assess the student's understanding of the behavior and its impact on the community
5. judge the seriousness of the behavior
6. determine the level of responsibility
7. determine appropriate sanctions

In some instances, there has not been an issue of misconduct but rather a conflict that cannot be resolved. In these situations, **mediation** will be recommended. The goal is to implement a process that involves all parties, with the intent to resolve the dispute and prevent it from occurring again. If the participants in mediation fail to follow through on the agreed upon settlement, the situation may be referred to the process described below. (*A copy of the record of the mediation efforts and the resolution are given to the Assoc. VP for Student Services.*)

## STRUCTURE OF THE COLLEGE COMMUNITY RELATIONS BOARD

- **Coordination** -- The Asst. Dean of Students coordinates the discipline process, as delegated by the Assoc. VP for Student Services. This includes overseeing the evaluation of both the process and procedures, as well as training the CCRB members.
- **Membership** -- Members of the CCRB include: the Chairpersons - Asst. Dean of Students or the Director of Student Life - and faculty, staff and students. The Assoc. VP for Student Services may select other members of the College community to serve as resources to the CCRB. The Chairperson designates the student representatives. Members serve on the CCRB for at least one year. All members are required to maintain confidentiality and adhere to the principles of the CCRB. Three members can hear cases unless the misconduct is of such serious nature that the majority of the CCRB members should be present.

## DISCIPLINE PROCESS

When an incident occurs, an Incident Report is generated and submitted. The Assoc. VP for Student Services reviews the incident and refers it to the appropriate administrator.

**For Resident Students**, the primary Conduct Coordinator is the Asst. Director of Residence Life.

**For Commuter Students and Resident Students who have demonstrated repeated behavior issues**, the Conduct Coordinator is the Asst. Dean of Students.

The Conduct Coordinator may take the following action:

1. Send a letter to the student describing the incident. A meeting may be required and a sanction may be given.
2. Invite the student to a Disciplinary Conference with the Conduct Coordinator. If the student is in agreement with the nature of the violation, the extent to which she/he was involved and the sanction, no other action is taken. If sanctions are given, a *Rights and Responsibility Guide* is completed, a HOLD is placed on the student's records and a deadline is determined to complete the sanctions.
3. Refer the student to the CCRB if it is a repeated violation of College policy or a serious violation. The hearing is scheduled and the student is asked to respond to the evidence and provide additional information. If the student is absent, the hearing continues.
4. Give the student a sanction with a specific deadline and place a HOLD on the student's records until the sanction is completed.
5. The student may choose to appeal the decision. Student sends a written appeal to the Assoc. VP for Student Services within 2 business days of notification.
6. The Appeals Panel, as designated by the Assoc. VP for Student Services, reviews the written appeal submitted by the student and makes a final decision on the case.
7. The final decision is communicated to the student no later than 7 business days after filing the appeal.

## **STUDENT RIGHTS IN A DISCIPLINARY HEARING**

Students who have violated the Student Code of Conduct are entitled to the following procedural protections. The student

1. will be informed in writing no less than 2 days prior to the hearing of the charge and alleged misconduct.
2. will be listened to and treated with respect.
3. will be considered not responsible until found responsible.
4. has a right to assistance.
5. may request that the Assoc. VP for Student Services, the Asst. Dean of Students or the Asst. Director of Residence Life (in the case of residence hall misconduct) to resolve the case in an informal disciplinary conference.
6. will be given the name of the accuser(s) and may hear the testimony of both accuser(s) and witness(es) and question them. (Protection of the rights of an accuser or witness, where it is warranted, may be granted.) Witnesses are excluded from the hearing when not testifying. If several students are involved in one situation, the individuals are heard alone, not in or as a group. The student is not entitled to be present when the CCRB is discussing the merits of the case or when the CCRB is deliberating the case.
7. may present evidence after hearing the testimony. This may include a document, testimony or materials relevant to the issue. She/he may also call witnesses on her behalf. (The chairperson needs to be notified in writing 2 days in advance of any witnesses the student is bringing to the hearing.)
8. has the right to be freed of all charges when falsely accused of violating this code. If the accuser makes an accusation, which, after investigation, is determined to have been filed with the intent to cause harm, the person filing the complaint may be held accountable for her acts.
9. has a right to appeal.

