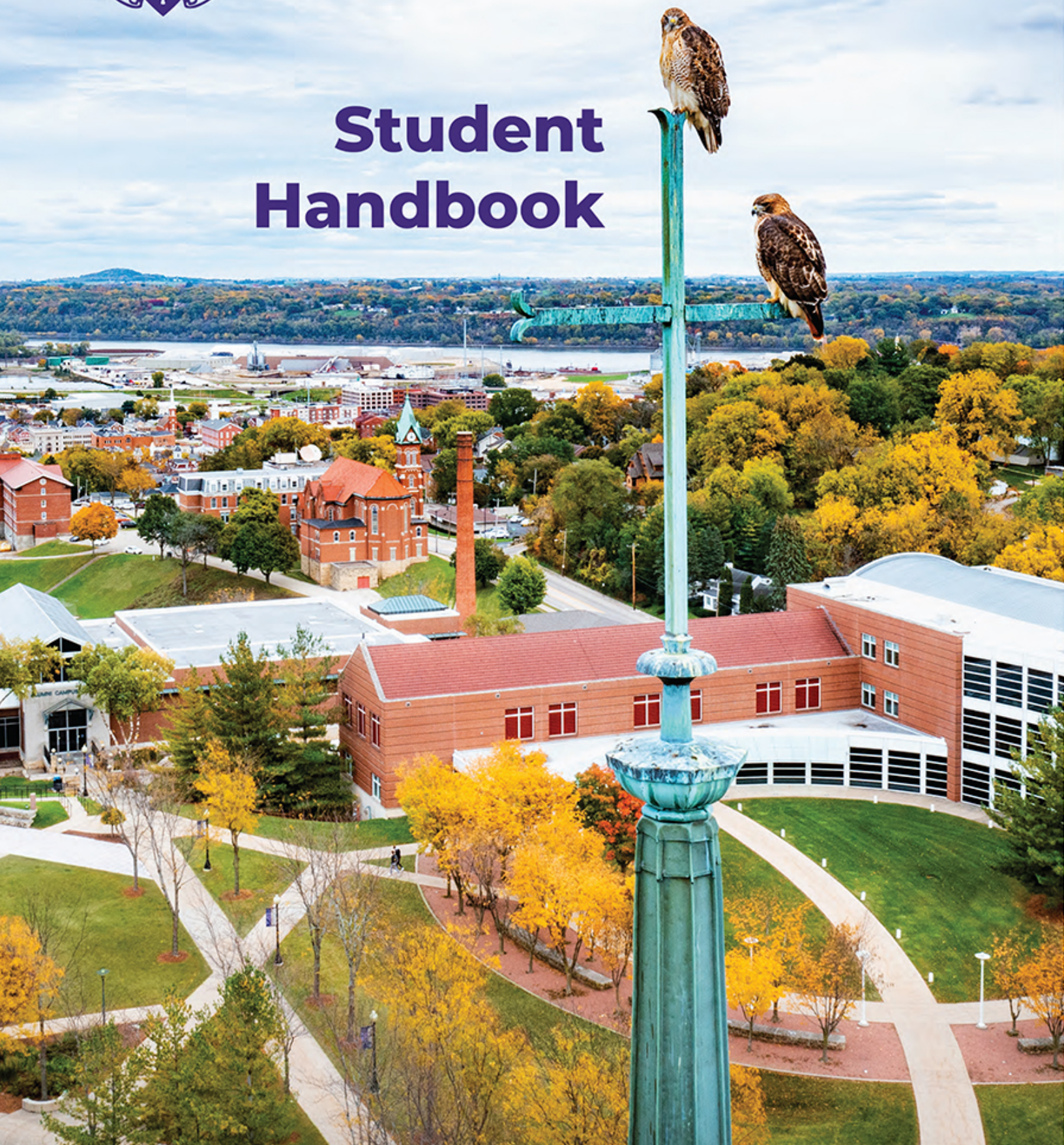




# LORAS COLLEGE

## Student Handbook





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# WELCOME

Dear Loras Student,

Welcome to the academic year at Loras College! As you enter or are returning to your college experience, the Loras College Student Handbook is a resource to assist you as you navigate your student experience. Some items you will find of interest are the Code of Conduct, Policies and Procedures, Community Living, and Campus Groups and Organizations information.

When joining any community, there are expectations which are expressed and implied. Loras College is no different. We are a Catholic, liberal arts institution of higher education that takes seriously the total development of our students. You will have many opportunities to be engaged both inside and outside the classroom. As our dispositions express, you will be an active learner, a reflective thinker, an ethical decision-maker, and a responsible contributor as you make your experience while attending Loras. This not only applies to your academic experience but also to your co-curricular involvements.

Knowing we all enjoy and expect certain rights in order to live, we also must keep in mind the responsibility to uphold our rights and the rights of others. The decisions you make, whether it be determining a major, joining one organization over another, developing healthy relationships, or simply attending an event—all come with rights and responsibilities. Not all your decisions will be easy or good ones. We hope and expect that while reflecting on your decisions, the learning that takes place will provide a foundation that will serve you long after your time at Loras College.

On behalf of the Loras community, I wish you great success throughout your Loras College experience.

Many blessings,

Arthur Sunleaf

*Vice President for Student Development & Dean of Students*

## *Mission and Vision*

### *Loras College Mission*

Loras, as a Catholic liberal arts college, creates a community of active learners, reflective thinkers, ethical decision-makers and responsible contributors in diverse professional, social and religious roles.

### *Loras College Vision*

Inspired by the Catholic intellectual tradition and rooted in the transformative power of learning, Loras College enriches lives and serves humanity.

## Important Phone Contacts

POLICE .....	911
FIRE .....	911
HEALTH CENTER.....	563.588.7142

In the event of an emergency, the police should be contacted immediately. A 911 telephone service is in effect for the entire city of Dubuque. Emergency medical care is provided at all hours at both Finley Hospital 563.582.1881 and Mercy Medical Center Dubuque 563.589.8000.

In the event of a campus emergency or disaster, the Crisis Management Team is activated, and all directives and information will be disseminated from the headquarters of that team. The College has developed an extensive plan to cope with such situations if they develop.

Provost and Academic Dean.....	563.588.7107	Learning Commons.....	563.588.7829
Athletics .....	563.588.7112	Library – Circulation .....	563.588.7189
Barnes & Noble Bookstore.....	563.588.7130	Library – Reference.....	563.588.7189
Business Office .....	563.588.7232	Lorian .....	563.588.7954
Campus Dining.....	563.588.7131	Lost and Found.....	563.588.7100
Catering Office .....	563.588.7021	Lynch Resource Center.....	563.588.7134
Center for Student Empowerment & Success .....	563.588.7664	Mailroom.....	563.588.7730
Campus Safety.....	563.588.7100	Math Assistance Program .....	563.588.7073
Center for Experiential Learning..	563.588.7922	Fr. Ray Herman Peace and Justice Center .....	563.588.7056
Counseling Center .....	563.588.7085	Recreation .....	563.588.7209
Dean of Students Office.....	563.588.4973	Registrar .....	563.588.7779
Financial Planning.....	563.588.7136	Residence Life .....	563.588.7060
Graber Sports Center.....	563.588.7737	Spiritual Life .....	563.588.7056
Health Center .....	563.588.7142	Student Accounts .....	563.588.7232
Information Desk.....	563.588.7100	Student Employment... ..	563.588.7922
Institutional Marketing.....	563.588.7407	Student Employment – Payroll ....	563.588.4906
KLCR.....	563.588.7116	Student Life Office .....	563.588.7731
Kucera Center .....	563.588.7966	Technology Help Desk .....	563.588.4949
LCTV Newsroom.....	563.588.7569	Title IX Coordinator.....	563.588.7029
LCTV Studio C .....	563.588.7034	Weight Room .....	563.588.7641
LCTV Studio .....	563.588.7398	Writing Center .....	563.588.7402



# CODE OF CONDUCT

## *Rights and Responsibilities of Students*

Loras College students have the right to live and learn in an environment that ensures their intellectual, personal and spiritual development. These rights are essential and will be protected against suppression. Reasoned dissent plays a vital role in the College, but freedoms cannot be protected or exercised in a college that lacks order and stability. Therefore, the purpose of the Student Handbook, and the Rights and Responsibilities of students incorporated within it, is to inform the student body that with rights associated with membership in the Loras Community come certain responsibilities. The recognition of both rights and responsibilities is part of the Catholic heritage of the College. As stated in the Pope John Paul XXIII's encyclical Peace on Earth, "Those, therefore, who claim their own rights, yet altogether forget or neglect to carry out their respective duties, are people who build with one hand and destroy with the other." It is this document of Rights and Responsibilities, along with the policies articulated in this Handbook that shape the expectations for the normal activities of the College. It is the intent of the College to ensure that students neither lose their rights nor escape their responsibilities as citizens. The Student Handbook codifies and clarifies specifically the rights and responsibilities for student members of this academic community.

## *General Expectations of Students*

By enrolling at Loras College, the student accepts the responsibility for compliance with all local, state and federal laws and College policies. A student alleged to have engaged in any misconduct, be it academic or non-academic, shall have the right to a review of their conduct in accordance with procedures established by Loras College. The College expects students to show respect for the rights of others and for authority, to always represent themselves truthfully and accurately, to respect private and public property, to fulfill contractual obligations, including those which are financially made with the College, and to take responsibility for their own actions and the actions of their guests. Students will be accountable for their choices both on and off campus.

## *Definition of Student*

"Student" means any person enrolled in courses offered by Loras College, including students taking continuing education, not-for-credit courses, or taking course work through electronic means, (i.e., online learning techniques such as televised classes). Furthermore, individuals who are not currently attending Loras College remain subject to both academic and non-academic disciplinary action upon re-enrollment for conduct that occurred during any period of attendance.

## *College Disciplinary Authority*

Loras College has full authority to promulgate policies and procedures governing the conduct of its students. Further, the College holds its students to a dual responsibility to both civil authorities for violations of municipal ordinances, the laws of Iowa and the United States and the code of conduct as stipulated in the Student Handbook.

As such, disciplinary action taken by Loras College may precede and be in addition to any penalty that may be imposed by civil/criminal authorities. Disciplinary action at the College will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

### *Philosophy of Student Discipline*

The foremost intent of college discipline is one of education. The College's philosophy regarding student discipline is focused on encouraging the growth and development of students' potential through the responsible practices of good, sound principles and relationships. This infers a need for the understanding of self-discipline and respect for the rights and privileges of others who are involved in the educational process and a commitment to protect the best interest of the campus community.

