

ALVERNO
COLLEGE
ESTABLISHED 1887

**Building a Community of Learners:
A Community Guide & Student Handbook
2016 - 2017**

Building a Community of Learners

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

The Community Guide and Student Handbook is published by Student Affairs and is available online. You may view it, print it, or save it to your local student folder 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 15, 2016. The most updated version can be found online.

NON-DISCRIMINATION STATEMENT

Alverno College does not discriminate on any basis prohibited by law and is committed to non-discrimination in its admissions and educational policies, programs, activities, employment, scholarship and loan programs. Alverno provides equal access to the rights, privileges, programs and activities made available to students.

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 Catalog. The Catalog contains the following documents

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

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 Catalog documents carefully.

STUDENT EMAIL COMMUNICATION STATEMENT

Email is considered an official method of communication at Alverno College. All Alverno College students are expected to check their Alverno email accounts and read Campus NewsNet, a weekly e-newsletter. Failure to regularly check either of these important sites of campus communication is not a valid reason for being unaware of College policies or procedures, or of one's academic, financial, immigration, immunization, or judicial status at the College.

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 (Undergraduate and Graduate), the Course Offerings Information available online, Department Handbook (if available), the Residence Hall Handbook (if a resident), the Student Validation Report, and the Academic Evaluation. Updates or clarification of policies affecting students are featured in Campus NewsNet, the weekly student emails. Questions about academic policies should be directed to the Advising Office, FO 121 or call 414-382-6029.

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 emailed to the student and her/his 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 Committee on the Status of Students, 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/his courses/assessments/validations
- Memo/notes from faculty and advisor(s) regarding progress
- Mid-Semester Progress Reports and 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, Kathy Lake.

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, Undergraduate Weekend, Graduate, and Alverno Advantage), the Course Offerings Information, Building a Community of Learners: A Community Guide and Student Handbook, the Residence Hall Handbook, the Department Handbook, 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

- **Alverno Advantage** -- The Alverno Advantage Bulletin is the official source of information about the Associate to Bachelor's in Business program and the RN to BSN program. 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 online or in hard copy format.
- **Alverno on the Weekend** -- The Alverno on the Weekend 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 online. The Bulletin is updated annually. The edition that is current for your semester of entry is the one that governs your academic program.
- **Course Offerings Information** -- Course Offerings Info for each new term is published online 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 online on the Registrar's office web page. **Graduate** -- The Alverno Graduate Bulletin is the official source of information about 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 online or in hard copy format.

- **Weekday College** --The Alverno College Bulletin is the official source of information about academic programs. This bulletin is available online. 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 every two years. The edition that is current for your semester of entry is the one that governs your academic program.

AMNESTY POLICY

At times, alcohol may be involved in cases of medical emergencies, major crimes, sexual misconduct or gender discrimination. In an effort to encourage students to report these incidents and to focus on the safety of the student, an assurance of amnesty from an alcohol policy violation is provided for the student reporting a medical emergency, major crime, sexual misconduct, or gender discrimination.

ATTENDANCE EXPECTATIONS

Class attendance is a joint student-instructor decision. Instructors expect students to be responsible for coming to class and to come 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 academic engagement through active participation in discussions and 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.

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 school 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 from the faculty from your major department. 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.

If you are pre-Medicine, pre-Veterinary Medicine or pre-Dental, you may need to provide additional information about your academic progress in order to gain admission to professional schools. Let your Advisor know, and she/he will be in contact with Academic Affairs to ensure that your records contain the information you need when you apply to professional schools.

GRADUATION APPLICATION, AUDIT, AND GRADUATION

An application for graduation will be mailed to you in the beginning of your final semester. Complete the application and return to Alverno. The Registrar's Office reviews your file a year prior to your graduation and will complete a graduation audit. These audits are selected according to the graduation date listed in Interactive Online (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. 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.

GRADUATION PARTICIPATION

Alverno College believes in the value of participation in the commencement ceremony and the value of students sharing in the event with their colleagues. Graduates participate in commencement after all requirements are completed satisfactorily. For August graduates, diplomas are available the week following the August graduation date pending satisfaction of all financial obligations and completion of coursework. August graduates march in the December Commencement following their graduation date. 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, contact the Associate Registrar.

While the College participation policy requires the satisfactory completion of all requirements, an exception is made for MBA and MSCP students in recognition of the cohort nature of these programs. MBA and MSCP students who have completed all requirements except their electives may request permission to participate in commencement by submitting a general permit to the Registrar's Office.

Graduate Council 2009

GRADUATION RELATED EVENTS

The Associate Vice President for Student Affairs 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 for submitting a proposal two months prior to the event to the Associate Vice President for Student Affairs for event approval. The event proposal should include the following:

- The names of the student(s), alum(s), 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 group is responsible for:

- Reserving the room and/or theater
- Requesting equipment for the event if needed
- Requesting staff if needed for the rehearsal and event
- Coordinating program materials and internal publicity

NOTE: The event is NOT a substitute for Alverno's commencement events. Students must participate in the graduation ceremony.

HONORS

The Honors Program acknowledges undergraduate service-minded scholars. The criterion for honors is centered on two broad categories, academic excellence and superior service. These two categories are rooted in the philosophy underlying the Alverno curriculum, which effectively integrates academic achievement with professional and personal life. Nominations for honors are submitted by the faculty of the student's major and support areas. These nominations reflect the student's entire journey at Alverno. A cross disciplinary committee reviews the submissions looking for key characteristics and distinctive qualities that include independence, commitment, resilience, enthusiasm, creativity, influence, and mastery. The committee deliberates until they reach a unanimous decision and final list of honor graduates. Some students ask, "What do I do to get honors?" It is not what you do, it is who you are, specifically who you are through your entire Alverno journey. A woman who consistently displays distinctive qualities demonstrating her academic excellence and superior service is the Alverno Honors Graduate.

INDEPENDENT STUDY

You may want to register for an Independent Study because a required course may not be 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 and 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 an 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 Permit Form, which is available on the Registrar's Office webpage under Online Forms).

INTERNAL TRANSFER

It is sometimes possible for a student accepted into the Undergraduate Weekday College program to transfer to the Adult Evening and Online program. It is also possible for a student who was originally accepted into the Alverno on the Weekend program to transfer to the Weekday College program or the Adult Evening and Online 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 Advisor, the student will complete a Change of Major Form, if this change is possible.

INVOLUNTARY MEDICAL WITHDRAWAL

This policy recognizes that there are times when students must be withdrawn because their medical needs would be better met elsewhere and the College is unable to support a student's needs or cannot offer the resources required to allow the student to succeed within the community in their current condition. This policy

- encourages a student to withdraw voluntarily and seek a Medical Exception, when medical conditions or psychological issues make a withdrawal essential,
- helps transition a student to a more conducive environment when remaining at Alverno is not in the best interest of the student or the College Community, and
- provides a structure to ease the transition and possible return to the College.

When encouragement to the student to withdraw voluntarily has not been successful, involuntary withdrawal under this policy may be implemented.

For information about the policy go to Student Affairs (FO 119) or Counseling Services (AF 208).

MEDICAL EXCEPTION - (Voluntary)

This policy recognizes that there are times when students must officially drop all courses due to medical or health requirements. To initiate this process, go to the Advising Office and discuss a Student on Leave or a Withdrawal from the College prior to applying for a Medical Exception. Medical Exceptions can be requested for the current semester in which a student is enrolled.

For information about the policy go to Advising (FO121), Student Affairs (FO119) or Counseling Services (AF 208).

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 you may be required to complete work on an independent and individual basis. Both experiences can be stimulating and rewarding. However, when submitting work for your courses, you must take personal responsibility to complete work in accordance with the instructions of your teacher and use 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.

STUDENT ON LEAVE (SOL)

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 request to re-admit to the College through the Advising Office. As a Student on Leave, you may enroll at Alverno without applying for re-admission. To register, contact the Advising Office or your Faculty Advisor.

STUDENT PARTICIPATION IN EDUCATIONAL RESEARCH AND PRIVACY

Alverno College takes pride in improving its educational practice through ongoing research into student learning. As a community of educators and learners, we are also committed to sharing more broadly what we are learning from our research into teaching, curriculum, and assessment in relation to the experience and performance of our diverse students. And so, Alverno educators routinely collect data on student characteristics and learning not only to assist teaching and student learning in a particular class, but also to more broadly investigate the effectiveness of educational strategies used at Alverno.

In doing so, Alverno educators (Alverno faculty, instructors, administrators, academic staff, educational researchers, and student affairs staff) remain committed to handling all private information confidentially, just as they would for any academic or co-curricular information (see Student Records and the Family Educational Rights and Privacy Act). During the completion of an educational research project, Alverno educators may confidentially review student educational records. All proposals for educational research at Alverno are reviewed according to a process developed by the Alverno College Institutional Review Board (IRB) that protects against inappropriate disclosure of information.

When sharing educational research with colleagues at other institutions, it is sometimes useful for an Alverno educational researcher to use potentially identifiable individual data to illustrate research findings. In these instances, Alverno IRB policy requires that information about a student be disguised or "de-identified" before it is shared unless the student has first given explicit permission for this use. A student has the right to withdraw permission to use data for such an educational research purpose at any time.

Questions about privacy or other issues associated with educational research conducted at Alverno may be directed to the Chair of the Alverno College Institutional Review Board, Paul Smith, 414-382-6363.

STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 and to request amendment of records a student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. In addition, students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students wishing to review their education records must make a written request to Kate Tisch, the Director of Academic Advising (414-382-6036), 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 Advising Office)

STUDENT RIGHT-TO-KNOW

In relation to the Student Right-To-Know Act undergraduate graduation rates are available. Contact Marlene Neises, Associate Vice President for Academic Services, for further information. She can be reached at 414-382-6014 or Alverno College, 3400 S. 43rd St, P.O. Box 343911, Milwaukee, Wisconsin 53234.

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. 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 (OW)

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 undergraduate 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 Committee on the Status of Students explaining what they have been doing during their time away from Alverno and what their plans are for return and the successful completion of a degree from the college.

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. If you have any questions about student accessibility, contact Instructional Services, FO 408 or call 414-382-6026.

CAMPUS WIDE ADVERTISING AND POSTING PROCEDURES

Policy Statement – The La Verna Commons Lobby is the posting area for Founders Hall. There are additional posting areas on the second floor of Athletics & Fitness, the second floor of Christopher Hall and in the Clare/Corona lobby. Student Activities & Leadership is responsible for posting all event/dated materials and notifications in the designated posting areas e.g. academic fliers, campus resources and updates, travel classes/opportunities, volunteer opportunities, on/off campus events, rentals and sales. Postings can be dropped off in the Student Activities & Leadership office (FO 110). All materials for campus posting must be approved and stamped by Student Activities & Leadership and will be approved for up to 4 weeks prior to the advertised event. Postings and/or banners without an approval stamp or located in undesignated areas will be removed and discarded. 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.

NOTE: Separate School and Division bulletin boards for major/division specific postings will be available in Christopher Hall, Alphonsa Hall, Corona Hall, Clare Hall, and the north end of Founders Hall. These areas will be maintained by the individual School/Division. [Student Activities & Leadership size and content guidelines do not apply to division bulletin boards.]