If the student accused decides not to appear, the hearing shall proceed without the student being present. Persons disrupting the hearing will be asked to leave.

## **RIGHT TO ASSISTANCE**

The Director of Student Life will be available for the student accused, to assist in preparation for the hearing, discuss the process, and be available after the hearing to reflect on the process and get feedback about the experience. It is the responsibility of the accused student to contact the Director of Student Life if she chooses to utilize this assistance available to her. The student may also invite a support person to assist with the process (e.g. parent, spouse, guardian, friend, another student, faculty/staff member). This person can advise the accused student, accompany the accused to the hearing and advise the accused in preparation and presentation of any appeal. The support person may not participate directly in the hearing. Support persons not complying with the hearing procedures may be removed from the hearing. Members of the legal profession are not permitted to attend the hearing.

## **RIGHT TO AN APPEAL**

The student has a right to appeal a decision and the sanction by writing the Assoc. VP for Student Services within 2 business days of notification. The Assoc. VP for Student Services appoints an Appeals Panel to review the appeal. The appeal statement should include sufficient detail to permit the evaluation of the merit of the grounds for appeal. The student is granted only one appeal. Students may appeal in writing if

1. there were procedural errors.
2. there is new evidence not available at the time of the hearing which could have an impact on the outcome of the hearing.
3. there was insufficient evidence to justify the decision.
4. there was misinterpretation of College policies.
5. the sanction did not fit the violation.

After receiving an appeal, the Appeal Panel may elect to: affirm the finding and the sanction originally determined, affirm the finding and change the sanction, or dismiss the case. Students shall receive written notice of results of their appeal no later than 7 business days after filing the appeal. The decision of the Appeal Panel is final.

## **COMMUNICATION**

All proceedings remain confidential among CCRB members and materials relevant to the hearing may not be shared with persons outside the College. Individuals who have a need to know may be notified. Only the student(s) involved will be given information about the case.

**Victim Notification** – In student conduct cases, in which a person associated with Alverno College has been victimized, the Asst. Dean of Students will share the results of the student conduct hearing with the victim when appropriate.

**Public Communication** – As a protection for students involved in the Student Conduct Process, the College withholds information. A public statement shall be available if requested by the student involved. The College, however, is free to publish a statement on its action in the event that the case should become a public issue.

**Notification of Parents/Guardians** - The College supports students assuming personal responsibility and accountability for their actions as they learn to establish their own independence. The College also recognizes that the process of establishing personal independence requires support and, at times, assistance or intervention. In the appropriate circumstances, notification of parents/legal guardians can be a means of support in that transition. Consistent with this approach, the Assoc. VP for Student Services or the Asst. Dean of Students will involve the student in a discussion about the decision to notify her parents/legal guardian and will inform the student that notification will take place. Nothing in these proposed guidelines shall prevent College officials from notifying parents/legal guardians of health or safety emergencies.

The Assoc. VP for Student Services and the Asst. Dean of Students are responsible for determining if and by what means parents/legal guardians will be notified when students under the age of 21 are found to have committed serious or repeated violations of federal, state, local law or College policies related to the possession, use or distribution of alcohol or a controlled substance. In general, notification of parents/legal guardians is indicated in any of the following circumstances

- The violation involved harm or threat of harm to persons or property.
- The violation involved an arrest in which the student was taken into custody.
- The student has shown a pattern of violations – even if they are minor. Two or more violations associated with drug or alcohol use would be reasonable cause for notice.
- The student was involved in a group activity off campus in which they violated college policy with respect to the use and/or consumption of alcohol or drugs.
- The student who committed the violation required medical intervention or transport as a result of consumption of alcohol or a controlled substance.
- The violation resulted in or could result in the student being disciplined by the college including but not limited to: housing contract probation, housing contract cancellation, disciplinary probation, suspension or dismissal.