The College's primary effort is directed toward corrective and preventative discipline, not simply punitive discipline. Emphasis is placed upon fair process and objectivity in order to ensure a fair hearing and given the College's standing as an institution of higher education. Analogies with civil or criminal legal systems often do not apply. At the same time, the College is concerned about the interests of persons bringing forth allegations of inappropriate conduct. At no time are arbitrary or capricious actions sanctioned in Loras College's disciplinary structure. However, the College reserves the right to take necessary and appropriate action to protect the immediate safety and well-being of the campus community.

Disciplinary policies at Loras College are set forth in writing in order to give students general notice of prohibited conduct. They are not designed to define prohibited conduct in exhaustive terms.

### *Categories of Misconduct*

Students will be held accountable for, and face possible disciplinary action, should their behavior fall into one of the following categories:

#### Academic Dishonesty and Misconduct

Behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another person. Students are required to actively protect their work against misuse by others (lending tests, projects, term papers). For more information about academic honesty and misconduct, please see the academic integrity policy in the Undergraduate Bulletin at <https://catalog.loras.edu/index.php> or Graduate Bulletin at <https://catalog.loras.edu/index.php?catoid=10>.

#### Non-Academic Misconduct

Misconduct that is not of an academic nature usually involving violations of law, College policies or accepted societal and professional norms.

## Acts of Non-Academic Misconduct

All students, faculty members, staff members, and administrators should report any alleged violation of College policy. The report may be filed at either [https://loras-advocate.symplicity.com/public\\_report](https://loras-advocate.symplicity.com/public_report), in person at the Information Desk (4<sup>th</sup> Floor Alumni Campus Center), or to Campus Safety at 563.588.7100.

Acts of Non-Academic Misconduct include any act which violates federal and/or state law, local ordinances, College policies or Residence Life/Greek Life behavioral standards whether on or off College property. This includes any act which is reportable under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which includes acts of: homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, and stalking; drug law violations; liquor law violations; weapons law violations; and/or hate crimes related to any of the above offenses and incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property.

The following College policies outline Acts of Non-Academic Misconduct:

### Campus Abuse Policy (including Hazing)

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health (mental or physical) or safety of any person. This includes but is not limited to dating violence, domestic violence, and stalking. This policy also includes actions, activities or situations, planned or negligent, producing unnecessary and/or undue mental and/or physical discomfort, embarrassment, harassment, ridicule, excessive fatigue, physical injury, interference with scholarship, danger to life, exposure to situations where physical or mental well-being may be endangered, or defacement, damage or destruction of property, including acts of hazing.

Students are encouraged to seek advisory interpretations of actions which might constitute “hazing” if they feel that a situation may be considered a hazing incident and report any such actions to College Officials at [https://loras-advocate.symplicity.com/public\\_report](https://loras-advocate.symplicity.com/public_report) or at the Dean of Students Office, 540 ACC . Hazing, as defined by the Stop Campus Hazing Act, means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other persons to participate, that is committed in the course of an initiation into, affiliation with, or the maintenance of membership in a student organization, and causes or creates a risk, above and beyond the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as physical preparation necessary for participation in an athletic team), of physical or psychological injury including the following:

- Whipping, beating, striking, electronic shocking, placing a harmful substance on a person’s body, or similar activity
- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity

- Causing, coercing, or otherwise inducing another person to consume food, liquids, alcohol, drugs, or other substances
- Causing, coercing, or otherwise inducing another person to perform sexual acts
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct
- Any activity against another person that includes a criminal violation of local, state, tribal or federal law and
- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law

This policy applies to all organizations, including but not limited to a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, choir, or student government group in which two or more of the members are students enrolled at the institution of education, whether or not the organization is recognized by the institution.

Incidents of hazing will be investigated by Campus Safety, will be tracked by the college, and will be shared out biannually in a Stop Campus Hazing Report beginning in December 2025, published on the Loras College Website.

## Animals on Campus Policy

In college housing, students may have non-dangerous aquarium fish as pets. All other pets are prohibited in all circumstances including temporary circumstances. Students who reside off campus with pets that wish to bring non-dangerous pets on/near campus should know that pets other than non-dangerous aquarium fish are not permitted in college facilities, and that all animals on campus sidewalks or roadways must be licensed, vaccinated and on a leash, and must have an owner present to clean up after the pet. Students not complying with these guidelines will be asked to leave campus.

Loras College is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the Loras College community who seek reasonable accommodation for disabilities in college housing should contact the Residence Life Office for assistance to discuss the possibility of a service animal, therapy animal, or emotional support animal. With respect to a request for a service or assistance animal, Loras College will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether such an animal is a reasonable accommodation on campus. In doing so, the college must balance the needs of the individual with the impact of animals on other campus patrons.

Where it is not readily apparent that an animal is a service animal as defined under the ADA, or an assistance animal under the Fair Housing Act, the college may require sufficient information and documentation to determine whether or not the animal qualifies as a service or assistance animal under the applicable law. The college may require that documentation be provided on the letterhead of a treating physician or mental health provider, and permit the college to determine:

- That the student has a disability for which the animal is needed
- How the animal assists the student, including whether the animal has undergone any training

- The nexus between the student's disability and the assistance that the animal provides

For students seeking reasonable accommodation, an accommodation review process will be undertaken, and may involve conversations between the Residence Life Office, Lynch Center, Counseling or Health Center, and other appropriate campus resources and the requesting student.

If a student desires that a service or assistance animal live in campus housing, the student must notify the Residence Life Office at least thirty (30) days prior to the desired move-in date so that the college can best accommodate the student and the animal. If all other criteria are met as set forth, a meeting can be arranged to discuss how to best accommodate the student, service or support animal, and the campus community. Consistent with federal and state law, a service or assistance animal may be prohibited from a facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. It may be excluded from areas where its presence fundamentally alters the nature of a program or activity, if the animal is disruptive, if its presence would result in substantial physical damage to the property of others, or if it substantially interferes with the reasonable enjoyment of the housing or public accommodation of others. In regard to service, therapy, and support animals on campus, owners agree to:

- Maintain a valid public license for the pet and provide documentation of such license annually.
- Provide annual documentation of all vaccinations and a clean bill of health by a veterinarian.
- Maintain insurance for the pet in the event of aggressive behavior by the pet.
- Keep the pet on a leash or tether when navigating public areas.
- Clean up after the pet immediately, including bagging and removing all pet waste in accordance with standards.
- Maintain appropriate grooming of the pet and complete appropriate pest control measures.
- Understand that college personnel may be required to enter residential spaces without the threat of harm. Any animal that threatens college personnel may be removed from campus.
- Understand that animals are not permitted in college dining areas, bathrooms or shower facilities unless the animal is an ADA service animal and specific permission has been obtained for this purpose.
- If the animal is to be kept in campus housing, hang a sign on their door notifying their neighbors of the presence of and the type of animal in the room.

If the animal becomes a disruption or noise nuisance, if pet waste is not removed in an immediate manner, the pet is not maintained under the control of the owner, or the pet becomes a health or safety risk for the community, the college may require the animal to be removed from the property.

## Charges and Fines Policy

The student is responsible for all damage, lost property or unnecessary service cost caused by the student to College facilities. These charges will be placed on the student's account. This includes lock replacement costs because of loss of room, house or apartment key. Students whose disciplinary, library, traffic and/or damage accounts are delinquent are not permitted to register for subsequent semesters/sessions and no transcript of credit will be issued until the account is paid in full.



## College Alcohol Policy

It is the policy of Loras College to prohibit the unlawful use, sale, distribution, transfer, or possession of alcoholic beverages. Loras College prohibits the lawful consumption of alcohol when it might impair an individual's academic or work performance, or pose a hazard to the individual, public, students or employees of the College on its property or at any of its activities. A conflict of interest may exist when alcohol is present among faculty, staff, and students.

As a Community, Loras College strives to advocate healthy and safe choices, embrace responsibility, cultivate respect, and challenge all to be people of integrity. Loras College is committed to providing a quality education and work environment where every student and employee has the right to work, learn and live in an environment free from the negative effects of alcohol and other drug use. The College recognizes that the decision to use alcohol is a personal choice; however, this choice must be made in accordance with federal, state and local laws regarding the use of alcohol.

The legal age for consumption of alcohol in the state of Iowa is 21. As a result, Loras College will partner with local law enforcement to uphold and enforce all laws, ordinances, and College policies regarding alcohol use. In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Loras College prohibits the unlawful possession, distribution or dispensing of drugs and alcohol by students and employees on College property or as any part of College activities. All Loras College Community Members are responsible for abiding by the College Alcohol Policy found in the faculty, staff, and student handbooks.

To provide a healthy living and learning environment, members of the Loras College community are expected to comply with the following policy regarding alcohol use:

- Alcohol is permitted in college housing options only for those of legal age. All students will follow College standards (including state laws) relating to alcohol use. Underage students residing in college housing are expected to comply with College, state and federal laws and regulations regarding alcohol use.
- Students, regardless of age, may not possess and/or display empty alcohol containers (cans, bottles, displays, highlighter displays, cases, bong, keg caps, etc.). Containers will be considered evidence of use and/or consumption and may be confiscated and not returned. Bars or any bar-type structures are not permitted in any housing.
- Students may not purchase, provide, or make alcohol available to underage students and/or their guests.
- Public intoxication is not a responsible contribution to the community and is inconsistent with the mission of the College. Public intoxication is considered a violation of College policy and is defined as a person who, having consumed alcoholic beverages, appears or is present in a public place and displays a loss of the normal use of his or her mental and/or physical faculties. This includes but is not limited to slurred speech, loss of motor coordination, aggression, loss of memory or abusive behavior.

Loras College prohibits the possession or use of intoxicants in public areas and at student-sponsored activities except as expressly recommended by the Dean of Students or his/her designee for his/her consideration and approval, with final approval coming from the College President. Public areas include but are not limited to such areas as the Fieldhouse, stadium, campus grounds,

playing fields, parking lots and in all public meeting rooms; entrance, corridor, lounge or rest room of the residence hall public area; in academic areas or the Miller Academic Resource Center or in off-campus venues where the College is hosting an event. College funds/student organization funds may not be used to purchase alcohol at any on or off campus event.

Kegged (tapped) beer, other common containers of alcohol (e.g. punch), and other large quantities of alcohol are prohibited in all campus housing. The alcoholic beverages and their containers will be confiscated and will not be returned to the violators, and judicial action may be taken. At any time such items are present in alternative housing, the Rental Agreement may be cancelled immediately. If such items are found in traditional housing, the housing contract may be cancelled immediately. Any games, activities or equipment that promote the excessive use of alcohol (e.g., beer pong or beer pong tables, drinking games and other items similar in nature), are not permitted on College property. Any such items may be confiscated and not returned if found on college property.

The College supports the 0-1-3 formula related to alcohol consumption, as the formula promotes personal responsibility:

- 0 drinks if you are underage, driving, taking medication, or pregnant.
- No more than 1 drink per hour.
- No more than 3 drinks per occasion.