16 postings per event will be accepted in Student Activities & Leadership.

- One will be displayed in the designated area in the La Verna Commons Lobby
 - Accepting on and off campus events, job postings, volunteer opportunities
 - May be 8 ½" x 11" or 11" x 17" in size
- One will be displayed in the Athletics & Fitness 2nd Floor Hallway
 - Accepting on and off campus events, job postings, volunteer opportunities
- One will be displayed in the Alexia/Christopher 2nd floor ramp
 - Accepting on-campus event postings only
- One will be displayed in the Clare/Corona Lobby
 - Accepting on-campus event postings only
- Twelve will be distributed in the residence halls (8 ½" x 11" only)

Posting materials must be error-free, 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 Activities approval stamp.
- Size: For the three lobby spaces either 8 ½" x 11" or 11"x17" will be accepted. The residence halls will only accept 8 ½" x 11". Postings larger than this may not be accepted.

Content Guidelines - Student Activities & Leadership reserves the right to refuse posting non-college related material that may be a conflict of interest or violate campus policies, criteria, or procedures. Interpretation of content resides with Student Activities & Leadership. The following are not permitted:

- Content that is threatening, harassing or invading the privacy of others.
- Pornographic material, explicit implied vulgarity, or pictures or statements perceived as obscene, offensive or insensitive to any religious, ethnic, age or gender group.
- Materials promoting, displaying or implying the use of alcohol or illegal substances.

Banner Policy

- Banner space is available above the posting area in the La Verna Commons Lobby only. Space is limited and must be **reserved through Student Activities & Leadership**. Banners will be posted for up to 3 weeks.
- Posters and banners may not cover up other postings.
- All postings and displays will be removed and discarded within 24 hours after the event.

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. Check with Residence Life, 414-382-6372, for specific regulations concerning mailings or postings for the residence halls.

Table Reservation - Tables can be reserved for one week in the La Verna Commons Lobby for displays connected to an upcoming event. For example, if a student group or department wants to promote and recruit for the Heart Association Walk they could leave materials on the table

for up to a week and staff the table with volunteers during peak traffic times. To reserve a table in the La Verna Commons Lobby please submit an on-line request through EMS.

Postings are NOT allowed in the following areas:

- Chapel Lobby, Sister Joel Read Center, Alphonsa Hall, Alexia Hall, and Christopher Hall (with the exception of academic division bulletin boards).
- Restrooms and elevators.
- Doorways and windows.
- Grounds, trees, shrubs, cars, snow.
- Resident rooms and/or doors.

Display Signs - Floor standing display signs (holding 22x28 posters) or banners created by Marketing (see picture below) may be used on the day of an event for check-in or directional purposes, but must be placed out of the flow of traffic. The following areas are approved areas for ONE standing display the day of the event.

- Alphonsa Lobby
- Alexia Lobbies (ground floor, 1st floor and 2nd floor)
- The Loft
- Clare/Corona Lobby
- Chapel Lobby
- Library Entrance



Chalking - Chalking on campus grounds is prohibited, with the exception of recognized student organizations. Student Organizations are allowed to chalk by Alexia Hall, Austin Hall, Clare Hall, and Christopher Hall only. Requests to chalk on sidewalks around campus must receive approval from the Department of Student Activities and Leadership.

Note: As the College adjusts to its new spaces and traffic patterns, the posting policy will continue to be adapted as needed. Feedback is always welcome - email studentactivities@alverno.edu.

ANIMAL POLICY

Fish are the only pets allowed on the residential floors in the residence halls. Per Title III of the ADA, Alverno College accommodates service animals which are limited to dogs and miniature horses in all areas on campus. In support of students, Alverno provides reasonable accommodations for therapy assistance or animals in the residence halls for qualified students with disabilities when there is a clear relationship between the disability and the service the animal provides. For further information, contact Colleen Barnett, Student Accessibility Coordinator, 414-382-6026. The determination of whether a therapy animal is permitted in the residence halls is made through an interactive process involving the individual requesting the accommodation and relevant campus personnel.

ANTI-RETALIATION/WHISTLEBLOWER POLICY

Alverno College strives to operate in an ethical, honest and lawful manner and expects its faculty, administrators, staff and students to conduct their activities in accordance with Alverno policies and Code of Ethical Conduct, as well as applicable law. The College's procedures and internal controls are intended to prevent or detect improper activities; however, Alverno strongly encourages all faculty, administrators, staff and students to report suspected or actual wrongful conduct by Alverno employees to their immediate supervisor, Student Affairs, Human Resources, an Alverno leader, or through other appropriate channels. Confidential information may be submitted to the President's Office, Human Resources or Student Affairs in a sealed envelope or by filling out the confidential reporting form found online on the front page of IOL. The confidentiality of the whistleblower will be maintained whenever possible. No Alverno faculty, administrator, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct. An individual who makes such a good faith report shall not be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report. All reported claims of retaliation will be reviewed and investigated and appropriate corrective action will be taken. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. In addition, an employee who intentionally files a false report of wrongdoing, or knowingly makes an untrue statement of fact in the investigation of a complaint, will be subject to discipline up to and including termination.

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 and a sign stating who the sponsoring office is must be displayed. For procedures on soliciting off campus donations, talk to the Director of Student Activities and Leadership at (414) 382-6317.

CELL PHONES

Alverno College strives to provide a positive learning environment for all students. Cell phones disrupt classes, offices and quiet places of study. Silence or turn off cell phones in the classroom and in offices and remove conversations from quiet places (e.g. library, computer center, and chapel).

CAMPUS GUIDELINES FOR SELLING ALCOHOLIC BEVERAGES

In order to serve alcohol at a college-sponsored event, approval must be obtained one month in advance from the Director of Student Activities and Leadership or the Assistant Director of Student Activities and Leadership. 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 sponsoring student group, staff and/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. Chaperones must meet with the Director of Student Activities and Leadership or the Assistant Director of Student Activities and Leadership prior to the start of the event to review the regulations and responsibilities of the chaperone. The event may be cancelled if this does not happen.
3. Inform the security staff that an event serving alcohol is being held on campus.
4. Schedule the event so that it ends by 12am.
5. Provide soft drinks and food for the duration of any activity where alcoholic beverages are served.
6. Dispense and consume alcohol only in designated areas approved for the event. Proof of legal drinking age is to take place at entry points.
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). No alcohol may be given away as a prize.
9. No one is to bring his/her own beverages to an event. Only beverages sold and provided by the sponsoring organization are to be consumed.
10. Drinking games will not be allowed at campus events.
11. 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.
12. Encourage the use of designated drivers (for off campus events).
13. Performing artists and outside guests will also be subject to the Alverno College alcohol policy and state regulations on alcohol consumption.
14. 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.

CAMPUS WEAPONS POLICY

Alverno College promotes a safe learning and working environment for all students, staff, faculty and visitors and does not allow any weapons in campus buildings. Weapons may include, but are not limited to, guns, knives, explosives, electric weapons and billy clubs. This policy also applies to any person legally licensed to carry open or concealed weapons (excluding law enforcement acting in their official capacity). Students violating this policy may be subject to disciplinary action up to, or including dismissal.

CHILDREN VISITORS 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 (under the age of 18) may not be on campus except while in the care of a parent/legal guardian/childcare provider. At all times when a child is on campus and not in the Early Learning Center or participating in college-sponsored programs, the child is the sole responsibility of the parent/legal guardian/childcare provider.

In the Classroom – In general, attendance in a classroom is limited to the instructor, students who are enrolled in the course, prospective students 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. 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 daycare or school, s/he is too ill to be in a classroom.
- The class meets in the science laboratory, nursing lab, art classroom, gym, Fitness Center. This is for the safety of all. If a room has mixed use, children will not be allowed in the room on lab days.

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 make every effort to 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. It is important that the child's presence on campus does not result in disruption to the workplace, to the classroom and non-teaching areas (e.g. library, computer center, offices). 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 quietly occupy the child. You are responsible for the safety and the well-being of the child. Occasionally, subjects raised in class may not be appropriate for the child. If this is the case, or if the instructor asks you to remove the child, please do so.

In the Work Place – Children should not be routinely permitted in offices during scheduled work times. A parent/guardian/childcare provider must provide supervision at all times and children should not be left unattended. Their presence should not interfere with workplace activities. Bringing children to work should only be permitted occasionally, with the permission of the supervisor and sometimes for the convenience of the employee due to a family emergency.

MINORS IN CAMPUS PROGRAMS POLICY

Alverno College is deeply committed to creating an environment that maximizes learning and provides campus safety. The *Minors in Campus Programs* was designed to ensure both. A minor (under the age of 18) may not be on campus except when participating in a college sponsored event or while in the care of a parent/legal guardian/childcare provider.

In Activities Sponsored by Alverno College -The College sponsors programs for minors (under age 18) such as athletic camps, Little Sibs Weekend, overnights for potential students. Appropriate forms, schedules and contact information are shared with parents/legal guardians. Alverno ensures that staff and volunteers have been trained on policies and procedures related to minors. For their protection, minors are not allowed in high risk areas (e.g., food preparation areas, mechanical rooms, areas with power tools or machinery, on college grounds equipment, or in vehicles). Minors are not allowed in the gymnasium, fitness center, locker room, laboratories, athletic training room, or in locker rooms unless supervised.

For Third Party Groups Using the Alverno Facility to work with Minors – On occasion a group of minors may be on campus participating in an event sponsored by a third party. In this situation the parent or designated leader is responsible for supervising the minors. A copy of any waiver used by an external group in association with minors must be submitted to Security with a list of participants. The following information will be shared with the designated leader of the group:

1. Alverno is tobacco free.
2. Weapons are not allowed on campus.
3. Minors must be supervised at all times.
4. Minors are not allowed in the following areas: laboratories, food preparation areas, mechanical rooms, areas with power tools or machinery, gymnasium, fitness center, locker room, laboratories, athletic training room unless supervised.
5. Appropriate forms, schedules and contact information is shared with parents/legal guardians.
6. Information on how to contact Security if there is an incident or injury involving minors.

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 Associate Vice President for Student Affairs and the Vice President 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 Associate Vice President for Student Affairs. Confidentiality in all areas of this policy will be maintained wherever possible.

Approved by the Wellness Council, 1990

DEMONSTRATION OR PROTEST GUIDELINES

Alverno College respects the right of students to express, explore and discuss matters of interest or concern. This may include expressing opinions publicly and joining together to demonstrate those concerns in an orderly manner.

Planned Event

A demonstration or protest is considered planned if the college was notified and the event was approved through Student Affairs or Student Activities & Leadership and scheduled with Event and Space Coordination. Safety & Security should be notified of the approximate attendance, day/time and location. A peaceful, respectful, non-obstructive and positive learning environment will be maintained. If at any point the safety of others becomes a concern, the Safety & Security Department reserves the right to disperse the event.

Requests Not Approved

In the event a planned demonstration or protest is not approved, the organizer can submit a written appeal to the Dean of Students. The Dean of Students may schedule a meeting to consult with the organizer or group. The appeal decision will occur within five business days of the appeal and/or meeting.

If an event occurs without notice, leaders will be connected to Student Affairs to determine the goals of the protest or demonstration and to work toward a solution or to approve continuation of the event.