## **POSSIBLE SANCTIONS**

Sanctions are given after a determination of responsibility has been established. The purpose of a sanction is to hold students accountable for their behavior and to state clearly that Alverno College does not tolerate such behavior. Possible sanctions, which may be imposed:

1. **Administrative Unsatisfactory in a Course** – This sanction is intended to remove a student from a course based upon behavior concerns in a classroom. Further action for the administrative U may be recommended by the CCRB members.
2. **Behavior Warning** – Notice to the student that the behavior is unacceptable and future misconduct will result in disciplinary action.
3. **Behavior Probation** – A specified period of time during which the student is not on good disciplinary standing. The student may be restricted from leadership positions. Probationary status may permit the student to remain in the residence halls on the condition that the individual complies with the sanctions. Failure to maintain behavioral expectations will result in further disciplinary actions.
4. **Educational Sanctions** – This sanction is intended to engage the student in a positive learning experience related to the inappropriate behavior. The sanction allows a student to reflect upon the behavior. This type of sanction may include community service, a research paper, presentation, educational project or bulletin board related to the violation topic, a work project, interviewing someone, personal assessment or counseling.
5. **Fines** – Monetary sanction which must be paid within a designated time.
6. **Restitution** – Student is held responsible for damages to personal or community property through financial compensation or appropriate service.
7. **Dismissal from the Residence Hall** – Student is removed and is no longer allowed to live in the hall or have visitation privileges. No refunds.
8. **Suspension from the Residence Hall** – The non-resident student, who violates residence hall policies, may be suspended from the hall for a specified period.
9. **Suspension** – Separation of the student from the College for a specific period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. **Deferred Suspension** – A specified period of time in which a student is allowed to attend classes, however, the student's continued enrollment is clearly in jeopardy.
11. **Immediate Removal from Campus** – A student who presents a threat to her or his own well being or to the rights, safety and/or property of others may be subject to immediate removal from campus. The student may not re-enter any campus building, or be present on campus without the written permission of the Assoc. VP for Student Services or designee.
12. **Dismissal** – Permanent termination of student status. An expelled student shall receive a U in all courses carried during the term she/he is dismissed. No refunds.

**Consequences for Noncompliance of Sanctions** - Registration for subsequent semesters will be on HOLD until a student completes the sanctions as determined by the student conduct administrators listed above. Failure to comply with any student conduct sanctions may result in additional student conduct action.

## SANCTIONS FOR REGISTERED STUDENT GROUPS

Conduct hearings for registered student groups shall be conducted in a manner similar to the procedures outlined in this document. Hearings shall be conducted with two spokespersons representing the group. The spokespersons may have the group's Advisor present. In some instances, entire groups may be held accountable and sanctioned by the CCRB and the Coordinator of Student Groups for the actions of their individual members. If a student group is associated with a national group, the national group will be contacted to discuss the situation and decide appropriate action. The following sanctions may be imposed for an infraction of policies.

- **Administrative Warning** - The warning to the group and Advisor describes the violation and gives them a time period to comply with the policies and requirement stipulated.
- **Student Group Probation** - Formal notice to the student group that the behavior in question is unacceptable, and that if continued or if other inappropriate behavior follows, the student group may be suspended.
- **Revocation of Registration** - The sanction revokes the student group's privilege to exist as a registered student group. This revocation may be for a definite or indefinite period of time. In order to be reinstated, the group must reapply to the Quality of Campus Life Committee.

These sanctions are cumulative and recorded from year to year. Sanctions include illegal alcohol consumption both on-campus and off-campus whether the student is involved in college related activities and/or just illegally using alcohol.

## DRUG SANCTIONS

A student involved in the possession, use, distribution and/or sale of narcotics, marijuana, drug paraphernalia or other illegal drugs is of College concern whether it occurs on or off campus and irrespective of any action or inaction by civil authorities. If a student possesses illegal drugs or abuses legal drugs, the contraband is impounded and turned over to law enforcement personnel and the Assoc. VP for Student Services is notified. Depending on the circumstances, whenever student involvement with drugs comes to the attention of the College, it may be referred to the Student Conduct Process, the Milwaukee Police Department and the following sanctions may be applied:

- participation in a comprehensive substance abuse assessment recommended by the College and completion of the assessment's recommendations, including counseling if necessary (including costs of associated fees)
- notification of parents or concerned party as allowed under FERPA regulations
- suspension or dismissal depending on circumstances
- probable dismissal for distribution or sale of legal or illegal drugs

A federal law denies financial aid to students recently convicted in state or federal court of possessing or selling illicit drugs. This penalty applies to all drug convictions – including misdemeanor possession charges.