What defines a drink? A standard drink is equal to 13.7 grams (0.6 ounces) of pure alcohol or 12 ounces of beer; 8 ounces of malt liquor; 5 ounces of wine; or 1.5-ounces or a "shot" of 80-proof distilled spirits or liquor (e.g., gin, rum, vodka, or whiskey).

Per the Student Handbook, the College reserves the right to adjudicate off-campus behavior. Loras students represent the College at all times whether on campus or off, and therefore may be held accountable for off-campus behaviors that do not meet the behavioral expectations set forth in the Student Handbook.

A person is also considered to be in violation of the College's standards on alcohol use if his or her personal alcohol consumption infringes upon the rights of other persons or property, or when alcohol use causes a student or employee to represent the College in a manner that is inconsistent with the mission of the institution. For information on sanctions related to alcohol policy violations at Loras College, please see Student Sanctions Related to Violation of the Alcohol Policy.

## College Drug Policy

Illegal use, possession, sale or distribution of any state or federally controlled substance, including prescription drugs, is punishable by strict College standards. Suspected violations of this policy will be reported to Campus Safety, and/or the Dubuque Police Department. Students are held accountable for applicable laws and policies relating to the use of drugs or drug paraphernalia on or off campus.

Members of the College community and their guests are not permitted to possess anything deemed to be drug paraphernalia such as bongs, pipes, rolling papers, etc., or items being used as drug paraphernalia. The odor of drug use (for example, the odor of marijuana) is considered sufficient

evidence to take administrative action. Students and/or their guests may not be present in rooms where such drugs are present. Drug possession, use or distribution in College facilities and on campus will result in judicial action for those involved. For information on sanctions related to drug policy violations at Loras College, please see Student Sanctions Related to Violation of the Drug Policy.

## College/Personal Property Policy

Attempted or actual theft of, damage to and/or improper possession of property of the College or property of a member of the College community or other personal or public property or individual or group activities that result in defacement, damage, or destruction of College or personal property is prohibited. College property (residence hall room furniture, classroom furniture, lobby furniture, all other facility furniture) must always remain in its assigned location. Storage is not provided.

## Compliance Policy

Students are to follow reasonable and lawful directions by all College officials (including but not limited to Area Coordinators, Resident Advisors, Safety Personnel, etc.) or may be subject to judicial action, which may include a non-compliance charge or other sanction. Students who fail to complete sanctions imposed through the established College judicial process may also be in violation of the college's compliance policy, and such cases may be forwarded to the College Hearing Board for review.

## Disruptive Behavior Policy

Intentionally or recklessly interfering with normal College-sponsored activities, including, but not limited to studying, teaching, research, College administration or fire, security, or emergency services is prohibited. Disruption or obstruction of teaching, research, administration or other college activities (including public-service functions on or off campus) or of other authorized non-College activities when conduct occurs on College premises is also prohibited. Disruptive activity may include but is not limited to any behavior in class or out of class, which for any reason interferes with the classwork of others, involves disorder, or otherwise disrupts the regular and essential operation of the College. This may include leading or inciting others to disrupt scheduled and/or normal activities on College premises, as well as classroom behavior that interferes with either (a) the ability to conduct the class or (b) the ability of other students to profit from the instructional program. (See Loras College policy on Classroom Behavior, Undergraduate or Graduate Bulletin)

Loras College supports the principle of freedom of expression for both instructors and students. The college respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. Classroom behavior that interferes with either 1) the ability to conduct the class or 2) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive activity may be subject to disciplinary action.

When a student's behavior is so disruptive as to compel immediate action, the instructor has the authority to remove the student from the class. When a student has been removed from class, the instructor should file a report on the Loras College Advocate system within 24 hours of the student

being removed from class. A student who has been removed from a class shall arrange for and attend a meeting with the instructor and his/her Division Chair within three (3) business days of the removal. The outcome of this meeting may be either:

- An agreement of expectations between the student and the instructor and the reinstatement of the student to the class, or
- The continued removal of the student from the class and transfer of documentation to the Associate Vice President for Academic Affairs and copied to the Dean of Students. The outcome of the above meeting should also be logged into the student report filed on the Loras College Advocate system.

When a student's misbehavior does not require immediate removal from the class, these steps shall be followed:

- The instructor responsible for the class or activity where the disruptive behavior occurred shall inform the student that his/her behavior has been inappropriate. The instructor shall describe to the student specific needed changes in the student's behavior. The student shall be provided an opportunity to modify his/her behavior in accordance with the changes identified. If a student believes the instructor's expectations are unreasonable, he/she may confer with the instructor's division chair to review this matter. If the instructor is also the division chair, then the student may confer with the Associate Vice President for Academic Affairs.
- Should a student's behavior continue to be unacceptable, the instructor shall remove the student from the course and the classroom behavior policy described above shall be in effect.

Other disruptive behavior may include acts of self-harm that puts into question whether a student is mentally or emotionally able to succeed academically as well as take care of themselves while a student at Loras College. Support is available through the Loras College Health and Counseling Centers. If a higher level of care is indicated, the student may be encouraged to withdrawal for a period of time or be asked to leave to address health needs. Self-harming behaviors are serious to the student and others with whom the student resides, and it is the responsibility of the college to prevent any disruption in the community.

Noise may also be considered a disruption to the college community. Students are expected to ensure that neither they nor any situation for which they are responsible is noisy enough to disturb fellow residents or persons. The College reserves the right to impound or exclude from the premises any equipment or person who violates the noise policy.

Out of consideration for other students, resident faculty, staff and neighbors of the College, stereos and other equipment are never (including playing outside of study hours) to be played so loud that they can be heard outside of the room they are played in. Speakers cannot be placed in windows. The City of Dubuque has an anti-noise ordinance covering unnecessary noise from a group, building or automobile. Games and other outdoor activities are not permitted on the grounds after sundown except in areas with lighting or at the request of the supervisor for a later time.

In traditional housing, quiet hours begin at 10:00 p.m. Sunday through Thursday; and 12:00 midnight Friday and Saturday. Quiet hours end at 9:00 a.m. During quiet hours, the following regulations should be adhered to. Sound equipment (may include stereos, radios, TVs, etc.) can be played only

while the door is fully closed, and volume may not be heard in any other room. Group activities of any type are permitted only in student rooms on the condition they cannot be heard outside the room. Noisy gatherings, sports and shouting in corridors are prohibited. Academic hours during finals week start the Friday before finals week and last through finals week. Social hours will be from 4:00–6:00 p.m. daily. Courtesy hours are in effect in all college facilities, 24 hours per day.

Hallway sports and activities such as football, hockey, water fights, Frisbee, hacky sack, cricket, soccer, bags/corn hole, ladder ball, slip and slide or other water sports and other similar activities are not permitted indoors in college facilities unless approved by Residence Life Staff for events in college housing or the Event Coordinator for events in all other facilities. Sports conducted in public areas present a potential for accidents or damages and can be disruptive to others.

## College Dress Policy

At all times, students are to dress in accordance with good taste as defined by College officials, including an appropriate top, bottom, and shoes. Masks (when not required or encouraged due to health concerns) and/or costumes that conceal a person's identity (including morph suits) are not permitted on campus at any time.

## Facility Maintenance Policy

No student shall alter, paint, repair or contract the repair of any electrical, mechanical, plumbing, furnishing, structural fixture or equipment in a campus facility. If a student needs repair assistance, he or she should contact a Resident Advisor or Area Coordinator or email [fixmyroom@loras.edu](mailto:fixmyroom@loras.edu).

Students should be aware of the following policies regarding the windows/screens in college facilities: Posters, signs (including neon signs), decorations, etc., are not to be placed in the windows. Bottles, food, and other objects are not to be displayed in the windows or placed between the windows and screen. Students removing screens from Loras College housing or dropping articles from the windows in any facility will be subject to judicial action. Anyone who removes or breaks a screen that has been permanently affixed to the window frame or allows people to enter or exit through these windows after removing the screen may face judicial action and/or be denied campus housing immediately.

## Fire Safety Policy

All students are to follow fire and safety precautions. Whenever a fire alarm is sounded, all students, except those with emergency responsibilities, are required to leave the building. Failure to leave the building when an alarm sounds may result in judicial action, including fines for violation of local fire regulations and codes. Students will not be permitted re-admittance until the building is safe and the alarm is suppressed.

Please note the following additional information:

- Halogen lamps, candles, incense, and other open flames are not permitted in any housing option.



- Misuse or unauthorized uses of firefighting, fire sprinkling systems and other safety equipment or warning devices and engaging in acts of arson and/or introducing a fire safety risk into the community will result in a referral to the College Hearing Board.
- Fire pits and/or outdoor fireplaces are permitted for campus houses and other areas designated by the Campus Safety or Residence Life Office. Fire pits must be enclosed and may burn only materials permitted by city ordinances and codes. If a fire is deemed to be cause of concern, students must agree to extinguish the fire immediately. Bonfires are not permitted in any circumstance.
- All extension cords and power strips used must have circuit breaker protection. Extension cords or power strips without circuit breaker protection are not permitted.
- Students are not permitted to use or store flammable materials, including butane/butane torches, in campus housing.

## Forgery/Unauthorized Use Policy

Forgery of or unauthorized use of College documents, records, computers, telephones, identification, or property is prohibited. This includes providing false representations to the College in any form, written or verbal.

## Gambling Policy

Except in instances where the location or circumstance of a game is regulated under Iowa Code chapter 99B, individuals may participate in gambling if a bona fide social relationship exists among the participants. A participant in an unlicensed social gambling game shall not win or lose more than \$50 in a 24-hour period. A wager is unlawful if the wager involves the outcome of an athletic contest or event and the wager is made by a coach, official, player or contestant of a school, educational institution or interscholastic athletic organization participating in the contest or event.

Social gambling is illegal on school property in Iowa. The social gambling games, which are listed as either legal or illegal games under Licensed Social Gambling, Division VII, are also legal or illegal for Unlicensed Social Gambling. With the exception of poker, games customarily in a gambling casino for which the house provides a banker, dealer, or croupier or for which specially designed tables are required are illegal social games. The illegal games include punchboard, push card, pull-tab, slots, craps, chuck-a-luck, roulette, Klondike, blackjack, chemin de fer, baccarat, faro, equality, and three-card monte. The games allowed under social gambling include poker, pinochle, pitch, gin rummy, bridge, euchre, hearts, cribbage, dominoes, checkers, chess, backgammon, pool, and darts.

## Groups and Organizations (Recognized) Representing the College Policy

As individual students are asked to uphold certain expectations, organizations and athletic teams and their officers and coaches are under obligation to the College and larger community to maintain high standards of ethical conduct. This includes proper maintenance of financial records and good sponsorship of College events and activities. Any activities, including promotion of events and activities that encourage inappropriate conduct of student members which would bring embarrassment to the College's reputation as an institution of higher learning, or which violate the policies contained within the Student Handbook may cause the recognition of the organization to

come under judicial review by the Student Life Office. For specific information and policies relating to campus groups and organizations, please see the STUDENT ORGANIZATION RESOURCE MANUAL.