Disruptive Event

Disruptive demonstrations or protests which block access to college facilities, thoroughfares, and operations will be asked to stop the disruptive actions and advised of how they can continue without disruption of the learning environment. All college policies and procedures apply to demonstrators/protestors.

Non Alverno Community Event

A demonstration or protest that is organized by a non-affiliated Alverno member will be instructed to stay on the public sidewalk and not enter or impede Alverno property or thoroughfares. A leader of the event may be asked to meet with Alverno Leadership to determine the reason for the event and any potential solutions.

Approved by the Safety and Security Committee, Spring 2016

DRIVING COLLEGE VEHICLES

Policy - This policy covers all approved drivers (employees, students and volunteers) who may use an Alverno owned or rented vehicle, or uses her/his personal vehicle for College business. Only approved drivers on the authorized list of drivers may drive Alverno owned or rented vehicles. Students who meet the minimum requirements for driving privileges must complete the consent/release form in Human Resources. Human Resources will verify that the student's driving record meets the minimum requirements set by Alverno College's insurance provider. In order to be eligible to drive for College business and/or events, drivers must meet criteria determined by Alverno's insurance agent.

To become an approved driver and drive an Alverno owned or rented vehicle, the driver must:

1. Complete the driver background check paperwork in Human Resources and submit a copy of your valid driver's license.
2. Receive approval from the appropriate faculty/staff member connected to the group (e.g. advisor, instructor, department coordinator).
3. Show proof that you are 20 years of age or above and that you have three years of driving experience.
4. Successfully complete an annual driving record check. This includes no more than three minor violations in the past three years and no major violation in the past five years.
5. Successful completion of defensive driving training.
6. Sign and return acknowledgment of receipt of the Vehicle Usage Policy.

Training - Alverno College provides training on defensive driving for all employees, students and volunteers authorized to drive Alverno owned, rented, or personal vehicles for College business. Human Resources maintains all records of employee training. Safety & Security maintains all records of student and volunteer training. Training is provided:

1. Upon request to be an authorized driver.
2. Prior to operating any vehicle for College business.
3. Whenever risk factor, requirements or a process changes as determined by Human Resources and/or Safety & Security.

Vehicle Reservations (Forms are available in the Mailroom FO G58 or Plant Operations FO G62.)

1. The appropriate staff/faculty member must approve any student or student group reserving an Alverno rented vehicle.
2. Costs for rented vehicles are charged back to the department.
3. Requests for use of the vehicle must be made at least two weeks in advance by turning in a completed vehicle reservation form to Plant Operations.
4. All passengers must sign a Waiver Form, which is to be given to Security prior to departing.
5. 15 passenger vans will not be rented. Trailers will not be towed from any vehicles.

Picking Up Vehicles

1. During Business Hours, drivers may pick up the pouch, keys and Waiver form in Plant Operations.
2. During Non-Business Hours, call Information Desk (382-6002) to request to meet Security.
3. When the College is closed, call Security (382-6911) to meet them.

4. The driver must have all passengers sign the Waiver Form prior to leaving and return it to the Sister Joel Read Center Information Desk or Security before departing.

Returning Vehicles

1. When returning, the driver should fill up the vehicle with gas (to the original level), empty all trash from the vehicle and return the vehicle to the designated reserved Plant Operations spaces in the Parking Structure (1st Floor North), or notify Security of the location if spaces are full.
2. Notify Security to meet you at the vehicle to complete a check in of the vehicle. During business hours call 382-6002 or when the college is closed call 382-6911. This will be a walk around to confirm no additional damage, tank is at the appropriate level, and return the pouch and keys. You will sign off on the form that this was completed.

Alverno College Rented Vehicle

Alverno College approved drivers (faculty, staff, students, and consultants) may drive Alverno rented vehicles for College business and/or events. Student drivers must be associated with a student organization or department on campus in order to reserve a vehicle for events. Vehicles cannot be reserved for personal trips.

Personal Vehicles

Alverno College approved drivers (faculty, staff, students, and consultants) who are driving their personal vehicles for College business and/or events must provide the Human Resources Office with a copy of their proof of insurance. The proof of insurance must have the following information listed: Name of Insured Person, Policy Number, Effective Dates of Insurance, and Vehicle Information (Make, Model, & Year). If the student's name is not listed on the proof insurance, they must show proof that they are covered by the policy.

Number of Drivers on a Trip

For an authorized student event

- Two authorized drivers and a faculty/staff member must accompany the group beyond a radius of 250 miles.
- One authorized driver is needed within a radius of 250 miles. (A faculty or staff member does not need to accompany the group).

For faculty/staff events

- One authorized driver is required.

Driver Responsibilities - approved drivers are responsible to:

- Adhere to all traffic regulations (for the appropriate state) to include ensuring all passengers are wearing seatbelts.
- Adjust all mirrors and seats before driving. Familiarize yourself with the vehicle controls prior to driving (lights, wipers, etc.).
- Keep the vehicle clean. Ask passengers to remove litter at the end of the trip.
- Maintain a vehicle environment conducive to safe driving (temperature, noise level, radio volume, cleanliness, etc.).
- Turn off the ignition, lock and take the keys with you when the vehicle is unattended.
- Keep windshield, side windows and rear windows of the vehicle in good condition so visibility is not restricted.
- Do not load vehicles beyond the design capacities for passengers and cargo, properly secure any and all loads so that items will not shift or move around.
- Report broken equipment, equipment failures or damage to Security/Plant Operations immediately upon return.
- Place all credit card receipts in the pouch and label all receipts with your department name.
- Do not transport any alcoholic beverages or drugs in an Alverno owned or rental vehicle at any time.
- Do not drive while under the influence of controlled substances such as alcohol, drugs, or medications that could adversely affect driving performance.
- Ensure that no tobacco products are used while in an Alverno owned or rental vehicle.
- No cell phone utilization while driving including texting, talking, web surfing or hands free talking. Safely pull over to the side of the road to make or take a cell phone call or read a text message or email.
- Do not use ear buds while driving.
- Tickets: All parking, moving violations or other traffic tickets or fines are the responsibility of the driver.

Emergency Information - Insurance - Alverno College has coverage to insure underinsured or uninsured drivers involved in an accident. Coverage includes liability, collision, comprehensive, medical, uninsured, and underinsured motorists. When utilizing personal vehicles for College business, the employee's insurance is primary and Alverno's insurance is secondary.

Emergency Road Care/Gas - A gas charge card is kept with the keys of the vehicle at all times. This gas credit card is to be used **only** for refueling the vehicle. If you have an accident, need repairs or need roadside service, call Alverno Security at (414) 382-6158 or (414) 382-6911.

Reporting an Accident

- Refer to the information and paperwork in the pouch.
- Call the Police and DO NOT move the vehicle. Call 911 if there are injuries.
- Complete the proper insurance forms and bring all completed paperwork to the college.
- Immediately Call Security (414) 382-6911 when safe to do so. Security will facilitate appropriate personnel.

- Alverno's Drug and Alcohol Policy will be followed. Any reports of accidents may result in the driver being tested at an Aurora facility. Security or Human Resources can advise on locations.
- All damage to a vehicle, no matter how small the damage, must be reported to Plant Operations immediately upon return of the vehicle if not reported earlier.
- Authorized drivers involved in an accident or property damage to a vehicle may lose their privilege to drive Alverno owned or rented vehicles.

Alverno College has the authority to revoke approved driver privileges at any time.

*Approved by the Safety and Security Committee, 2013
Revised Spring 2016*

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 Associate Vice President for Student Affairs or designee 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
- Statement from your treatment provider confirming you are well enough to continue in your classes and live in the residence hall (if applicable)

EMERGENCY COMMUNICATION

If there is an emergency and someone at home needs to reach you on campus, they may call the Information Desk at 414-382-6002. 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.

HEALTH 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, AF 208, or you may contact the Coordinator of Health Services at 414-382-6319. 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.

HEALTH REQUIREMENTS

Commuter Students - Immunizations and an annual flu shot are recommended for all students, but are optional for commuter students.

Tuberculin (TB) Skin Testing - Some academic programs require annual testing for tuberculosis. This may be done at your primary care physician's office, an outside clinic, or at Student Health Services. Health Services offers TB testing at a cost of \$15, which is charged to your student account. 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 - International and Exchange students are automatically enrolled in the Alverno College student health insurance prior to arriving on campus and are required to:

- Purchase the Alverno College student health insurance. The student health insurance 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, before moving into the residence hall.

Resident Students - By federal law, each year all resident students must acknowledge that they have been informed about the risks and benefits of receiving the Meningitis and Hepatitis B vaccinations. These vaccinations are recommended, but not mandatory. If students want to have these vaccinations they may do so, at their cost, through their primary care physician or their local public health agency. Some vaccinations are available through Alverno College Health Services—students may call Health Services at 382-6319 to inquire about the cost and availability. Residents are responsible for reading the Vaccine Information Sheets provided as part of the online housing contract. Students must complete an Immunization Form and return it to Health Services. Students who do not turn in a complete Immunization Form may be asked to leave the residence hall in the event of a vaccine-preventable disease occurrence in the residence hall.

Immunization Requirements for Residents	
Immunization	Requirement
Tetanus Diphtheria (Td or DPT)	Mandatory booster every 10 years
MMR (Measles, Mumps, Rubella)	Mandatory 2 doses
Varicella (Chicken Pox)	Strongly recommended, or indicate the date of the disease
Hepatitis B	Recommended, but not mandatory. Must affirm annually that you have read the Vaccine Information Sheets about Hepatitis B, even if you have had the immunizations
Meningitis	Recommended, but not mandatory. Must affirm annually that you have read the Vaccine Information Sheets about Meningitis, even if you have had the immunization

IDENTIFICATION CARD POLICY

Student Affairs issues all new students and employees of Alverno College an initial 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. 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 your responsibility to report a lost or stolen ID card to Student Affairs 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.

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:

- Services in the Library, Media Hub, and A-Store.
- Purchase items in Dining Services. Money can be deposited on the card in accordance with the Resident or Commuter Plan.
- Appropriate educational discounts and admission to facilities at other local venues.

Replacement Card Fees

New Photo or Lost	\$25	\$15 Nursing Card
Name Change	Free with the return of the old card. \$25 if the old card is not returned. \$15 for Nursing Card.	
Damaged Cards	\$25	\$15 for Nursing Card.
Stolen Card	Free with copy of police report.	

Name changes must be entered and processed through Interactive Online (IOL) before a new ID card will be issued for students. Employee preferred first name and/or last name changes must be completed in Human Resources before an ID card will be issued.

LOCKER USAGE

Lockers are available in the CH building on a first-come basis. Lockers are intended for use throughout the school year. Students and employees must provide their own lock, complete the registration and return it to Security, FO G-62. The College accepts no liability for losses. In May prior to graduation, students and employees are notified to clean out lockers so that an annual cleaning can happen during the summer. Lockers are available for sign up again in August. There are also lockers available in the Sister Joel Read Center and Founders Hall for day use only.

PARKING

Parking at Alverno College is available on a first-come basis. Parking is unrestricted except for Lot D, Lot G, and areas reserved for special events. 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, roadways, parking in a manner that obstructs traffic, or backed into a parking structure space.
- 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 Safety & 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.