**ALCOHOL SANCTIONS** – Below is a list of possible sanctions for alcohol violations:

<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>• report placed in student's conduct file</li> <li>• a written warning</li> <li>• meeting with Asst. Director of Residence Life (if a resident) or the Asst. Dean of Students to discuss the alcohol violation and the effects of alcohol on the living and learning environment</li> <li>• a fine of \$50.00 and/or further sanctions, if appropriate</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• report placed in student's conduct file</li> <li>• discipline probation for the duration of the current semester and the following semester</li> <li>• written notification to parents by the Asst. Dean of Students</li> <li>• fine of \$100 or further sanctions if appropriate</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• report placed in student's conduct file</li> <li>• discipline probation which may prohibit the student from representing the College in any official capacity (e.g. athletics, officer position) for the duration of the semester</li> <li>• mandatory alcohol assessment and treatment at a recognized AODA treatment facility to be scheduled within two weeks of the sanction, comply with the assessment's recommendations, including counseling if necessary, pay the costs for the assessment and counseling</li> <li>• possible dismissal from the College depending on the seriousness of the alcohol/behavioral problem</li> <li>• notification of and meeting with parents as coordinated by the Asst. Dean of Students</li> <li>• fine of \$200 or further sanctions if appropriate</li> </ul>
<b>4<sup>th</sup> Offense</b>	<ul style="list-style-type: none"> <li>• automatic, immediate dismissal from Alverno</li> </ul>

### **Conditions for Re-Enrollment As A Result Of a Drug or Alcohol Offense**

Reapply to Alverno College through the Admissions Office. The application must include a letter describing the following:

1. what they have been doing during their time away from Alverno
2. what has changed for them that will assist them to be successful
3. what they have learned
4. what support systems they have developed (e.g. counseling, support group, group therapy, family support) in order to be successful in this environment, and
5. what their plans are for successful completion of a degree from the College

Reinstatement is contingent upon satisfactory completion of an evaluation at a recognized AODA treatment facility and completion of any recommendations from that assessment. This must be supported by a letter of recommendation from the Director of the center and an interview with the Asst. Dean of Students, the Director of Counseling and /or appropriate others.

### **MANDATORY HEALTH ASSESSMENT**

An assessment of a student can be mandated by the Asst. Dean of Students or the Assoc. VP for Student Services if:

1. a student becomes incapacitated as the apparent result of alcohol or other drug use; or
2. emergency medical personnel are summoned to transport a student to a hospital for emergency care; or
3. the student is in fact transported to the hospital for emergency medical care or refuses to accept such transportation when recommended by the emergency medical personnel; or
4. the student engages in or threatens to engage in self injurious behavior.

The student will be required to follow the recommendations of the assessing agency/practitioner as well as those imposed by the Assoc. VP for Student Services, and sign a release to enable College officials to monitor compliance with the treatment plan. To appeal, read the Rights to Appeal section of the Handbook.

### **ADMINISTRATIVE WITHDRAWAL**

The College strives to balance concern for the health and welfare of individual students with those of the larger campus community. A student may be subject to Administrative Withdrawal from the College or from the Residence Hall if it is determined that the student

- is or threatening to engage in behavior that poses a significant danger of causing harm to self or others, or
- is unable to successfully pursue or complete academic coursework for serious medical reasons, or
- is or threatening to engage in behavior that is severely disruptive, or causes significant property damage, or impede the lawful activities of others ,

In situations where there is concern for the student's physical and/or emotional health, the Asst. Dean of Students, in consultation with the Assoc. VP for Student Services, the student's advisor, and the Director of Counseling and Health Services, may determine that in the best interest of the student and/or the College community, the student be administratively withdrawn from school. The student will be notified in writing. The student withdrawn shall be given an opportunity to meet with the Asst. Dean of Students to share any information that may benefit her case.

The Asst. Dean of Students may require an evaluation of the student by a provider chosen by the College, at the College's expense. If the student refuses to participate in the evaluation, she/he may be withdrawn automatically from the College or be subject to further disciplinary action, including suspension or expulsion from the College the student refuses to participate in the evaluation. The results of this evaluation must be forwarded to the Assoc. VP for Student Services. This evaluation will be shared with a committee of administrators reviewing the case. The committee will be comprised of professional staff members as is appropriate. The committee will review all information related to the case and render a decision as to the student's status. Their decision is final. The Assoc. VP for Student Services may notify the parents or concerned party as allowed under FERPA regulations.