## Guest and Visitation Policy

Guests must abide by all rules and regulations of the College and are responsible for their actions while on College property. The guest and the resident host are responsible for the actions of their guests and any expenses incurred by them.

Please note: All overnight guests to the college MUST be registered. Students may register overnight guests at any time at the 24-Hour Information Desk, located in the Alumni Campus Center, Fourth Floor. Registered guests will be required to provide proof of identification and will be issued a visitors pass to be carried while visiting campus.

Other important things to remember include those visitors of the opposite sex after 2:00 a.m. and overnight guests of the opposite sex are not allowed in traditional housing. Sibling guests of the opposite sex 13 years old or younger are permitted as overnight guests.

Guests may not stay for more than three (3) consecutive nights in a two-week period. A maximum of two (2) overnight guests will be allowed in any one room at any one time. A student who fails to register his/her guest with the hall staff according to the procedures specified by the Area Coordinator may be subject to judicial action. Visitors must contact the person they wish to visit to have the resident host escort the visitor into the residence hall. Visitors will not be permitted in the hall without a student escort. Cohabitation is not permitted at any time. At no time may a student take up residence in a room, house, or apartment which he or she is not assigned to. The maximum number of non-overnight student guests that can be in a residence room is as follows: a single room, five (5) occupants; a double room, ten (10) occupants; triple or quad rooms, fifteen (15) occupants; a six-person room or campus house, eighteen (18) occupants.

## Harassment Policy

Harassment or threatening behavior that intimidates another person is prohibited. This prohibition includes, but is not limited to harassment of a complainant, respondent, advisor, witness, or judiciary member prior to, during and after a judicial hearing.

## Misrepresentation Policy

Falsifying, distorting or misrepresenting information for the purpose of gaining benefit for oneself or others to any office, agency, or individual acting on behalf of the College is forbidden. No person shall act as an agent of the College unless authorized to do so. Additionally, possession, creation and distribution of false identification is illegal. Students involved in such offenses either on or off campus may face judicial action. False IDs may be confiscated and destroyed.

## Privacy Policy Pertaining to the Use of Cameras, Video Recording Devices and Audio Recording Devices

On campus residences are a place where students should feel comfortable, secure, and confident that their privacy is respected. Video cameras, video phones, recording and listening devices (other than college authorized security cameras and devices) can breach the trust and security students expect. Therefore, the use of such devices, without the consent or full knowledge of the individuals involved for malicious, unkind, or defamatory intent is strictly prohibited. Students reported to be in violation of this policy will be referred for judicial action.

## Reporting Policy

Failing to report a known violation of College policy, or discouraging another person from reporting a known violation of College policy are prohibited. This policy also prohibits the knowing and intentional making of a false report, such as the false report of a bomb, fire, or other emergency. Such behaviors may result in judicial action.

## Sexual Misconduct Policy

Rape, sexual assault, sexual abuse, dating violence, domestic violence, stalking, sexual exploitation, and/or other sexual misconduct (Refer to “Addressing Sexual Offenses-Policies and Procedures” in Safety and Security section of Student Handbook). Examples of sexual misconduct may include, but are not limited to the following examples of unwelcome acts:

Verbal: Insults, threats, jokes or derogatory comments based on gender; sexual innuendo or suggestive comments; sexual propositions or advances; pressure for sexual favors; corruption of a minor; importuning or public indecency

Nonverbal: Posting of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, or whistling; making obscene gestures; corruption of a minor; importuning; voyeurism or public indecency

Physical: Touching, pinching, squeezing, patting or brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse or assault, rape or sexual battery; sodomy or assault with an object; corruption of a minor; importuning; public indecency; felonious penetration including oral penetration, penetration with a body part, or penetration an object not matter how slight; or prostitution

Sexual Abuse/Sexual Assault/Rape: Any sexual act between any persons is sexual abuse by either party when the act is performed with the other participant in any of the following circumstances:

- The act is done by force or against the will of the other, including but not limited to rape or attempted rape
- If the consent or acquaintance of the other is procured by threats of violence toward any person
- If the act is done while the other is under the influence of a drug-induced sleep or is otherwise in a state of unconsciousness

- When the victim is incapable of giving consent because he or she suffers from a mental defect or incapacity
- When the victim lacks the mental capacity to know the right and wrong of conduct in sexual matters
- When the other person is a child

Please note that this includes non-consensual sexual intercourse (rape), non-consensual sexual contact (sexual assault) and sexual exploration). The college defines rape as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person without their consent. This includes the touching of an unwilling person's intimate parts (defined as genital, groin, breast, buttocks, or the clothing covering these areas or forcing an unwilling person to touch another's intimate parts.

**Sexual Exploitation:** Sexual exploitation is taking sexual advantage of another person without consent for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited, or engaging in sexual intimidation. Examples of sexual exploitation may include but are not limited to the following:

- Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person
- Causing the prostitution of another person
- Electronically recording, photographing or transmitting identifiable utterances, sounds, or images of private sexual activity and/or the intimate body parts (including genitalia, groin, breast, or buttocks)
- Allowing third parties to observe private sexual acts of a participant without the participant's consent
- Voyeurism (spying on others who are in intimate or sexual situations)
- Threatening to sexually assault another person
- Stalking, including cyber-stalking
- Engaging in indecent exposure

**Sexual Harassment:** Sexual Harassment includes, but is not limited to unwelcome sexual advances; requests for sexual favors; sexually motivated physical contact or other verbal, non-verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

**Dating Violence:** Dating Violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to threaten, harm, intimidate, or control another person in a dating relationship. Violent behavior is unacceptable in our community, and all cases involving violence will be referred to the College Hearing Board for review. The College Hearing Board hears cases where the outcome may include suspension or expulsion.

**Domestic Violence:** Domestic violence is defined as felony or misdemeanor behavior with a current or former spouse, domestic or intimate partner, someone who shares custody of a child, someone who cohabitates, or someone who is situated as a spouse. (Please note: roommates are not considered a domestic relationship unless they are involved in a relationship defined as domestic above). Violent behavior is unacceptable in our community, and all cases involving violence will be referred to the College Hearing Board for review. The College Hearing Board hears cases where the outcome may include suspension or expulsion.

**Stalking:** Loras College is determined to provide a campus atmosphere free of violence for all members of the campus community. For this reason, Loras College does not tolerate stalking, and will hold students who engage in stalking behaviors accountable through the college's judicial system and will report students who engage in stalking behaviors to the local authorities. Loras College is also committed to supporting victims of stalking through available campus counseling and health services, and can assist with referrals to community support services. This policy applies to all members of our campus community. The College defines stalking as a course of conduct directed at a specific person that would cause a reasonable person to feel fear/significant emotional distress. Stalking behaviors may include but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering of information about a victim from family, friends, co-workers and/or classmates
- Manipulative and/or controlling behaviors such as threats to harm oneself or threats to harm someone close to the victim Defamation or slander against the victim. Victims of stalking have the right to learn the outcome of their case, including any recommended sanctions.

For additional information about policies and procedures related to allegations of sexual misconduct, please see the section titled TITLE IX/SEX DISCRIMINATION POLICY.

## Solicitation/Sales Policy

Contact the Event Coordinator, 591 Alumni Campus Center, regarding requests from students, staff, or organizations. Solicitation, advertising, and distribution of materials by groups without permission is always forbidden on the campus. If an unapproved solicitation occurs, the situation should be reported to Campus Safety. On campus groups may solicit in residence halls with the prior permission of the Area Coordinator. Off-campus groups and businesses may be permitted to solicit in residence hall and housing facility lobbies or common areas.

## Tobacco Policy

Loras College has a responsibility to its students and employees to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, costs associated with employee absenteeism, health care and medical insurance.

The health hazards associated with tobacco use are well established. The policy is established to:

- Reflect and emphasize the hazards of tobacco use.
- Provide a healthy environment for our students, faculty, staff and visitors.
- Model respect for human dignity, personal wellness, and stewardship for the environment.

Loras College is a tobacco-free campus. The use of tobacco products in college-owned buildings, on college property or within college-owned vehicles is prohibited. This policy applies to students, employees, and campus visitors.

For this policy, smoking is defined as lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, kreteks, water pipes, bongs, and hookahs. This policy also includes the lighting or burning of non-tobacco plants or marijuana, and includes the use of electronic cigarettes, which are also prohibited from use within 500 feet of a school as indicated by Iowa law. Smokeless tobacco products are also prohibited.

Organizers and attendees at events such as conferences, meetings, lectures, and social and sporting events using Loras College facilities will be required to abide by the College's tobacco policy.

Organizers of such events are responsible for communicating and enforcing this policy.

The sale of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is also prohibited. Campus organizations are prohibited from accepting money or profits from tobacco companies. Tobacco advertisements are prohibited in college-run publications.

Effective implementation of this Tobacco policy depends on the courtesy, respect, and cooperation of all members of the Loras community. Complaints or disputes should be brought to the attention of the college personnel who have immediate responsibility for workplace (supervisor), event or residence. If a satisfactory resolution is not reached, the Dean of Students should be consulted.

Compliance with the Tobacco policy is appreciated and expected. Students found in use of tobacco products while on campus will be referred to and deliberated through the college's non-academic

conduct process. Employees found in use of tobacco products on campus will be referred to their immediate supervisor. Guests found in use of tobacco products will be asked to refrain from use while on our campus.

## Unauthorized Access Policy

Unauthorized entry into or use of any College building, facility, vehicle, equipment room or area is prohibited. This includes unauthorized possession or use of College keys, computers, access cards, lock combinations or other special access codes, including telephone codes.

## Weapons Policy

Possession of or firing of firearms, fireworks, explosives, ammunition, sling shots, balloon launchers, paintball equipment, knives (with blades longer than three inches), bows and arrows, air soft guns, swords, items construed as weapons or any other weapon capable of inflicting personal injury or damage either in a student's room or on a student's person while on College property are not allowed and may result in severe judicial action, including but not limited to appearance before the College Hearing Board. All weapons will be confiscated and may not be returned.

The College respects each individual's right to bear arms but does not believe firearms are appropriate in the workplace or on College property. Any employee bringing a firearm to the workplace or property or carrying a firearm in a college vehicle may be disciplined in accordance with College policy up to and including termination. Any student bringing a firearm to campus property may be referred to the College Hearing Board for suspension or expulsion. This prohibition extends to firearms kept in vehicles on College property and at College jobsites, including parking lots, regardless of whether the vehicle is owned or leased by the College or to the employee.

The Residence Life Office, Student Life Office, and Dean of Students Office reserve the right to amend and update policies and procedures as needed.