- First Offense - \$10
- Second Offense - \$25 (in same semester)
- Third Offense and beyond - \$75 (in same semester)
- Parking in a disabled space without a permit - \$75
- 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 appeal are accepted.

RESIDENT STUDENT PARKING

Resident students are required to have a parking permit in order to park overnight on campus. All resident students and guests must park in designated areas between 2 am and 6:30 am. Austin residents' designated lot is the Parking Structure and Clare residents' designated lot is either Lot I or Lot G. Permit requests and forms are located in Plant Operations. Residents must provide a copy of their car registration. See the Residence Life Handbook for the full policy and procedures.

PHOTOS OF STUDENTS

During your time on campus at Alverno College your photo might be taken. If you knowingly allow your picture to be taken by staff, media or approved contracted photographer(s) it will be considered permission for Alverno College to use that photo in any campus publication or web-based communication tools. All participants in photos are considered volunteers and will not receive remuneration. Any photography intended for use in advertising or promotions will be done with the expressed written consent of students featured in the photography. 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 and Alverno will honor any such requests. If a student is concerned about a photo being used, the student should contact Marketing Communications. The student identification card photo and identification card number is considered confidential and part of a

student's educational record. Use of the identification card photo and/or identification number will not be used for public display without the student's permission.

*Student Affairs Advisory Committee, May 2009
Revised March 2011*

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. Alverno College promotes effective citizenship and encourages participation in the political process. 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. Individual students who wish to engage in the political process are encouraged to connect with the Department of Student Activities and Leadership to see what opportunities are available.

Guidelines for hosting a political candidate or representative on campus

1. The event must be open to the entire campus community.
2. Members of the student group/department must be present during an approved event or distribution of materials. Student groups should talk to the staff of Student Activities and Leadership for approval. Staff and faculty should direct inquiries to Human Resources for approval and for the appropriate process for distributing information.
3. The college must maintain a non-partisan, educational status and not support or oppose any candidate. This must be stated clearly on advertisements for the event and when the candidate is introduced. The college must comply with the provisions governing its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code. 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.
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.

Advertising, Posting and Canvassing Guidelines

1. Posting of political materials must adhere to the Posting Guidelines.
2. Canvassing (mass distribution of fliers on cars or in common areas) is not allowed.
3. Information must include a contact name or name of sponsoring group.
4. 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.
5. Opinions promoted are the opinions of Alverno students and members of an organization. Alverno College does not support any one specific candidate.

Student Affairs Advisory Committee, May 2008

RECYCLING GUIDELINES

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

RELIGIOUS ACTIVITY POLICY

Alverno is a Catholic College committed to supporting students, faculty, and staff on their spiritual journey. Alverno welcomes a variety of religious traditions and respects individual religious commitments. Alverno does not attempt to proselytize nor sanction attempts to convert people to a religious affiliation other than their own. Alverno's programs seek to encourage the sharing and discussion of religious values and beliefs between members of the college community. With the approval of the Campus Minister, representatives of various religious traditions may provide appropriate religious services for their own members and others who wish to participate. Students who are members of specific 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 Director of Student Activities & Leadership. For more information, contact the Campus Ministry Office.

Student Affairs Advisory Committee, 2000 (Revised February 2009)

RESIDENCE HALL STUDENTS MUST BE FULL-TIME

A resident student must be regularly attending classes full time and making satisfactory academic progress toward her degree in order to live on campus. This means the student must be registered for and regularly attending 12 or more credits as an undergraduate student (6 or more credits as a graduate student) at all times during the semester. If a resident student is not meeting these requirements, she must notify a residence life staff member immediately and apply for an exception if she wishes to remain living on campus. To apply for an exception, write a letter to the Director of Residence Life. The following information should be included in the exception letter:

- Why you are not attending classes full time.
- Which classes you are currently attending.

- How you are spending your extra time that you might otherwise be in class. If you are working or involved in an internship, please note that and the approximate number of hours per week at your internship.
- Why living on campus is important to you.
- Ways that you are involved in helping the residence hall to be a positive place to live.
- How living on campus will support your academic goals.

*Student Affairs Advisory Committee, 2002
Revised March 2011*

TOBACCO FREE CAMPUS POLICY

Alverno College has been tobacco free since June 1, 2007. Our goals are to create a healthy environment, encourage individuals to develop life-long healthy habits and to respond to federal and state clean air laws. To meet these goals, the use of tobacco products and electronic cigarettes are prohibited on Alverno's campus.

The tobacco free area consists of all campus buildings and exterior grounds from 43rd Street to 39th Street and from Morgan Avenue to Euclid Avenue. This is an effort to be effective citizens who are respectful of our neighbors. Violation of the Tobacco Free Policy may result in disciplinary action.

Resources

- Students can meet with the nurse and/or the counselor to create an individualized plan for smoking cessation. This would include smoking cessation planning, strategies, and ongoing monitoring of her progress. Appointments are free and confidential.
- Wisconsin Tobacco Quit Line Telephone #: (800) QUITNOW or (800) 784-8669
- www.ffsonline.org
- www.ctri.wisc.edu
- www.lungusa.org/stop-smoking

TRANSGENDER POLICY

Alverno College is a four-year, liberal arts, independent, Catholic college for women, offering undergraduate programs for women, and graduate programs for women and men. While men occasionally attend undergraduate courses at Alverno under special circumstances, Alverno does not award undergraduate degrees to men. Alverno's mission is to create an institution and programs appropriate to the educational needs of women in the 21st century. In the Catholic tradition of caring and respect we support students in their journey of self-identity. Therefore, when persons take decisive steps to change their identity from female to male such as changing their gender on their birth certificate or changing their gender on their driver's license, we will recognize the integrity of your self-expression as a male. We support and respect that decision and will work with you during this transition period. However, your decision will mean that you will no longer qualify to earn an undergraduate degree from Alverno or live in the residence halls because we offer degrees to individuals who identify as women.

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. If classes are cancelled, please link to Moodle for a message from your faculty about assignments or make-up arrangements and watch for information from your faculty via email or posted on Moodle about assignments or makeup arrangements. Closings are announced in the following ways:

1. The following stations carry announcements if the College cancels classes or closes due to adverse weather conditions:
 - TV Stations - Channel 4 (WTMJ), Channel 6 (WITI), Channel 12 (WISN), Channel 58 (WDJT), Channel 41.1 (WBME)
 - Radio Stations - WOKY (920 AM), WSSP (1250 AM), WTMJ (620AM), WISN (1130 AM), WXSS (103.7FM), WMYX (99.1FM), WLWK (94.5FM), WKKV (100.7 FM), WRIT (95.7 FM) WRNW (97.3 FM), WMIL (106.1 FM), WLWK (94.5FM)
2. Look at Alverno's home page (alverno.edu).
3. Students are automatically signed up for Rave Connect, our emergency communication system. You will receive a voice message and/or SMS text message about closings.

TECHNOLOGY USE POLICIES

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 document with the most current date 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 online at <http://www.alverno.edu/techserv/departmentinfo/missionpolicies/> or in the mailroom with the Network Account Request Forms under Technology Services.*

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 following 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 & You*, *The Alverno Educator's Handbook* and *Alverno: How It Works*.

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 Technology Use Policies

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

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.

Compliance with Alverno Library Policies - All Alverno students, faculty, and staff are issued library barcodes when they receive their college identification cards. By using your library barcode to borrow materials or to access electronic resources through the library web site or TOPCAT (the library's online catalog) you agree to abide by the Alverno Library Circulation policies. You are responsible for all materials and equipment borrowed on your library barcode including any replacement costs and processing fees for lost or damaged items, or for any overdue fines for late materials or equipment. The borrower's agreement covers any items borrowed from the Alverno Library, the Media Hub, any of the SWITCH libraries, or through Interlibrary Loan or Infopass transactions. In the event any legal action is taken, you agree to pay all reasonable collection costs, including attorney's fees and other charges necessary for the collection of any amount not paid. For a detailed list of the Alverno Library Circulation policies please see <http://www.alverno.edu/library/aboutthelibrary/circulationpolicy/>.

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.

Social Media - Social media is designed to disseminate information through social interaction. Alverno College believes in interaction with others to achieve goals, resolve conflicts and build relationships. Social media sites, such as LinkedIn, Facebook, Twitter, YouTube and many others allow faculty, staff and students to develop social interaction skills and to stay connected in their personal and professional lives. This policy has been created to ensure operation is in accordance with College policy and represents the College’s best interest.

Faculty, staff and students are expected to act responsibly and to follow the same behavioral standards online as they do in real life situations, as described in detail above. Information and photos posted online are public information and inadvertent use of identifying information could be in violation of FERPA or HIPAA regulations. Students, faculty and staff are encouraged to be prudent when posting information on social media sites. Alverno College does not routinely monitor online communities, however, pictures and information brought to the attention of the College describing or documenting behavior considered to be in violation of College policies, such as those listed on page one of this document or in other official college handbooks, on campus or off campus at a College sponsored event, will be subject to further investigation. Any College policies found to be in violation are documented as a result of the investigation and will result in appropriate disciplinary action.

RESPECT FOR OTHERS

Personal Information of Other Individuals - Protect personal information of other individuals when disseminating 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, audio or video files, music, movies, television shows or other digital video media by College employees or students. The College will not provide legal defense for individuals who may be accused of making/downloading such unauthorized copies of files 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, FrostWire, Vuze, uTorrent, TPB, etc.

- 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 Affairs 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 Affairs or a Vice President. 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 the Technology Services department. 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. In addition, you are responsible for College-owned information stored on your personally owned device such as a USB drive, tablet, laptop, smartphone, home computer, etc. You should take appropriate security measures, to protect the data and ensure that FERPA and HIPAA guidelines are followed.

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 Affairs, Marketing Communications, 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); cannot reuse the last three passwords
- 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 as the one you use for automatic teller machines or online banking).
- 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.

To maintain network security, accounts are deleted on a regular basis. Account deletion includes but is not limited to removing access to Alverno’s network, deleting files in individual home directories and deleting email.

- Student accounts are active for six (6) months after graduation. After that time the account is deleted.
- Accounts for students whose status changes to Official Withdrawal or Dismissed are deleted shortly after the status change is made.
- Accounts for Students on Leave remain active. If a student’s status changes from Student on Leave to Official Withdrawal, the account is deleted.
- Employee accounts, including student employee accounts, will be disabled/deleted upon separation of employment.

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, Dean of Students 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 ACTIONS

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 & You*. 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
- FERPA or HIPAA privacy rule violation

In addition, offenders may be referred to their supervisor 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 supervisor (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
Open an account:	Technology Services Computer Center 414-382-6336	Obtain form from Technology Services Folder in Mail Drawer Room
Obtain technical assistance:	Technology Services Computer Center 414-382-6336	Follow Service Desk Procedures
Report a policy infraction (non-security related):	Associate Dean of Students 414-382-6118	Supervisor, Coordinator, or Division head (varies by department)
Report a security violation:	Campus Network Security Team Coordinator, network-security@alverno.edu	
Locate additional information regarding Alverno policies:	Student Handbook (contact Student Affairs) Alverno & You (Human Resources) Alverno: How It Works (Human Resources)	
Find Alverno's Home Page on the Internet:	alverno.edu	

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*Technology Committee, October 1997
Revised January 2013*

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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.