Continued enrollment at Alverno College is a privilege, not a right. A student permitted to continue at the College is required to

1. follow the recommendations of the assessing agency/practitioner as well as those imposed by the Assoc. VP for Student Services
2. sign a release to enable College officials to monitor compliance with the treatment plan

Any revocation of such a privilege is intended to protect the campus community and the individual and should not be equated with a penalty associated with the criminal law. In cases where dismissal, expulsion or removal from the College or housing is involved, fees may be refunded according to the Business Office refund policy.

### **Conditions for Re-Enrollment following an Administrative Withdrawal**

Students who are administratively withdrawn because of their behavior need to reapply for admission to Alverno College through the Admissions Office. Students suspended under this policy may not visit the campus without the consent of the Assoc. VP for Student Services. The Assoc. VP for Student Services may require a written plan to spell out the conditions the student must meet to re-enroll at Alverno, including a letter to the Assoc. VP for Student Services describing the following:

1. what the student has been doing during the time away from Alverno,
2. what has changed for the student that will assist her/him to be successful,
3. what she/he has learned,
4. what support systems the student has developed (e.g. counseling, support group, group therapy, family support) in order to be successful in this learning environment, and
5. what the student's plans are for successful completion of a degree from Alverno College.

### **COLLEGE COMMUNITY RELATIONS BOARD HEARING PROCEDURES**

(The Chairperson determines procedural questions.)

**Before the Hearing** -- The Chairperson meets with the parties involved in advance to

1. give them a written notice of the hearing, a summary of the charges and the name of the accuser.
2. discuss the process and review the *Check Off List for Preparing for a CCRB Hearing* and the hearing procedures.
3. review the proceedings, the list of witnesses and the materials to be presented a list of witnesses must be submitted to the Chairperson two days prior to the hearing. Parties have the right to invite one to five witnesses and to cross-examine the other witnesses.
4. negotiate delays in the hearing date or time that must be agreed upon by all parties.

**Prehearing Review by CCRB Members** -- The CCRB members convene in a closed session to review the written reports, determine the time sequence of the events that allegedly occurred, establish areas that need to be questioned, arrange seats to accommodate all participants. Only the CCRB Chairperson may make any tape recordings.

**Introductions** -- The CCRB Chairperson

1. invites student, accuser, parents/guardians/partners and their witnesses into the room.
2. introduces the CCRB members.
3. reviews the philosophy, the purpose of the hearing and the ground rules for the hearing.
4. reads the alleged violation(s) to the student.
5. asks if there are any questions of procedure to resolve.
6. asks both sides if they are ready to proceed.

### **Discussion and Questioning**

1. After witnesses have left the room, the Chairperson asks the persons involved if they would like to make brief opening statements, not to exceed 5 minutes. The accuser is asked to make a brief oral statement followed by a statement from the student.
2. CCRB members direct questions to the parties involved. The parties involved may direct questions to one another.
3. The accuser identifies witnesses to be called and the relevance of their testimony. (Character witnesses for the accuser are not usually appropriate.) The accuser's witnesses are heard with each witness providing a brief oral account. (The specific charges may be shared with the witness.) CCRB members and the student ask questions.
4. The student identifies witnesses to be called and the relevance of their testimony. The student's witnesses are heard last according to the same procedure outlined for the student.
5. The Chairperson invites the persons involved to make summary statements. The accuser has the burden of proof and speaks last. Time limits may be set.
6. CCRB members may ask the persons involved for possible sanction recommendations in the event the student is found responsible for the violation.

**Deliberation and Decision** -- CCRB members deliberate the facts and determine the level of responsibility for the violation(s). They consider the evidence, determine if the student was more likely than not to be responsible for the violation(s) and determine the appropriate sanction. Previous problems or sanctions may influence the type of sanction. The Chairperson gives written notice of the decision and sanctions to the persons involved within one week.

**Records of the Proceedings** - A statement of the charges, the names of those involved, a brief statement of evidence, the decision of the CCRB and a note as to whether the case was appealed will be included in the CCRB files. All notes will be kept for three years and tapes will be destroyed after the appeal time has lapsed. If a student is administratively withdrawn, a record of the proceedings will be included in the student's permanent academic record.