## *Additional Information Regarding Acts of Non-Academic Misconduct Searches/Privacy for Students*

The right of privacy for students is a value to be protected. For that reason, except under extreme or emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained for reasonable and sufficient causes and the reasons for the search and the materials sought are specified.

Therefore, the College adopts the following policy on the privacy of a student's room/apartment/house or person: In those instances where reasonable and sufficient causes indicate that a student is in possession of contraband material (including but not limited to firearms, stolen property, firecrackers, drugs or drug paraphernalia) the Area Coordinator and a representative from the Campus Safety Office will be authorized by the Dean of Students or his/her designee to search the student's room and/or personal belongings. If the search occurs in college housing, a Resident Advisor may be present during the search. For the search of a student's room or personal belongings, Room Search Authorization may be requested. Reasons for the search and the objects sought must be specified in the application for the search permit. After normal business hours, the Dean of Students may grant permission to search via telephone.

When a room or belongings are searched, the student will be notified with information regarding the search. Students will be advised of the search at the time of search and may remain in the room if present. The search will be conducted by a member of the Residence Life Staff together with a member of the Campus Safety Staff. The College reserves the right to enter student rooms/apartments/houses for purposes of maintenance and housekeeping, safety and security at any time. College personnel reserve the right to act on the "Plain View Theory" (e.g., discovery of contraband, weapons and consequent disciplinary action for illegal items in plain view). Contraband and stolen property found in the room may be confiscated for the duration of the investigation/case. Illegal items, including drug paraphernalia, will not be returned.



## *Administration of Non-Academic Discipline*

### *Delegation of Authority for Non-Academic Discipline*

Major governing groups and the administrative units to whom they are responsible, (i.e., Student Life, Residence Life, and Area Coordinators) are authorized by the Dean of Students to develop rules, regulations, and judicial procedures to protect the rights of their student mentors/residents. Conduct boards or courts may enforce College and/or hall regulations involving members of their groups provided that student fair process procedures are articulated or rendered. The actions of student organization disciplinary boards do not, however, take the place of the College's formal disciplinary process should there be an alleged violation of College policy.

### *Reducing and/or Rescinding Sanctions*

Reviewing authority is retained by the Dean of Students, at his/her discretion, to convert any sanction imposed to a lesser or more severe sanction or to return a recommended sanction to the conduct officer or hearing body.

### *Confidentiality of Disciplinary Records*

All findings, files and proceedings of the College judicial system are confidential and protected by College safeguards against improper disclosures of confidential student records. Information from disciplinary records is not made available to unauthorized persons on or off campus, without the express written consent of the student involved, except under legal compulsion or if the safety of the student or other persons may be in question. To the maximum extent possible, victim's identities and personally-identifiable information will be excluded from any records disclosed to third parties.

Records regarding disciplinary actions imposed against individual students are generally maintained by the Office of the Dean of Students for seven (7) years after which they are destroyed. Exceptions to the general policy are the sanctions of suspension, expulsion and cases involving any type of sex discrimination for which the records are permanently maintained.

### *Reporting Disciplinary Action*

It is the policy of Loras College to require all members of the College community, including hearing officers, student governing boards and faculty and administrators, to report any disciplinary action taken against individual students, whether academic or non-academic in nature, to the Office of the Dean of Students. This disciplinary report will become a part of the student's disciplinary record and be administered under policies governing the Dean of Students.

### *Discipline Procedures*

All students enrolled at Loras College are responsible for rules and regulations set forth for cultivating a healthy community standard. The responsibility of administering the discipline system is delegated from the Loras College Board of Regents to the Dean of Students by the President. In turn, the Dean of Students may further delegate disciplinary/judicial authority to Student Life, Residence Life, Campus Safety, and other areas as needed. Each of these groups may be authorized

to manage violations of the code of student conduct. All cases should be resolved at the lowest possible level.

### *Statement of Limitations*

No student shall be subject to disciplinary procedures due to alleged violation(s) of College policies unless procedures are initiated within one year from the time the alleged misconduct occurred or was made known to the Dean of Students' Office, whichever occurs later. This limitation will apply only when the student is enrolled at Loras College.

### *Hearing Officers*

Area Coordinators may serve as the initial hearing officers authorized to deal with incidents contrary to College or residence hall policy. Area Coordinators may dispense sanctions, impose disciplinary measures, and recommend suspension/expulsion from the College.

The Assistant Dean of Students and her/his designee may initially hear cases pertaining to violations of policy. Review of Area Coordinator sanctions will be heard by a representative from Student Life or Residence Life. Typically, policy infractions and incidents contrary to College policy are managed initially within the context in which they occur. Incidents that occur off campus may initially be heard by the Student Life Office.

### *College Hearing Board ("Board")*

In the event of an incident involving the possible sanction of suspension or expulsion, the incident will be considered by the College Hearing Board. This Board is chaired by the Assistant Vice President of Student Development or his/her designee and includes appointed representatives from the Loras College community: two students, two faculty members and two staff members. These appointed individuals, approved by the Dean of Students, are the voting members of the Board. The chairperson may vote in the event of a tie. A secretary will be appointed to take minutes of the proceedings; however, recording devices are not permitted during the hearing or any preparation meeting. In some instances, at the discretion of the Dean of Students or his/her designee, a formal administrative hearing may be held due to the nature of the complaint or infraction of College policy.

Due to the extensive documentation required to prepare a case for the Board, respondents who are referred to the Board will be charged a \$50.00 administrative fee. This fee will be refunded in the event the respondent is found not responsible for any allegations.

### *Procedures*

The respondent will be advised of the specific charges being brought against him/her in advance of the hearing. If the Board proceedings involve a complainant other than the College, the complainant also has the right to a prehearing notification meeting. If the respondent does not appear at the established hearing time, the case shall be heard without the respondent being present.

During the hearing, the respondent will be allowed to respond to any alleged violations presented, ask questions of the complainant and/or witnesses and present a summary of the case. Please note that per the United States Office of Civil Rights in hearings related to any type of sex discrimination, the complainant and the respondent are not to personally question or directly cross-examine each

other during the hearing, as allowing so may be traumatic or intimidating for the complainant, thereby possibly escalating, or perpetuating a hostile environment.

After the hearing has been completed, the Board (or administrator) will retire to closed session to determine if the respondent is responsible or not for the policy infraction. If the respondent is found responsible, the Board (or administrator) will determine an appropriate sanction and the date of its implementation. The decision of the Board will be presented in writing to the respondent as soon as possible. Under applicable Clery Law and Title IX Law, in instances involving violent crime or any type of sexual misconduct, the complainant will also be notified in writing, and simultaneously, of the outcome of the hearing in the manner described as appropriate under these laws. If the respondent is suspended or expelled, the date of implementation is the date of the Board or administrator decision, and such date is non-negotiable. The decision of the Board (or administrator) will be effective immediately unless a timely petition to review has been filed. Please note, in the event of a hearing for any type of sexual misconduct, Title IX Law requires the incident related to the sex discrimination be heard independent from any other code of conduct violation allegations.

Per Title IX regulations on sexual harassment, cases of this nature are required to provide for a live hearing with the opportunity for cross-examination to be conducted by each party's advocate of choice. In the event a party does not have an advocate to assist with cross-examination, the College will provide an advocate to assist. A live hearing may occur virtually, with parties to simultaneously see and hear the party or witness answering questions. Any party may request the entire hearing including cross-examination be held virtually, and the College must grant that request. The party does not need to provide a reason for this request.

### *Hearing Board Advocates*

Both the respondent and complainants may have an advocate (faculty, staff, or peer) present at the hearing or appear without the assistance of an advocate. If the Board is held to address a Title IX violation that involves sexual misconduct, respondents and complainants may choose any individual, including legal counsel to serve in the advocate role; however, the advocate must act within the described role of the advocate as listed below. The identity of attending advocate must be submitted to the Assistant Vice President of Student Development or his/her designee 48 hours prior to the hearing.

The advocate may:

- Advise the respondent/complainant on the preparation and presentation of the case and/or;
- Accompany the respondent/complainant to the hearing(s)

The advocate may not:

- Present the case or summary of the case for the respondent/complainant;
- Directly address the Board

### *Hearing Board Witness*

Both the complainant and respondents may also have witnesses available to be brought in during the hearing. The Associate Dean of Students or his/her designee needs to be notified 48 hours in

advance of the identity of any witnesses asked to attend the hearing. Both complainant and respondent may bring incident witnesses. An incident witness is someone who was present when the questioned behavior occurred. Neither the complainant nor respondent may bring character witnesses to the hearing; however, both the complainant and the respondent may provide two letters of character to be submitted to the college hearing board as a part of the hearing process. Letters of character should be submitted 24 hours in advance of the hearing to the Associate Dean of Students and/or her designee.

#### *Evidentiary Standards for Non-Academic Misconduct*

The standard of evidence used by the College is preponderance of evidence, or a determination that it is “more likely than not” a violation has occurred. Hearsay evidence and personal testimony may be considered.

#### *Requests for Accommodations*

In all cases of alleged non-academic misconduct, requests for accommodations should be made to the Associate Dean of Students or his/her designee.

#### *Review of College Hearing Board Decisions*

A respondent who has been suspended or expelled may petition for review of that decision by the College Hearing Board. Under Title IX law, in the instance of any type of sexual misconduct, a petition for review may also be filed by a complainant. The written petition for review must be written and prepared by the student and filed in the Dean of Students’ Office within three business days after notification of suspension or expulsion and must also include reasons for the request and the factual information to substantiate those reasons. The request for review must be based on one of the following:

- The student believes the College Hearing Board decision was flawed procedurally.
- Loras College Student Handbook policy was not applied correctly.
- New information not available at the time of the College Hearing Board meeting is now available, which could alter the outcome of the case.

The request for review will be considered by a Review Board, appointed by the Dean of Students and consisting of one faculty member, one staff member and one student. If the Review Board determines there is valid basis for review, a review hearing will be scheduled. Following the review hearing, the Dean of Students or his/her designee shall recommend a course of action to be taken. The recommendation may include:

- Affirm the decision of the College Hearing Board.
- Remand the case to the College Hearing Board with instructions for a rehearing.
- Modify the sanction(s) imposed by the College Hearing Board.
- Reject the decision of the College Hearing Board and dismiss the complaint.
- The decision of the Dean of Students or his/her designee is final.

## *Disciplinary Sanctions*

Although not intended to be all-inclusive, the following are possible sanctions that may be imposed, either singularly or in combination, upon a student for infractions of College policies. Please note that students who fail to follow through on an assigned disciplinary sanction may be referred to the college hearing board.

**Reprimand:** When a student is reprimanded, oral and written notification shall be made to the student warning that continuation or repetition of the specified conduct may be the cause for further disciplinary action. A reprimand becomes part of a student's disciplinary record in the Office of the Dean of Students but is not a part of the student's academic record.