Student Affairs Advisory Committee, 2009

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 meet with the Associate Dean of Students or the Associate Vice President for Student Affairs and appropriate action will be taken.

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
- Al-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 County Mental Health Complex (24 hours) Crisis/Suicide Prevention Hotline 414-257-6995
- Milwaukee Women's Center (24 hours) Crisis Line 414-671-6140
- Appointment/Information 414-449-4777
- www.madd.org 414-727-7505
- www.al-anon-alateen.org 414-257-2415
- www.alcoholics-anonymous.org
- 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. Alverno College expects individuals to abide by all federal and state laws regarding alcohol and drug use. In addition to institutional expectations, the following specific policies address violations.

1. 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 college official smells alcohol on your person
 - You are in the presence of someone consuming alcohol
 - You have alcohol paraphernalia in your residence hall room or car
 - Your residence hall room or car smells like alcohol
 - You appear visibly intoxicated
2. Illegal drug use is not tolerated by the college. Individuals may be found responsible of drug use if the following conditions exist:
 - A college official smells drugs on your person

- You are in the presence of someone doing drugs
 - You have drug paraphernalia in your residence hall room or car
 - Your residence hall room or car smells like drugs
 - You appear under the influence of drugs
3. Students are required to abide by all state laws and may drink at college sponsored events if of legal age. Individuals are expected to conduct themselves in a mature and responsible fashion when drinking at College events, always respecting the rights of others. The staff or event sponsors reserve the right to make an event alcohol free and to ask persons to leave the event who do not demonstrate appropriate behavior. In addition, students demonstrating disorderly conduct after they have been drinking may be subject to disciplinary action.
 4. Alcoholic beverages may be possessed, purchased and/or consumed by persons of legal drinking age in areas designated by the college.
 5. All alcohol sold and served on campus must be purchased through Dining Services.
 6. 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.
 7. No person may procure, sell, dispense or give alcoholic beverages to an underage person. Individuals contributing to underage drinking will be held responsible.
 8. 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. having kegs, tappers or beer bongs in the residence hall, having drinking parties in resident rooms).
 9. Alcoholic beverages are not permitted to be stored or consumed in a resident student room when any of the residents of the room are less than 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 and the guest visiting is of legal drinking age.
 10. 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.
 11. 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.
 12. Using, possessing, manufacturing, selling, buying, or transferring drugs on any campus property or at any college sponsored function is forbidden.

STUDENT EMPLOYEES AND INTERNS - DRUG AND/OR ALCOHOL ABUSE

Students in the classroom, at their internship or clinical, and at their college work site are expected to report to work in appropriate mental and physical condition to perform their duties in a satisfactory manner. Involvement with drugs and alcohol can be very disruptive, adversely affect the quality of work and performance, pose serious health risks to users and others and have a negative impact on the learning environment, productivity, and morale. The internship/clinical site is considered an extension of the college campus. Students are required to follow the work site rules for alcohol and/or drug violations but Alverno would also discipline the student as if there was an abuse of alcohol or drugs on campus. Refusal to participate in drug and alcohol testing will be considered a voluntary termination of the employment or internship. Alverno College will test for violations when:

1. the College has reasonable cause to believe that a student worker or intern is under the influence of drugs or alcohol
2. an employee or intern is injured as a result of an on-the-job accident and receives medical treatment away from the workplace
3. an employee or intern is involved in an on-the-job accident which results in injury to another individual that requires medical attention
4. an employee or intern is involved in an accident which causes major damage to company property

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 Affairs. 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 Residence Hall Coordinator (for residential students) or the Associate Dean of Students (for non-residential 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. **Room Entry and Inspection** - College Officials, with permission from the Residence Hall Coordinator, Director of Residence Life, or the Associate Dean of Students have the right to enter and inspect student rooms and property for the purpose of inspection and repair,

inspection if suspicion of illegal activities exists, preservation of health and safety, and recovery of college owned property. The Associate Vice President for Student Affairs reserves the right to inspect college property if suspicion of illegal activities exists.

7. **Sanctions** - Sanctions can be found under Student Conduct Process found on page 39 of 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, 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)

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

The 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 college campuses 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, and 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 is a synthetic psychoactive drug with hallucinogenic and amphetamine-like properties. Ecstasy 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 (methylenedioxymethamphetamine or commonly known as Molly) 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, Ritalin, and Adderall 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 \$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. This mandates 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 20 years) 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. Alverno College is committed to providing a community environment where students, faculty and staff have the opportunity to develop personally and professionally. We believe that the college community functions at its full potential when everyone in the community is respected for who they are and what they do. Creating a caring and respectful community that functions well depends on the individual and collaborative efforts of each person. The ability of an organization to experience each individual member as a valuable resource can translate into beneficial growth not only for the individual but for the organization as a whole. Being able to recognize and appreciate how the diversity of talent, experience and presence comes to the table means making a commitment to and becoming comfortable with the ambiguity of change and difference. As members of the Alverno community, we expect that each person will

- appreciate the connections between ourselves and others, recognizing that diversity contributes to richer life experiences for us all
- participate actively in collaborative learning experiences
- integrate learning not only in classes, but equally into life situations and work settings
- recognize and value the life experiences we all bring to our learning
- respect the dignity of all persons and demonstrate concern for others
- be compassionate and considerate in our interaction with others
- practice the skills of listening, understanding, and appreciating other points of view

Students have resources to assist them. They are guided throughout the process by the faculty and staff and the curriculum which offer important tools for living and learning. The work we do together offers us an opportunity to learn about different styles of leadership and approaches and the expertise that comes out of a diversity of work and life experience. Working successfully in tandem with one another requires individual reflection, development and growth. It is important for the community to create space within the world of work for interactions that can foster reflection and development that will lead towards meaningful growth.

STUDENT RIGHTS AND RESPONSIBILITIES

Alverno College expects that all members of this community act in ways that contribute to a supportive living and learning environment. 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. Creating a positive learning and working environment does not mean that everyone is always in agreement or that interactions are always smooth and easy. Each person has rights and responsibilities. Conflict within a community is inevitable; therefore, learning how to effectively manage conflict without interfering with an individual's liberties is essential. Coming to meaningful understandings may mean investing in difficult and painful discussions with diligence and supporting one another even as we work to understand other perspectives.

- Students Have the Right to experience a campus conducive to learning that is free from intimidation and harassment.
- 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.


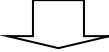




COMPLAINT AND CONFLICT PROCEDURES

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 different viewpoints and remain open to be influenced by new ideas and information
- focus the controversy on ideas and determining the best direction or decision
- 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

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 Director of the Department or the Dean of the school.

COMPLAINT AND CONFLICT PROCEDURES

RELATED TO COURSE WORK		RELATED TO CAMPUS LIFE		
INFORMAL COMPLAINT	 STEP 1-IDENTIFY THE ISSUE OR CONCERN 			
	<p>When a complaint, disagreement or conflict happens with a student or faculty member within a course, identify the issue</p> <ul style="list-style-type: none"> • Review syllabi, assignments and other resource materials to clarify the issue and list facts. • Decide what is and is not known and what does and does not support your thoughts. • Consult resource persons (advisor, friend, staff member or mentor) to help clarify the issue. 	<p>When a complaint, disagreement or conflict happens with a student or staff member, identify the issue</p> <ul style="list-style-type: none"> • Review the Student Handbook, and other resource materials to clarify the issue and list facts. • Decide what is and is not known and what does and does not support your thoughts. • Consult resource persons (advisor, friend, staff member or mentor) to help clarify the issue. 		
STEP 2-TALK WITH THE PERSON INVOLVED <i>If the student has a justifiable basis for not going directly to the person involved, make a formal complaint.</i> <ul style="list-style-type: none"> • Describe the issue. Discuss, advocate and challenge ideas, not the person. • Restate ideas that are not clear and ask for clarification or examples. Listen even if you don't agree. • Look at the issue from both perspectives. • Brainstorm possible responses to the issue/problem. • Take notes or draw a picture of the information presented. • Synthesize the best advice and reason to create a resolution. 				
 FORMAL COMPLAINT  <p>A Formal Complaint needs to be completed within 4 weeks of the incident. 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"> • response from the person involved is not satisfactory to the student or • the student has a justifiable basis for not going directly to the person involved. 				
STEP 3 -- IF THE CONFLICT OR ISSUE IS NOT RESOLVED, TAKE THE FOLLOWING ACTION				
FORMAL COMPLAINT	 Related to Course Work		 Related to Campus Life	
	<ul style="list-style-type: none"> • <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 Associate Dean determines the next step/outcome and informs you. • <i>If not resolved</i>, write a letter (formal complaint) to the Dean of the School. Describe the conflict/concern and include documentation. The Dean determines the next step/outcome and informs you. • <i>If not resolved</i>, write a letter (formal complaint) to the Vice President for Academic Affairs. Describe the conflict/concern and include documentation. The decision of the Vice President for Academic Affairs is final. 		<ul style="list-style-type: none"> • Write a letter (formal complaint) to the Associate Dean of Students. Describe the conflict/concern and include documentation. • A copy of the letter is given to the individual accused, the immediate supervisor (if applicable) and the student making the complaint. • If appropriate, 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. • If appropriate, the Associate Dean of Students may ask the accuser and the accused to meet in an effort to resolve the complaint. • The Associate Dean of Students will follow-up with involved parties to see if the issue has been resolved. • If appropriate, the Associate Dean of Students may refer the issue to the College Community Relations Board. • If not resolved, the Associate Vice President for Student Affairs will make a decision about the issue and their decision is final. 	

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 as outlined in the Student Handbook. 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. Behavior which threatens or endangers the health or safety of others
 - a. **Physical abuse** is any intentional and unwanted contact with you or something close to your body. Sometimes abusive behavior does not cause pain or even leave a bruise, but it's still unhealthy. Examples of **physical abuse** are: Scratching, punching, biting, strangling or kicking.
 - b. **Verbal abuse** is described as a negative defining statement told to the victim or about the victim, or by withholding any response, thereby defining the target as non-existent.
 - c. **Threats** are statements of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.
 - d. **Intimidation** is considered forcing someone into or deterring someone from some action by inducing fear.
 - e. **Coercion** is the intimidation of a person to compel the individual to do some act against his or her will by the use of psychological pressure, physical force, or threats.
 - f. **Harassment** is considered unwanted, unsolicited and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of one's gender, pregnancy, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law.
 - g. **Stalking** is repeated purposeful conduct (e.g. communication, letters, gifts) or pursuit directed at a specific person or immediate family members, which is unwelcome and interferes with the peace and/or safety or threatens a person's physical or mental well-being.
 - h. **Hazing** is 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.
 - i. **Bullying** is repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
2. 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.
3. Discrimination that deprives other members of the community of educational or employment access, benefits or opportunities on the basis of gender.
4. Failure to identify oneself when requested to do so or failure to comply with the reasonable request or directions of college officials or law enforcement officers acting in performance of their duties.