**Restriction:** A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, but is not limited to, denial of the right to represent the College in any way, the denial of the use of the facilities or denial of the opportunity to participate in co-curricular activities.

**Reprimand with Restrictions:** A reprimand may include restrictive conditions, the terms of which shall be furnished, in writing, to the student.

**Educational Sanction:** The conduct officer may confer with the student and prescribe a project or class beneficial to the individual, campus, or community. This project or class may be given alone, in conjunction with other sanctions or in substitution for other sanctions if the project is successfully completed.

**Fine:** A student may receive a monetary fine as a consequence of a policy violation.

**Restitution:** A student who has committed an offense against property or another person may be required to reimburse the College or other owner or injured party for damages, misappropriations of property or injuries received. Any such payment in restitution shall be limited to the actual cost of repair or replacement and/or financial restitution for physical injury, such as medical bills. Failure to pay will result in a disciplinary withholding of a student's records and/or a "hold" being placed upon the student's further enrollment.

**Enrollment Hold:** Should a student not respond to a request to meet with a conduct officer or the Assistant Dean of Students, such officer may either place a hold on the student's opportunity to enroll in subsequent semesters or may declare a default by the student and impose disciplinary sanctions. The student must be notified in person or through the mail at least five (5) College working days prior to sanctions being imposed.

**Cancellation of Enrollment:** In instances where the Assistant Dean of Students has placed a hold on a student's enrollment for failure to comply with sanctions resulting from a prior informal or formal hearing, such hold may be cleared with the condition that the student's enrollment will be canceled for failure to meet the conditions of the clearance.

**Graduation Hold:** Should a student not respond to a request to meet with a hearing officer or the Assistant Dean of Students or if a student does not comply with already imposed disciplinary sanctions, then the Dean of Students may place a hold on his or her participation in graduation exercises and his/her diploma.

**Disciplinary Probation:** A student on probation is deemed not in good standing with the College, and his/her enrollment as a student on probation may be conditioned upon adherence to the rules and regulations. Any student placed on probation will be notified of the terms and length of the probation (which often includes meetings with a probation mentor and written reflection). Probation will occur during times the student is scheduled to be on campus. Any conduct in violation of the probation may result in a College Hearing Board hearing, which can lead to the imposition of additional restrictions, suspension, or expulsion.

**Disciplinary Suspension:** If a student is suspended, the suspension is effective immediately, he/she is deprived of student status and must carry out total separation (student shall not visit, attend events, or otherwise enter college property) from the College for a specified period of time. Students who choose to violate their suspension and return to campus without express permission from the Dean of Students will be escorted from college property and may face arrest/legal action. A student placed on suspension will be withdrawn from classes. Conditions of readmission shall be stated in the letter of suspension. Such order of suspension shall remain a part of the student's disciplinary record in the Dean of Students' Office. If a student is suspended, the date of the suspension is the board or administrator decision date. This date is non-negotiable, and all college processes will be based on this date. No additional refunds will be given to the student, and the student will receive grades of W for current courses.

**Involuntary Withdrawal from the College:** Provisions for administrative withdrawal related to a psychological or physical health problem are addressed separately under the Counseling Center and Health Center sections of this handbook.

Loras College is committed to protecting student safety and preserving the integrity of our learning environment. There may be times when separating a student and the college becomes necessary to preserve student safety and/or the learning environment. When a student engages in behaviors that violate the College's code of conduct, the behavior is addressed as a discipline matter through the student conduct system. There may be times when a student's observed conduct, actions, and/or statements indicate a threat to the health or safety of the student or someone else, and/or cause a disruption to the campus community. In these instances, the college may choose to use an involuntary withdrawal process to address the safety issue and/or disruption to the community.

The involuntary withdrawal process is to be used in cases where a student situation exceeds the College's services or resources. In these instances, typically students will be afforded the opportunity to voluntarily withdraw from the institution. If the student chooses not to voluntarily withdraw, the College may involuntarily withdraw a student in situations where:

- The student is unwilling or unable to carry out self-care obligations.
- The student has physical or mental health needs requiring a level of care that exceeds what the College can provide.

- The student represents a risk of seriously affecting the health or well-being of any other student or campus community member.
- The safety of others is threatened by the student.
- The student consumes an inordinate amount of staff/faculty time and/or resources.
- The student creates conditions disruptive to the campus community.

The college designates the Threat Assessment Team, coordinated by the Dean of Students Office, to make determinations regarding involuntary withdrawal. The decision, which is not intended to be disciplinary, is made on a case-by-case basis using all available incident reports, conversations with faculty, staff and students, the Dean's Offices, the expert opinion of appropriate professionals, and anyone else considered to have relevant information.

The Threat Assessment Team will review the student's medical information; nature, duration, and severity of any threats to self or others; the probability the student may follow through on the threat; whether or not there are alternatives to sufficiently mitigate and threat/involuntary leave; whether or not the student can carry out self-care obligations; and/or the amount of College faculty/staff time or resources required and whether or not the student's situation can be resolved by the College in a reasonable amount of time or effort.

Within a reasonable amount of time, the Threat Assessment Team will decide regarding the withdrawal, and the Dean of Student's Office will present that decision to the student in writing. If there is a determination of involuntarily withdrawal that is based on medical factors, the withdrawal will be labeled a medical withdrawal. A determination of involuntary withdrawal based on any other factors would be recorded as an involuntary withdrawal. If a student receives notification of medical or involuntary withdrawal, it will contain information indicating whether re-enrollment at the College is possible, and if possible, any conditions that would need to be met by the student prior to re-enrollment. A hold will be placed on the student's account by the Registrar indicating this information. The date of withdrawal should reflect the student's last date of class attendance.

A student wishing to re-enroll in the institution should notify the Dean of Student's Office of the intent to re-enroll and complete an application for reinstatement form available at the Dean of Students Office, 540 Alumni Campus Center. The Threat Assessment Team will review applications for reinstatement related to involuntary withdrawal and will determine on a case-by-case basis the request for re-enrollment. Approval for re-enrollment may only be granted if the Threat Assessment Team determines that, in its judgement, the issues that caused the involuntary withdrawal are no longer present or have been safely mitigated or managed.

Reasonable deviations from this procedure will not invalidate a decision unless significant prejudice to a student occurs. Please note that the involuntary withdrawal process does not release the student of any legal, disciplinary, housing, meal plan, or other student responsibilities or financial obligations to the College. No additional refunds will be given to the student, and the student will receive grades of W for current courses.

**Disciplinary Expulsion:** Expulsion normally entails a permanent separation from the College (student shall not visit, attend events, or otherwise enter college property at all in the future). Students who choose to violate their expulsion and return to campus without express permission from the Dean of Students will be escorted from college property and may face arrest/legal action. The imposition of this sanction shall become a part of the student's permanent disciplinary record. If

a student is expelled, the date of the expulsion is the board or administrator decision date. This date is non-negotiable, and all college processes will be based on this date. No additional refunds will be given to the student, and the student will receive grades of W for current courses.

### *Student Sanctions Related to Violation of the Alcohol Policy*

Loras College recognizes that with rights come responsibilities. With this in mind, the following sanctioning information outlines how students who violate the alcohol policy will be held accountable. The examples given are not to be interpreted as all-inclusive.

#### Description of Violations (apply to all students regardless of age or location of incident)

Minor Violations: Underage possession or consumption of alcohol, drinking in public/non-approved locations (any age), off-campus alcohol-related arrest.

Serious Violations: Student exhibits any of the following behaviors: Staggering disorderly conduct, vandalism, verbally disruptive, fighting, intoxication, vomiting but coherent and conscious, consumption of large quantities of alcohol (defined by the Loras College philosophy on low-risk drinking that follows) regardless of physical appearance (including participation in drinking games or possession of structures that promote high-risk drinking such as bars, beer bong tables, Drinko boards, beer battleship games or other similar items), a second minor violation or a second off-campus arrest.

Severe Violations: Student exhibits any of the following behaviors: Vomiting and/or incoherent; unconsciousness; needed or received medical attention (including treatment by EMTs and/or a visit to the hospital); lost control of bodily functions; memory loss; a pattern of alcohol abuse; possession of kegs, bulk, common source or other large containers; repeated minor or serious alcohol violations or a third off-campus arrest.

#### Standard Minimum Responses: FIRST OFFENSE

These are recommended minimum sanctions. More severe sanctions may apply to individuals who have a prior judicial file, and/or where there are additional policy violations of other behavior standards.

##### Minor Violations:

- \$100 fine
- Written reprimand
- Alcohol education course

##### Serious Violations:

- \$150 fine
- Disciplinary probation (up to eight [8] weeks)
- Notifying parents/legal guardian via letter if student is under the age of 21
- Written educational reflection.

##### Severe Violations:

- \$200 fine
- Disciplinary probation (up to sixteen [16] weeks)



- Deferred cancellation of housing
- Referral for off-campus assessment and a three-night education course
- Notifying parents/legal guardian via letter if student is under the age of 21.

#### Standard Minimum Responses: SECOND OFFENSE

##### Minor Violations:

- \$150 fine
- Disciplinary probation (up to eight [8] weeks)
- Notifying parents/legal guardian via letter if student is under the age of 21.
- Alcohol education course

##### Serious Violations:

- \$200 fine
- Disciplinary probation (up to sixteen [16] weeks)
- Deferred cancellation of housing
- Referral for off-campus assessment and three-night education course
- Notifying parents/legal guardian via letter if student is under the age of 21.

##### Severe Violations:

- Recommend suspension or expulsion to the College Hearing Board or
- Notifying parents/legal guardian via letter if student is under the age of 21 and referral to off campus assessment agency and complete required treatment.

#### Standard Minimum Responses: THIRD OFFENSE

##### Minor Violations:

- \$200 fine
- Disciplinary probation (up to sixteen [16] weeks)
- Deferred cancellation of housing
- Referral for off-campus assessment and three-night education course
- Notifying parents/legal guardian via letter if student is under the age of 21.

##### Serious Violations:

- Recommend suspension or expulsion to the College Hearing Board or
- Parent/guardian letter if student is under the age of 21 and referral to off-campus assessment agency and complete required treatment.

##### Severe Violations:

- Recommend suspension or expulsion to the College Hearing Board or
- Notifying parents/legal guardian via letter if student is under the age of 21 and referral to off campus assessment agency and complete required treatment.