UNACCEPTABLE BEHAVIOR RELATED TO PROPERTY

5. Attempted or 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.
6. Unauthorized possession, duplication or use of keys to college premises or unauthorized entry to or use of college premises.
7. Theft or other abuse of computer time which includes the following:
 - a. Unauthorized entry into a file (to use, read, or change the contents, or for any other purpose);
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification and password;
 - d. Use of computer facilities to interfere with the work of another student, faculty member or College official;
 - e. Use of computing facilities to send obscene or abusive messages;
 - f. Use of computing facilities to interfere with normal operations.

UNACCEPTABLE BEHAVIOR RELATED TO THE OPERATION OF THE COLLEGE

8. Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.
9. Any form of dishonesty which relates to campus life, including but not limited to:
 - a. Cheating, misrepresenting authorship/plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false information or refusing to give your name to any college official;
 - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
 - d. Tampering with the election of any recognized student group;
 - e. Fraud, embezzling.
10. Campus Disruptions as it relates to operation of the college
 - a. Disruption through 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.

- b. 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;
 - c. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
 - d. Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at college sponsored or supervised functions off campus.
- 11. Abuse of the Student Conduct system, including but not limited to
 - a. Failure to obey the notice to appear for a meeting or hearing
 - b. Falsification, distortion, or misrepresentation of information
 - c. Disruption or interference with the orderly conduct of an administrative hearing
 - d. Attempt to discourage an individual's proper participation in, or use of, the Student Conduct process or to influence the impartiality of a member of the administrative hearing prior to and/or during the proceedings
 - e. Harassment (verbal or physical) and/or intimidation of a member of the administrative hearing prior to and/or during the proceedings
 - f. Failure to comply with the sanction(s) imposed
 - g. Attempt to influence another person to commit an abuse of the Student Conduct system.

UNACCEPTABLE BEHAVIOR RELATED TO WELFARE, HEALTH AND SAFETY

- 12. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
- 13. Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations as listed in the Alverno College Alcohol Policy listed above.
- 14. Violation of the Alverno College Tobacco Policy.
- 15. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or at College sponsored events.
- 16. Refusing to properly evacuate a college facility during a fire alarm or emergency situation or misusing and abusing fire and/or fire emergency equipment.
- 17. Violation of federal, state or local law on college premises or at college-sponsored or supervised activities.
- 18. Any form of gambling not approved by law.

UNACCEPTABLE BEHAVIOR OFF CAMPUS

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 addressed through the conduct system include behavior which:

- 19. Is a criminal offense including repeat violations of any local, state or federal law committed in the municipality where the College is located.
- 20. Interferes with or is a threat to the safety or welfare of self or others
- 21. Significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder
- 22. 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

UNACCEPTABLE BEHAVIOR RELATED TO THE CLASSROOM AND LEARNING ENVIRONMENT

- 23. Threatening behavior, both in written and electronic form, directed toward any member of the Alverno community that causes a reasonable apprehension of harm to others or disrupt the educational environment. (Alverno community members must report threatening behavior to Security and to the Dean of Students Office. If appropriate, Security will call the Milwaukee Police Department. The Associate Dean of Students will investigate and determine a college response.)
- 24. Disruptive Behavior as it relates to the classroom and learning environment
 - a. Consistently speaking without being recognized;
 - b. Interrupting other speakers;
 - c. Distracting the class from the subject matter or discussion, which may include inappropriate cell phone use;
 - d. Harassing behavior or personal insults;
 - e. Failing to maintain civility in discussions;
 - f. Engaging in side conversations;
 - g. Using the computer for non-class related functions;
 - h. Refusing to comply with the directions of the faculty.

UNACCEPTABLE BEHAVIOR RELATED TO SEXUAL MISCONDUCT

Sexual misconduct includes but is not limited to conduct prohibited at Wisconsin Statutes 940.225.

25. **Sexual Harassment** - Unwelcome, gender-based verbal, written or physical conduct that is sufficiently severe, pervasive and objectively offensive that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities. . Sexual harassment is based on power differentials, the creation of a hostile environment, retaliation, 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 include but are not limited to: slurs, threats, derogatory or suggestive comments; unwelcome jokes; exposure to sexually-oriented literature or pictures; attempts to coerce an unwilling person into a sexual relationship; unwelcome teasing, touching or sexual attention including email, phone calls or other online communication; making sexually oriented comments about the body or perceived sexual orientation; requests for sexual favors; punishing a refusal to comply with a sexually based request; conditioning a benefit on submission to sexual advances; sexual violence between strangers, acquaintances or intimate partners; stalking; and, gender-based bullying. Sexual violence including rape, sexual assault, sexual battery and sexual coercion are forms of sexual harassment covered under Title IX.
26. **Non-consensual Sexual Contact** - Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman without consent and/or by force. See the State of Wisconsin Statutes referenced below.
27. **Non-consensual Sexual Intercourse** - Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman without consent and/or by force. See the State of Wisconsin Statutes referenced below
28. **Sexual Exploitation** - Occurs when an individual takes non-consensual or abusive sexual advantage of a person for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples include but are not limited to: invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting friends hide in the closet to watch the consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV to another student; inducing incapacitation for the purposes of engaging in sexual activity with the incapacitated person; exposing one's genitals in non-consensual circumstances; and, inducing another to explore his/her genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
29. **Sexual Assault** - Any sexual contact without consent is against the law in Wisconsin. Wisconsin State Statute 940.225 creates four degrees of sexual assault. The Degrees are based upon the amount of force used by the assailant and the amount of harm done to the victim, rather than on the resistance offered by the victim. First, second and third degree sexual assaults are felonies; fourth degree sexual assault, lewd and lascivious behavior & sexual gratification are misdemeanors. Sexual assault is known to be a crime of indifference to the feelings of others, dominance, hostility and sometimes physical brutality. It is not primarily a sexually motivated crime but rather a crime of assault using sex as a weapon. Sexual assault can occur between persons in dating or sexual relationships, including marriage. It can also occur between persons of the same gender.
30. **Stalking** - Activity consisting of the repeated following and harassing of another person. It is a form of criminal activity that is comprised of a series of actions that individually may constitute legal behavior. For example, sending flowers, sending notes or text messages, or waiting for the person outside of work or their home. When these actions are made and instill fear or injury, they constitute a pattern of behavior that is inappropriate and, in some cases, may be illegal.
31. **Retaliation** – Behavior in response to an allegation of harassment that has an adverse effect on the person who made the original complaint.

HARASSMENT, VIOLENCE AND DISCRIMINATION POLICY (Title IX Compliance Requirements)

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. Alverno is committed to promoting a rich learning environment that is free of violence, discrimination, harassment and other barriers to students learning, healthy growth and development. All members of the Alverno community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Alverno College, an institution dedicated to the education of women, pays particular attention to issues of harassment, discrimination or violence on the basis of sex, gender, pregnancy or parenting status. Conduct, whether intentional or unintentional, that results in discrimination, harassment, or violence toward a student or employee is illegal and unacceptable, undermining the mission of the college. Such conduct, whether on or off campus, is expressly prohibited by the college and is considered a serious violation of human rights.

In alignment with federal Title IX regulations, Alverno College has procedures to receive, investigate, respond to and resolve complaints of discrimination, including harassment based on gender. Title IX violations include discrimination on the basis of sex or gender and include sexual harassment, sexual exploitation, nonconsensual sexual acts, and sexual misconduct. This policy applies to conduct between men and women or between members of the same sex. In this policy, "discrimination," refers generically and inclusively to all forms of discrimination based on sex or gender, including sexual harassment, sexual exploitation, sexual assault and sexual violence.

The Title IX Coordinators are Wendy Powers, Associate Vice President for Student Affairs & Dean of Students, and Mary Casey, Director of Human Resources. For any issues related to gender-based harassment and discrimination, students are encouraged to contact a Title IX Coordinator. The Title IX Coordinator has the responsibility to:

1. oversee complaints of discrimination on the basis of gender, including discrimination based on a student's pregnancy, childbirth, false pregnancy, termination or recovery;
2. ensure thorough investigations into complaints of sexual discrimination or harassment;
3. assure equitable remedies;

4. provide campus-wide training regarding sexual harassment, violence and discrimination, including the related Title IX policy and procedures; and,
5. issue timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the College community. Make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

When an allegation of gender discrimination is brought to an appropriate administrator's attention, and an individual is found to have violated this policy, serious and prompt sanctions will be used to reasonably ensure that such actions are never repeated. Employees found to have violated this policy will be disciplined up to or including termination of their employment. Students found to have violated the policy will be disciplined up to or including dismissal from the College. The college will not tolerate any reprisal or threat against any individual who alleges sexual discrimination. Beyond the campus policy and procedures for investigation and adjudication, Alverno will also respond to victims of sexual violence by providing access to services and resources.

*Student Affairs Advisory Committee, 1998
Revised September 2014
Revised May 2015*

Expectations Related to Sexual Harassment, Violence and Discrimination

1. **Consent** is positive cooperation involving an act of free will AND the absence of coercion, intimidation, force or the threat of force. A person cannot give consent if unable to understand what is taking place. Each person engaged in the sexual experience must provide active consent in order for mutual consent to be present. If limits are made clear and consent is not given, pressuring an individual into changing their mind is not consent. A person may not consent if unconscious, frightened, physically or psychologically pressured or forced, intimidated, impaired because of a psychological condition, and/or intoxicated by the use of drugs or alcohol. Use of alcohol or other drugs will never function as a defense for behavior that violates this policy.

Incapacitation is a state in which someone cannot make rational reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including but not limited to Rohypnol, Ketomine, GHB, Burundaga, etc. is prohibited and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

- Consent is based on choice.
 - Consent is active, not passive. Silence and passivity do not equal consent.
 - Consent is more difficult to establish when there is unequal power.
 - Consent to one type of sexual contact does not imply consent to another.
 - Consent requires conditions free of coercion and undue influence. Relenting because of fear is not consent.
 - Consent means two people (or more) deciding together to do the same thing, at the same time, in the same way, with each other.
 - Absence of a no does not mean yes.
2. **Force** is the use of physical violence and/or physically imposing on someone to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want"). There is no requirement that an individual resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. Sexual activity with someone who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
 3. **Coercion** is unreasonable pressure for sexual activity. There is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 4. **Consensual Relationships** - The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. Our intent is not to discourage friendly associations but rather discourage the abuse of authority in relationships. There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). Consensual intimate relationships may produce a conflict of interest, such as when one of the parties is responsible for evaluating an academic file or making employment decisions. The relationship may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Charges of sexual harassment may develop even though both parties have consented to the relationship. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, designated leader-student) are not appropriate. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct

supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. Failure to report such relationships to a supervisor as required can result in disciplinary action for an employee.

5. **Assurance of Amnesty** – At times, alcohol is involved in gender discrimination cases. In an effort to encourage victims of harassment and discrimination to report incidents and to focus on the safety of the student, an assurance of amnesty from an alcohol policy violation is provided for the student reporting gender-based discrimination.

Options for Students Dealing with Sexual Harassment, Violence and Discrimination

Sexual discrimination prevention efforts are critical in creating a community in which individuals can learn and live successfully. Individuals are encouraged to report violations of this policy to the College so that support services can be made available. Talking with someone about what happened can help reduce the sense of isolation and start the path to healing. All complaints are taken seriously. Any personally identifiable information will only be shared as necessary with as few people as possible, and all efforts will be made to protect the victim's privacy. With the exception of medical treatment for incidents involving sexual violence, the following options are listed in no particular order and include both off campus and on campus options in order to ensure a multiplicity of choices for the victim.