#### *Sanctions External to the College*

Under Iowa law, possession of alcoholic/intoxicating beverages by someone under 21 years is a simple misdemeanor punishable by imprisonment in the county jail for not more than thirty (30)

days, a fine, or both. There are also state laws concerning driving under the influence of alcohol, charging money for alcohol without a liquor license, and/or using a false driver's license to obtain beer or other alcoholic beverages. Depending upon the number of previous convictions or gravity of the circumstances, you may be charged with a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

State of Iowa legislation reads, in part: "No person shall sell, give or otherwise supply alcoholic liquor or beer to any person knowing or having reasonable cause to believe said individual to be under legal age, and no person or persons under legal age shall individually or jointly have alcoholic liquor or beer in his/her or their possession or control; except to the extent that a person under legal age may handle alcoholic beverages and beer during the regular course of his/her employment by a liquor control licensee or beer permitted under this chapter." (Code of Iowa, Section 123.47) "No person shall sell, dispense or give to any intoxicated person, or one simulating intoxication, any alcoholic liquor or beer." (Code of Iowa, Section 123.49) "Any person who violates any of the provisions of section 123.49 shall be "Guilty of a simple misdemeanor." (Code of Iowa, Section 123.50)

There are also Dubuque ordinances like those described above. If drugs are involved, the city will most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, an individual may be convicted of violating both local and state law and punished according to both laws. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on the student's record, which could prevent the individual from entering many careers or obtaining certain jobs.

Further information regarding these local, state and federal laws may be found in the Campus Safety Office where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

### *Student Sanctions Related to Violation of the Drug Policy*

Please note that violations involving any quantity of illicit drugs or other controlled substances will be referred to the college hearing board for review. Definition of Violations:

**Minor Violations:** Possession of any drug paraphernalia or objects that could be used as drug paraphernalia (e.g., bong, pipes or cans/bottles used for smoking marijuana). Hookahs may also be investigated as drug paraphernalia. The odor of drug use may also be considered a minor violation.

**Serious Violations:** Possession and/or use of marijuana, illicit drugs, or other controlled substances regardless of quantity (including residue); or a second minor violation.

**Severe Violations:** Distribution and/or possession of large quantities of marijuana and/or any illicit drug. Repeated violations of other lower-level offenses.

### Standard Minimum Responses: FIRST OFFENSE

(These are recommended minimum sanctions. More severe sanctions may apply to individuals who have a prior judicial file)

#### Minor Violations:

- \$150 fine
- Off-campus drug counseling session
- Disciplinary probation (up to sixteen [16] weeks)
- Deferred cancellation of housing
- Notifying parents/legal guardian via letter if student is under the age of 21.

#### Serious and Severe Violations:

- Recommend suspension or expulsion to College Hearing Board or
- Notifying parents/legal guardian via letter if student is under the age of 21, educational sanction, and/or referral to off campus assessment agency and complete required treatment.

### Standard Minimum Responses: SECOND OFFENSE

#### Minor Violations:

- \$300 fine
- Disciplinary probation (up to thirty-two [32] weeks)
- Notifying parents/legal guardian via letter if student is under the age of 21.
- Cancellation of housing
- Referral to off-campus assessment agency/complete any recommended treatment programs.

#### Serious or Severe Violations:

- Recommend suspension or expulsion to College Hearing Board or
- Notifying parents/legal guardian via letter if student is under the age of 21, educational sanction, and/or referral to off campus assessment agency and complete required treatment.

### Standard Minimum Responses: THIRD OFFENSE

#### Minor, Serious, or Severe Violations:

- Recommend suspension or expulsion to College Hearing Board or
- Notifying parents/legal guardian via letter if student is under the age of 21, educational sanction, and/or referral to off campus assessment agency and complete required treatment.

## *Drug Use and Abuse Prevention*

Loras offers many opportunities and choices. Each decision made can greatly impact your future. Choices relating to alcohol and other drug use can affect a person's safety, academics, health, relationships, and the lives of others in the Loras community. Frequently, alcohol and other drug misuse result in sexual assaults, increases in vandalism, discipline problems, decreases in academic performance, injuries, medical problems, death including overdoses, suicides, traffic fatalities and

impaired driving abilities as well as physical and psychological dependency. Absence from work, erratic job performance, safety hazards and a decrease in job productivity are just a few problems experienced by persons who are impaired by using alcohol and other drugs. Each person must become aware of the issues related to alcohol and other drug use in our community. The following section provides information concerning health risks, College sanctions, legal consequences, and area-support services regarding these concerns.

### *Health Risks Associated with Other Drugs*

Narcotics (Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine, Methadone)

- Possible effects: Euphoria, drowsiness, respiratory depression, constricted pupils, and nausea.
- Effects of overdose: Slow and shallow breathing, clammy skin, convulsions, coma, and possible death.
- Withdrawal syndrome: Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.
- Risk of physical dependence: High
- Risk of psychological dependence: High

Depressants (Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Glutethimide)

- Possible effects: Slurred speech, disorientation, drunken behavior without odor of alcohol.
- Effects of overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.
- Withdrawal syndrome: Anxiety, insomnia, tremors, delirium, convulsions, and possible death.
- Risk of physical dependence: Moderate to high
- Risk of psychological dependence: Moderate to high

Stimulants (Cocaine, Amphetamines, Phenmetrazine, Methylphenidate)

- Possible effects: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite.
- Effects of overdose: Agitation, increase in body temperature, hallucinations, convulsions, and possible death.
- Withdrawal syndrome: Apathy, long periods of sleep, irritability, depression, and disorientation.
- Risk of physical dependence: Possible
- Risk of psychological dependence: High

Hallucinogens (LSD, Mescaline and Peyote, Amphetamine Variants, Phencyclidine)

- Possible effects: Analogues, illusions and hallucinations, poor perception of time and distance.
- Effects of overdose: Longer, more intense “trip” episodes, psychosis, and possible death.
- Withdrawal syndrome: Withdrawal syndrome not reported.
- Risk of physical dependence: Unknown
- Risk of psychological dependence: Unknown, high for Phencyclidine and analogs (i.e., PCP)

**Cannabis (Marijuana, Tetrahydrocannabinol, Hashish, Hashish oil)**

- Possible effects: Euphoria, relaxed inhibitions, increased appetite, and disoriented behavior.
- Effects of overdose: Fatigue, paranoia, and possible psychosis.
- Withdrawal syndrome: Insomnia, hyperactivity, decreased appetite occasionally reported.
- Risk of physical dependence: Unknown.
- Risk of psychological dependence: Moderate.

*Drug/Alcohol Counseling and Rehabilitation Programs on Campus*

Loras offers many opportunities and choices. Each decision made can greatly impact your future. Choices relating to alcohol and other drug use can affect a person's safety, academics, health, relationships, and the lives of others in the Loras community. Frequently, alcohol and other drug misuse result in sexual assaults, increases in vandalism, discipline problems, decreases in academic performance, injuries, medical problems, death including overdoses, suicides, traffic fatalities and impaired driving abilities as well as physical and psychological dependency. Absence from work, erratic job performance, safety hazards and a decrease in job productivity are just a few problems experienced by persons who are impaired by using alcohol and other drugs. Each person must become aware of the issues related to alcohol and other drug use in our community.

The Counseling Center can assist with drug/alcohol counseling for students and employees and can make referrals for needs not able to be met through that program. There also are other programs offered throughout the community. A number of such programs are listed below. Seeking alcohol or drug treatment, or receiving a referral for services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

**Loras College Resources**

Counseling Center, 473 Alumni Campus Center  
563.588.7085

Loras College Health Center, 474 Alumni Campus Center  
563.588.7142

**Drug/Alcohol Counseling and Rehabilitation Programs – Additional Resources**

Area Substance Abuse Council 563.582.3784  
799 Main Street, #110  
Dubuque, IA 52001

Turning Point Treatment Center 563.589.8925  
250 Mercy Drive  
Dubuque, IA 52001

Alcoholics Anonymous—Dubuque Area Intergroup 563.557.9196  
24-Hour Referral Service 1593 Main Street  
Dubuque, IA 52001

## National Resources

National Institute on Drug Abuse

1.800.662.HELP

M-F, 8:30 a.m.-4:30 p.m.

National Council on Alcoholism

1.800.622.2255

24 hours a day

Substance Abuse Information and Treatment Referral

1.800.662.HELP

<https://www.samhsa.gov/find-help/national-helpline>

Reach-Out Hotline

(Alcohol, drug crisis intervention, mental health and referral)

1.800.522.9054

## *Policies and Procedures*

### *Equal Employment Opportunity (Chapter 2.10)*

Loras College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1974 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, gender, age, religion, disability, sexual orientation, status as a veteran or any other protected class in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and student services.

It is the policy of Loras College to provide equal opportunity in all terms and conditions of employment for all people as described in the College's Equal Employment Opportunity Plan. The intent of this policy is to prohibit discrimination, to ensure reasonable accommodations, and to promote the full realization of equal employment opportunity. This policy of equal opportunity applies to and must be an integral part of every aspect of personnel, policy, and practice in the employment, development, advancement, and treatment of employees and applicants for employment at Loras College.

Loras College is an equal opportunity employer and ensures that employment, salaries, and access to training should not be restricted because of race, color, national origin, sex, gender, age, religion, disability, sexual orientation, status as a veteran or any other protected class. Loras College will maintain procedures to assure equal employment opportunity for all College employees. It is the aim of Loras College to encourage College employees to realize their potential, to function more effectively, and reach a level commensurate with their abilities and ambitions.

While Loras College is firmly committed to its policy of nondiscrimination and equal employment opportunity in its recruitment practices, it reserves its right to grant preference to qualified men and women who profess its Catholic heritage and destiny in order to maintain its religious and institutional integrity. This is in accordance with Section 702, Title VII, which provides that a church-related institution may give preference in employment on the basis of religion where religion is a bona fide occupational qualification reasonably necessary to the normal operation of that institution.

As a positive commitment to equal employment opportunity, it is the intent of the Board of Regents of Loras College that this policy be applied at all levels and in all segments of the College community, including all employees and all agencies, persons, vendors, and other organizations who contract to do business with the College.

Loras College is committed to the achievement of equal opportunity for minority groups, women, and qualified impairment; and to ensure equal opportunity in all aspects of employment and all other personnel actions, including but not limited to, compensation, benefits, transfers, layoffs, return from layoff, termination, educational privileges, faculty promotion, and tenure, as well as selection for training, including apprenticeship training.

This basic policy applies in all employment relationships. Administration of this policy affects recruiting, hiring, placement, supervision, training, promotion, demotion, transfer, layoff, and termination. All College personnel policies, procedures, and practices must subscribe to the intent of this basic employment policy. Each person--administrator, supervisor, or search committee member--involved in the hiring and post-hiring processes, is responsible to know the equal employment opportunity policy of the College and must participate actively and effectively in managing Loras College's human resources in a fair and impartial manner. It is the responsibility of each Vice President to provide sufficient resources to administer such a plan in a positive and effective manner; assure that recruitment activities reach appropriate sources of job candidates; provide reasonable opportunities to employees to enhance their skills so that they may perform at their highest potential and advance in accordance with their ability; provide training and advice to managers and supervisors to assure their understanding and implementation of the College's policy of equal employment opportunity. Compliance with intent of College policy shall be part of the acceptable standards of performance for all employees.