- **Seek Medical Attention as soon as possible.** - The Sexual Assault Treatment Center at Aurora Sinai Medical Center is located at 945 N 12th St Milwaukee, WI 53233. All contact is confidential. They can be accessed in person or by phone (414-219-2000) 24 hours a day.
- **File a criminal complaint** - Milwaukee Police Department Sensitive Crimes Division is located at 749 West State Street, Room 601, Milwaukee, WI 53233. Their phone number is (414-935-7405).
- **Seek campus support**– A victim is encouraged to speak to College officials to report incidents of sexual harassment, violence, and discrimination (e.g. academic deans, administrators with supervisory responsibilities, security, human resources). College officials who are perceived to have the authority to take corrective action or to address gender-based misconduct on behalf of the College are considered "Responsible Employees." Most college officials are considered responsible employees and will need to contact the Title IX Coordinator about the concern.
- **Seek confidential support** – To be assured the report will remain confidential, consult with one of Alverno's Counselors, Coordinator of Health Services or the Campus Minister. Each will offer confidential resources and options. These individuals are not required to tell anyone else private, personally identifiable information unless there is reason to fear for the safety of the victim or other community members.
- **File an online, confidential, anonymous report** - Alverno College accepts and investigates all allegations of improper activity by Alverno employees and students. Potential wrong doing may be reported on the Confidential/Anonymous form (found on the first page of IOL). In order for us to properly investigate concerns, individuals will be asked to provide as many details as possible about the potential improper activity such as allegations of fraud, theft, gross misconduct or misuse of college property and facilities.
- **File a complaint with the college** - Students who believe they have been subjected to harassment, violence and/or discrimination are invited to contact one of the Title IX Coordinators. The Title IX Coordinator will ensure facilitation of the adjudication process outlined below. A victim has the right to expect that incidents of gender based harassment violence, and discrimination will be taken seriously when reported, and those incidents will be investigated and properly resolved. Reporting means that only people who need to know will be told and information will only be shared as necessary with investigators, witnesses, advocates, and the accused individual. The Title IX Coordinator has the responsibility to provide training, assure equitable remedies and oversee the process of investigating. Once the Coordinator has notice of possible gender based harassment, violence or discrimination she will take immediate and appropriate steps to investigate what occurred and take prompt and effective action.

Investigations of Gender Based Harassment, Violence and Discrimination

The College takes seriously the responsibility of affording all parties involved in a complaint a fair framework for encouraging resolution of complaints. Falsification, distortion or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action.

- The Title IX Coordinator will meet with the person filing the complaint (accuser) to ascertain the details of the situation.
- The Title IX Coordinator will then appoint the Deputy Coordinator and the Investigator for the process.
- The Deputy Coordinator and/or the Investigator will inform the accused of the complaint. The information will include the person making the complaint and the circumstances which precipitated the filing of the complaint.
- Both parties (the accuser and accused) are designated an advocate to guide them through the complaint process. Either party may refuse the assistance of an advocate.
- The facts of the complaint are investigated as presented by the person making the complaint, the accused, and any witnesses for both parties.
- The summary of the investigation is submitted to the Deputy Coordinator who will make a determination of the next steps in the process.

- If it appears that a policy violation has occurred, the normal judicial/ behavioral review process should be followed (e.g., a meeting with Associate Dean of Students for a student violating the policy, College Community Relations Board or intervention from the supervisor and/or HR for an employee violating the policy). Ultimately, the determination of responsibility will be made based on the preponderance of the evidence (e.g., it is more likely than not that the accused violated the policy).
- Outcomes or sanctions will be applied to prevent future recurrence and remedy the effects upon the accuser and the community.

Possible Outcomes or Sanctions for Gender Based Harassment, Violence and Discrimination

- The respondent could be found not responsible for the alleged violation
- If it has been determined that a policy violation has occurred, the College's response will depend on the nature and severity of the incident. The range of responses includes, but is not limited to:
 - Individual meeting with respondent and respondent's advocate
 - Required educational activity
 - No contact order between victim and the respondent
 - Protective measures may applied (e.g. No trespass order for certain parts of campus, residence hall move, etc.)
 - Disciplinary action may include termination of employment or dismissal from Alverno

Resources

When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. Most college employees are required to report concerns to the Title IX Coordinator; however, the Campus Minister, Campus Counselors and Campus Nurse may keep the situation confidential. The following are options available to the Alverno community:

On Campus Resources

1. **Campus Ministry** – Connie Popp – FO 255 - connie.popp@alverno.edu – 414.382.6352
2. **Counseling Services** – Meg Pledl – AF 208 – meg.pledl@alverno.edu – 414.382.6119
3. **Counseling Services** – Laci Oyler – AF 208 – laci.oyler@alverno.edu – 414.382.6117
4. **Health Services** – Mary Reese – AF 208 - mary.reese@alverno.edu – 414.382.6319
5. **Safety and Security** – Michelle Engl or any officer – FO G55A - security@alverno.edu – 414.382.6911 or 414.382.6158
6. **Title IX Coordinator** – Wendy Powers – FO 119 - wendy.powers@alverno.edu – 414.382.6494
7. **Title IX Coordinator** – Mary Casey – FO 211 – mary.casey@alverno.edu – 414.382.6127

Off Campus (Milwaukee) Resources

1. **Milwaukee Police Department Sensitive Crimes Division (414-935-7405)** for police officers with special training related to sexually based crimes
2. **The Healing Center (414-671-4325)** for individual counseling, advocacy, and support groups
3. **Sexual Assault Treatment Center (414-219-5555)**
4. **Sojourner Family Peace Center (414-276-1911)** provides a confidential domestic violence hotline and emergency legal assistance 24/7
5. **Milwaukee LGBT Community Center (414-271-2656)** includes outreach to LGBT youth, adults, and their allies, and a mental health clinic for confidential outpatient care
6. **Milwaukee Women's Crisis Line and Shelter (414-671-6140)** offers 24 hour assistance to women in need of assistance from sexual or domestic violence

STUDENT CONDUCT PROCESS AND PROCEDURES

Alverno College values individual rights within a community setting by allowing avenues for constructive conflict. To ensure that this learning environment is maintained for everyone in the community, the Student Conduct Process 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 student conduct process.

STRUCTURE OF THE STUDENT CONDUCT PROCESS

When an incident occurs, an incident report is generated and submitted. The Associate Dean of Students reviews the incident and refers it to the appropriate administrator, who is then considered the Conduct Coordinator.

- **For Resident Students** – The Residence Hall Coordinator
- **For Resident Students who have demonstrated repeat behavior concerns:** The Director of Residence Life
- **For Commuter Students** - The Associate Dean of Students
- **For Students who have demonstrated repeat behavior concerns or have been accused of a policy violation that may jeopardize their status as a student** – The College and Community Relations Board (CCRB)
- **For Registered Student Groups** – The Director of Student Activities and Leadership

Training -- The Associate Dean of Students coordinates the overall student conduct process, as designated by the Associate Vice President for Student Affairs. This includes overseeing the evaluation of both the process and procedures, as well as training any members involved in the process.

Membership of the CCRB

The pool of CCRB members consists of:

- The Chairperson - Associate Dean of Students
- Faculty representing the various schools
- Staff in various offices throughout campus
- Students who are representative of the student population

The Associate Dean of Students may select other members of the College community to serve as resources to the CCRB. 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. A minimum of three members can hear cases unless the misconduct is of such serious nature that the majority of the CCRB members should be present. For extreme cases (e.g. sexual misconduct), the CCRB may not include a student representative hearing the case.

Responsibilities of the Conduct Coordinator and CCRB

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

STUDENT CONDUCT PROCESS

The following is part of the student conduct process:

1. Conduct Coordinator sends a written notice to the student requesting a meeting to discuss the incident.
2. In the meeting, if the student indicates an understanding of the nature and impact of the situation:
 - a. The Conduct Coordinator may impose a sanction and set a due date for the sanction
 - b. The Conduct Coordinator will send a written summary of the meeting and findings
3. In the meeting, the student may choose to have the CCRB hear the case instead of the Conduct Coordinator.
 - a. In this case, the Conduct Coordinator outlines the process of the CCRB Hearing.
 - b. Additional steps are outlined below in the CCRB Hearing Procedures section
4. For students who have demonstrated repeat behavior concerns or have been accused of a policy violation that may jeopardize their status as a student, the student will be referred directly to the CCRB for a board hearing.

Note: A student's official file is maintained by the Academic Advising Office. A student's conduct history is maintained by the Dean of Students Office. When serious violations of college policy occur, the Academic Advisor may be included in the documentation to include in the student's official file.

STUDENT RIGHTS IN A DISCIPLINARY MEETING OR HEARING

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

1. Will be informed of the charge and alleged misconduct in writing no less than 2 days prior to the meeting or hearing.
2. Will be listened to and treated with respect.
3. Will be considered not responsible until found responsible.
4. May choose to have the alleged violation resolved in either a disciplinary meeting with the Conduct Coordinator, or in a hearing with the College and Community Relations Board.
5. Has a right to assistance. The student may invite a support person to assist with the process (e.g. parent, spouse, guardian, friend, faculty/staff member). This person can advise the student, accompany the student to the meeting or hearing, and assist the student in preparation of any appeal. Electronic communication with the support person is not permitted during a CCRB hearing and may not participate directly in the hearing. Support persons not complying with the CCRB hearing procedures may be removed from the hearing.
6. Will be given the name of the accuser(s) and may hear the allegations 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. If part of a CCRB hearing, 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 allegations. This may include a document, testimony or materials relevant to the issue. She/he may also call witnesses on their behalf. (The chairperson needs to be notified in writing 2 days in advance of any witnesses the student is bringing to the meeting or 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 their acts.
9. If the student accused decides not to appear for a meeting or hearing, a decision may be made without the student present. Persons disrupting the meeting or hearing will be asked to leave.
10. Has a right to appeal.

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 at least two days prior to the hearing. Parties have the right to invite one to five witnesses and to ask questions of 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.

Inadmissible Information

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the chair. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the Associate Dean of Students. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Associate Dean of Students may supply previous complaint information to the investigators, the conduct coordinator or board, only if: the accused was previously found to be responsible; the previous incident was substantially similar to the present allegation; the information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

The Hearing Process

It's important to note that if any of the parties scheduled to be present at the hearing does not appear for the hearing, the hearing will continue without him/her present.

The Chairperson:

1. Invites the accused, the 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.
7. Asks witnesses to leave the room.
8. After the 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 accused. If requested by both parties and deemed appropriate by the CCRB, the accuser and the accused may give statements without the other in the room.

9. Once opening statements are made, CCRB members direct questions to the parties involved. The parties involved may direct questions to one another.
10. The accuser identifies witnesses to be called and the relevance of their statement. (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.) Witnesses are heard one at a time. CCRB members and the student ask questions.
11. The accused student identifies witnesses to be called and the relevance of their statement. The accused student's witnesses are heard last according to the same procedure outlined for the accuser.
12. 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.
13. 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 within one week to the persons involved.

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.

POSSIBLE SANCTIONS

The College's response depends on the nature and severity of the incident and whether or not it can be determined that a policy violation has occurred. If it appears that a policy violation has occurred, the normal judicial/ behavioral review process is followed. The College recognizes the right of all parties involved in a complaint to a fair framework for encouraging resolution of complaints. Falsification, distortion or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action. 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. The following is a list of possible sanctions which may be imposed:

1. **Conduct Warning** – Notice to the student that the behavior is unacceptable and future misconduct will result in disciplinary action.
2. **Conduct Probation** – A specified period of time during which the student is not on good disciplinary standing. The student may be restricted from leadership positions. If a resident student, 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 action.
3. **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, restorative justice, a research paper, presentation, educational project or bulletin board related to the violation topic, a work project, interviewing someone, one or more Judicial Educator modules, or a personal assessment.
4. **Intervention Measures** – This might include an intervention by supervisor or appropriate authority, or an individual meeting with the option of a support person in attendance.
5. **Loss of Privileges** – Denial of a designated privilege for a specified period of time.
6. **Fines** – Monetary sanction which must be paid within a designated period of time.
7. **Restitution** – Student is held responsible for damages to personal or community property through financial compensation or appropriate service.
8. **Administrative Unsatisfactory in a Course** – This sanction is intended to remove a student from a course based upon behavior concerns in a classroom.
9. **Suspension from the Residence Hall** – For a resident student or a non-resident student who violates residence hall policies, the student may be separated from the hall for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. **Dismissal from the Residence Hall** – Student is removed and is no longer allowed to live in the hall or have visitation privileges for an indefinite period of time. No refunds.
11. **Suspension from the College** -- 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.
12. **Deferred Suspension from the College** – A specified period of time in which a student is allowed to attend classes, however, the student's continued enrollment is clearly in jeopardy.
13. **Immediate Removal from Campus** – A student who presents a threat to their 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 Associate Vice President for Student Affairs or designee.
14. **Dismissal** – Permanent termination of student status. A dismissed student is no longer eligible to attend classes and is Officially Withdrawn from the College. 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.

REGISTERED STUDENT GROUP SANCTIONS

Conduct meetings and hearings for registered student groups shall be conducted in a manner similar to the procedures outlined in this document. A disciplinary meeting shall be conducted with at least one member representing the group, and CCRB hearings shall be conducted with at least two members 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 Director of Student Activities and Leadership or CCRB 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. In addition to the sanctions listed above, the following may be imposed for student groups found in violation of college policies. These sanctions are cumulative and recorded from year to year.

- **Administrative Warning** - A warning to the group and Advisor that describes the violation and gives them a time period to comply with the sanctions 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** – A revocation 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 Director of Student Activities & Leadership.

ALCOHOL & DRUG USE SANCTIONS

Alcohol is the most frequently abused drug on college campuses and in society. Alcohol use and abuse is shown to produce underachievement in classes, missed classes, late assignments, and can affect changes in behavior such as aggressiveness and irresponsibility. The misuse of alcohol can also disrupt sleep and can have a negative impact on the living learning community and is associated with academic and social problems such as sexual assault, violence, homicide and vandalism. It is for these reasons, as well as the health risks listed above, that the sanctions for Alcohol Violations and Drug Violations are given as a guide listed below:

Alcohol Use Sanctions

Step 1 - 1st Offense if considered minor	<ul style="list-style-type: none"> • Meeting with Conduct Coordinator to discuss the alcohol violation and the effects of alcohol on the living and learning environment • A fine of \$50 • Judicial Educator Module on Alcohol 101 • One other additional educational sanction
Step 2 – 2nd Offense or if 1st Offense is considered more significant	<ul style="list-style-type: none"> • Conduct probation for the duration of the current semester and the following semester • Written notification to parents by the Conduct Coordinator • Fine of \$100 • Judicial Educator Module on Alcohol 102 • Two other educational sanctions • Future offenses are referred to the next level administrator
Step 3 – 3rd Offense or if previous offense was more significant	<ul style="list-style-type: none"> • A minimum of conduct probation which may prohibit the student from representing the College in any official capacity (e.g. athletics, officer position) for the duration of one calendar year. • Notification of and meeting with family/guardian as coordinated by the Conduct Coordinator • Fine of \$200 • 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 • Two other additional educational sanctions or Judicial Educator Modules based on the location and circumstances of the violation
Step 4 – 4th or if more severe offense	<ul style="list-style-type: none"> • Automatic, immediate dismissal from Alverno

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 confiscated by Safety and Security, who then notifies the Associate Dean of Students. Safety and Security Officers then make the decision as to whether or not the items confiscated need to be turned over to law enforcement personnel.

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.

The severity of sanctions depends on the number of offenses, the amount of drugs or paraphernalia found in the student's possession, and/or the impact on the community.

Drug Use Sanctions

Step 1 – 1st Offense if considered minor	<ul style="list-style-type: none"> • Meeting with the Conduct Coordinator to discuss the drug violation and the effects of drugs on the living and learning environment • Conduct probation for the duration of the current semester • A fine of \$50 • Judicial Educator Module on Marijuana (or relevant drug) • One other additional educational sanction
Step 2 – 2nd Offense or if 1st Offense is considered more significant	<ul style="list-style-type: none"> • Conduct probation for the duration of the current semester and the following semester • Written notification to family/guardian by the Conduct Coordinator • Fine of \$100 • Judicial Educator Module on Marijuana (if didn't receive it on a previous offense) and on Decision Making • Two other additional educational sanctions
Step 3 – 3rd Offense or if previous offense was more significant	<ul style="list-style-type: none"> • A minimum of conduct probation which may prohibit the student from representing the College in any official capacity (e.g. athletics, officer position) for the duration of one calendar year. • If a resident student, may be removed from campus housing for a minimum of one year. • Notification of and meeting with family/guardian as coordinated by the Conduct Coordinator • Fine of \$200 • Mandatory drug 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 • Two other additional educational sanctions or Judicial Educator Modules based on the location and circumstances of the violation
Step 4 – 4th or if more severe offense	<ul style="list-style-type: none"> • Automatic, immediate dismissal from Alverno
Distribution or sale of legal or illegal drugs	<ul style="list-style-type: none"> • Automatic, immediate dismissal from Alverno

TOBACCO USE SANCTIONS

The use of tobacco products and electronic cigarettes are prohibited on the Alverno College Campus. If found in violation of this policy, the following sanctions will be applied:

Step 1 – 1st Offense if considered minor	<ul style="list-style-type: none"> • Security gives a written warning and informs the Associate Dean of Students.
Step 2 – 2nd Offense or if 1st Offense is considered more significant	<ul style="list-style-type: none"> • The Associate Dean of Students meets with the student to talk about resources • Fine of \$25. • Judicial Educator Module on Smoking
Step 3 – 3rd Offense or if previous offense was more significant	<ul style="list-style-type: none"> • The Associate Dean of Students meets with the student to talk about resources • Fine of \$50. • Two other additional educational sanctions or Judicial Educator Modules based on the location and circumstances of the violation
Step 4 – 4th or if more severe offense	<ul style="list-style-type: none"> • Referral to the College and Community Relations Board which could result in possible dismissal from the College.
Smoking indoors	<ul style="list-style-type: none"> • Fine of \$100 • Judicial Educator Module on Smoking and Fire Safety • May result in immediate dismissal from the College and the residence hall (if applicable).

MANDATORY HEALTH ASSESSMENT

An assessment of a student can be mandated by the Associate Dean of Students or the Associate VP for Student Affairs if:

1. A student becomes incapacitated as the apparent result of alcohol or other drug use
2. Emergency medical personnel are summoned to transport a student to a hospital for emergency care
3. The student is transported to the hospital for emergency medical care or refuses to accept such transportation when recommended by the emergency medical personnel
4. The student engages in or threatens to engage in behavior causing harm to self or others or disrupting the educational environment. The student will be required to follow the recommendations of the assessing agency/practitioner as well as those imposed by the Associate Dean of Students or Associate VP for Student Affairs, 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 welfare of individual students with those of the larger campus community. A student may be subject to Administrative Withdrawal from the college or residence halls if it is determined that the student

- Is threatening to engage in behavior that poses a significant danger of causing harm to others or disrupting the educational environment
- Is threatening to engage in behavior that is severely disruptive, or causes significant property damage, or impede the lawful activities of others

COMMUNICATION

All communication regarding conduct situations remain confidential among College officials which include CCRB members for board hearings and materials relevant to the case may not be shared with persons outside the College, except for those allowed by FERPA. 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 Associate 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. The Associate VP for Student Affairs and the Associate Dean of Students are responsible for determining if and by what means parents/legal guardians will be notified. In general, notification of parents/legal guardians is indicated in any of the following circumstances

- The violation involved actual or threat of harm to persons, property, health or safety risk.
- The violation disrupted the educational environment.
- The violation involved an arrest in which the student was taken into custody.
- The student demonstrated 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 under the age of 21 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.
- The student was involved in a group activity off campus and violated college policy with respect to the use and/or consumption of alcohol or drugs.
- The student 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.

Notification of Outcomes

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, the College observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The College will release this information to the complainant in any of these offenses regardless of the outcome.

CONDITIONS FOR RE-ENROLLMENT AS A RESULT OF REMOVAL FROM THE RESIDENCE HALL OR CAMPUS

Request reapplication to the College by submitting a letter to the Associate Dean of Students describing the following:

1. What the student has been doing during their time away from the residence hall or from Alverno
2. What has changed for the student that will assist them to be successful
3. What the student 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 environment
5. What their plans are for successful completion of a degree from the College

A meeting with the Associate Dean of Students, the Director of Counseling and Health Services, and/or the Associate Vice President of Student Affairs or appropriate College official is required. Reinstatement may be contingent upon satisfactory completion of an evaluation or assessment and application to Alverno College through the Admissions Office may be required.

RIGHT TO AN APPEAL

All students involved in the student conduct process have a right to appeal a conduct process decision and sanction by writing the appropriate appellate administrator within 5 business days of notification. The following is a list of appellate administrators based on who is the Conduct Coordinator for a particular case:

Student or Group	Conduct Coordinator	Appellate Administrator
Resident Students	Residence Hall Coordinator	Director of Residence Life
Resident Students who have demonstrated repeat behavior concerns	Director of Residence Life	Associate Dean of Students
Commuter Students	Associate Dean of Students	Associate Vice President for Student Affairs and Dean of Students
Students who have demonstrated repeat behavior concerns or have been accused of a policy violation that may jeopardize their status as a student	College and Community Relations Board (CCRB)	Associate Vice President for Student Affairs and Dean of Students
Registered Student Groups	Director of Student Activities and Leadership	Associate Dean of Students

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. A procedure or substantive error occurred that significantly impacted the outcome of the administrative meeting or hearing.
2. To consider new evidence unavailable during the original administrative meeting, hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanction(s) imposed are substantially disproportionate to the severity of the violation.

The Appellate Administrator may review the letter and evidence individually or may appoint an Appeal Panel to review the request. The Appellate Administrator may do one of the following:

1. Affirm the finding and the sanction originally determined,
2. Affirm the finding and change the sanction,
3. Decide that the finding was not appropriate for the behavior and dismiss the case.

Students shall receive written notice of the results of their appeal no later than 7 business days after filing the appeal. The decision of the Appellate Administrator is final.