Any person responsible for employment or promotion decisions should ensure that these decisions are based solely upon an individual's qualifications for the requirements of the position for which he/she is being considered. All supervisory personnel are accountable for observation of the policy of equal employment opportunity. The Equal Employment Officer (Director of Human Resources) shall provide leadership and guidance to administrative units in the conduct of their programs affecting employees and applicants for employment.

Inquiries about or complaints alleging violation of the College's equal employment opportunity policy should be directed to the EEO Officer, Gina Noel, 563.588.7816. The complainant may consult with or file a written complaint with the EEO Officer. Complaints about conduct by non-faculty staff employees are required to be processed as set forth through procedures directed by appropriate vice president. In appropriate circumstances, students may be assisted by the EEO Officer regarding understanding their rights to seek internal review of complaints.

### *Family Educational Rights and Privacy Act of 1974*

The Family Educational Rights and Privacy Act (FERPA) affords students specific rights with respect to education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Loras College receives a request for access. Students should submit to the appropriate official (Office of the Registrar for academic records and Dean of Students for disciplinary records), written requests that identify the records they wish to inspect. The appropriate official will make arrangements for access and notify the student of the time and place where the records may be inspected. Copies of educational records may be provided at the cost of \$20. A redacted copy of the student record will be provided in 45 days as listed above.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student may ask Loras College to amend a record that they believe is inaccurate or misleading. They should write the Loras College official responsible for the record, clearly identify the part of the record they want changed and



specify why it is inaccurate or misleading. If Loras College decides not to amend the record as requested, the College will notify the student of the decision regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Loras College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

Further notice is hereby given that Loras College may release "directory information" without the prior consent of the student unless the student formally and timely requests that such information be kept confidential. Written requests not to release directory information must be filed with the Dean of Students and Office of the Registrar during the first two weeks of the fall semester and must be renewed each fall. A student may not specify that only some of the categories are not released. Directory information consists of the following information and is subject to change provided the change is effective only in the subsequent year (i.e., fall term) and provided the change(s) is/are appropriately publicized:

- Student names
- Student local address
- Student honors and awards
- Student electronic mail addresses
- Student birthdate (month only)
- Student major fields of study
- Student last date of attendance
- Student current academic classification
- Student enrollment status
- Student participation in officially recognized activities or sports
- Student height and weight for students participating in officially recognized sports
- Student damage charges and costs

### *Non-Discrimination Policy: Race, Disability, Gender*

Loras College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

Loras College does not discriminate against any individual on the basis of qualified disability or gender in its admission or access to, or treatment of, or employment in its educational programs or activities. Loras College is required by Section 504 of the Rehabilitation Act of 1973, Title IX and the Americans with Disabilities Act of 1990 not to discriminate in such a manner.

Inquiries concerning the application of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 to Loras College may be referred to Coordinator, Loras College mail #25, or to the Director of the Office for Civil Rights of the Department of Health and Human Services.

#### Requests for Accommodations

Individuals who seek accommodations related to a disability should partner with the Lynch Center for Disability Resource and Cultural Center located in the Miller Academic Resource Center (MARC). The Center can also be reached via phone at 563.588.7134 or via email at [lynch.learningcenter@loras.edu](mailto:lynch.learningcenter@loras.edu).

### *Mandatory Child Abuse Reporting Policy*

Loras College strives to protect the welfare of minors on its campus. This includes minors (under the age of 18) who are on campus or participating in off-campus college-sponsored programs. Any uncertainty about whether reporting is required should be resolved in favor of making a report.

#### Who Must Report

Iowa Code 261.9(h), this policy requires anyone who, in the scope of their employment responsibilities, examines, attends, counsels, or treats a child, to report suspected physical or sexual abuse of a child. This includes all employees, including, but not limited to, faculty, coaches, student employees, administrators, and staff. If you are not sure whether you should report a concern, you should err on the side of caution and report. You do not need to have proof that abuse has occurred to be required to report.

#### When to Report

Individuals must report child abuse when they see, know about or reasonably suspect the abuse of a child. A report should be made within 24 hours after becoming aware of the suspected abuse. The types of abuse required to be reported under this policy include any physical or sexual abuse of a child.

- Child means any person under the age of eighteen (18) years.
- Physical abuse means non-accidental acts or omissions that cause, or fail to prevent, physical injury to a child.

- Sexual abuse means the commission of a sexual offense according to Iowa law, including rape, sexual assault, molestation, incest, indecent exposure or exploitation of a child in a manner in which the child is used for gratification or sexual enjoyment by another person.

In the Event of an Emergency, Call 911

Suspected abuse should be reported to both:

- Title IX Coordinator: Phone 563.588.7029, Email Nancy.Fett@loras.edu AND
- Campus Safety: [https://loras-advocate.symplicity.com/public\\_report/](https://loras-advocate.symplicity.com/public_report/) online reporting system or Phone 563.588.7114 or 24-Hour Information Desk 563.588.7100
- Employees may also report suspected child abuse in good faith to law enforcement.

When making a report of child abuse, the reporter should provide the following information to the best of their knowledge:

- Name of the alleged victim(s) and alleged perpetrator(s).
- Time, date, and location and any additional known information available about the incident being reported.

### Mandatory Reporters under Iowa Code 232.69 and 261.9(h)

It is possible that some reporters, as well as others who interact with minors who are on campus or participating in off-campus college-sponsored programs may be mandatory reporters of child abuse under Iowa Code §232.69. These individuals have additional responsibilities to report all forms of child abuse as described in Iowa Code § 232.68(2). Under §232.69, mandatory reporters must report suspected abuse to the Department of Human Services. Child abuse can be reported to the Department of Human Services by calling the toll-free child abuse reporting hotline 24 hours a day: 1.800.362.2178. Loras College encourages everybody, including those who are not mandatory reporters under Iowa Code §232.69, to report all forms of child abuse to the Department of Human Services in addition to reporting to the Title IX Coordinator and the Department of Public Safety under this policy. Consistent with Iowa law, the College will take no retaliatory action against an employee who makes a good faith report of child abuse.

### *Title IX/Sex Discrimination Policy*

The Catholic tradition affirms the inherent dignity of each person and the need to respect it: “When we deal with each other, we should do so with the sense of awe that arises in the presence of something that is holy and sacred. For that is what human beings are: we are created in the image of God.” (US Bishops, Economic Justice for All). Thus, Loras College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual misconduct. This principle is consistent with the mission of the College that “recognizes the human dignity of each individual and challenges men and women to grow with purpose and direction.” Sex misconduct is demeaning and degrading, and can have a negative impact on a person’s performance at work or in class. Sexual misconduct of any kind will not be tolerated. Disciplinary sanctions will be taken up to and including discharge for College employees and expulsion of students.

This policy covers all members of, or visitors to, Loras College and those otherwise associated with the College to include but not limited to: administrators, faculty, staff (administrative, professional and hourly), students, vendors, contractors, volunteers and internship supervisors. The College may

impose discipline or sanctions if sexual misconduct occurs on or off College premises if there is any connection with a person's participation in a College-sponsored organization, program or activity, or if the conduct poses a risk of harm to any member of the campus community.

The fact that someone did not intend to sexually harass an individual is not necessarily a defense to a complaint of sex discrimination. Regardless of intent, it is the duration, effect and characteristics of the behavior that determine whether the behavior constitutes sex discrimination. Harassing conduct may be disciplined even if the complaining person is not the intended target of the conduct. Academic presentations of the Catholic Church's moral teaching regarding sexuality are very appropriate and consistent with the College's mission, and may not be claimed as violations of this policy.

The Equal Employment Opportunity (EEO) Officer shall be responsible for promoting understanding and acceptance of, and assuming compliance with local, State and Federal laws and this policy. The EEO Officer will ascertain that notice of this policy is circulated to the employees and students of Loras College. The policy will be incorporated into the Student Handbook, as well as the handbooks for faculty, salaried and hourly employees. Resource materials and educational programs on this policy and on the prevention of harassment shall be provided to employees and students. Information on this policy will also be distributed to volunteers, internship supervisors, vendors and contractors.

Nothing contained within this policy shall be construed to change or modify the principles of Academic Freedom or Freedom of Expression expressed in sections VII and VIII of the Regent's Position Paper contained with the Loras College Faculty Handbook.

#### Statement of Consent

The College believes that consent is essential in matters involving sexual activity. Consent is informed, through mutually understandable words that indicate a willingness to participate in a mutually agreed upon sexual activity. Talking with a partner about sexual activity may seem awkward, but such conversations serve as the basis for sexual experiences in the context of mutual willingness and respect. Furthermore, at any time during consensual sexual activity, a person may refuse to continue further with any sexual activity. Consensual sexual activity recognizes sober, verbal communication, free of threats or other coercion. College policy recognizes that someone who is under the influence of drugs and/or alcohol is unable to give consent. From the point of refusal, any previous consent is rendered invalid.

#### Consensual Amorous Relationship Policy

Employees should be sensitive to the fact that they have a professional responsibility for students in such matters as counseling, evaluating, supervising, advising and providing services to students as a part of the school program. Consensual relations are defined as amorous, romantic or sexual relationships into which both parties have voluntarily entered. They become of concern to the College when one person in a relationship is in a position of authority over another. Examples of these situations include but are not limited to relationships between instructors and students, supervisors and employees or administrators and students.

Consensual relationships of these types are prohibited. These relationships can violate the trust between instructors and students, administrators and students or supervisors and employees. Most critically, they contain inherent potential for abuse of power and authority. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of authority must understand that the degree to which such a relationship is truly mutually consensual may be questioned at any time. Even when both parties have apparently consented at the outset, such consent does not invalidate a subsequent charge of sexual misconduct after one party withdraws his or her consent and communicates that decision to the other party.

#### Types of Sexual Misconduct

Examples of sexual misconduct may include, but are not limited to the following examples of unwelcome acts:

**Verbal:** Insults, threats, jokes or derogatory comments based on gender; sexual innuendo or suggestive comments; sexual propositions or advances; pressure for sexual favors; corruption of a minor; importuning or public indecency

**Nonverbal:** Posting of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, or whistling; making obscene gestures; corruption of a minor; importuning; voyeurism or public indecency

**Physical:** Touching, pinching, squeezing, patting or brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse or assault, rape or sexual battery; sodomy or assault with an object; corruption of a minor; importuning; public indecency; felonious penetration including oral penetration, penetration with a body part, or penetration an object not matter how slight; or prostitution

**Sexual Abuse/Sexual Assault/Rape:** Any sexual act between any persons is sexual abuse by either party when the act is performed with the other participant in any of the following circumstances:

- The act is done by force or against the will of the other, including but not limited to rape or attempted rape
- If the consent or acquaintance of the other is procured by threats of violence toward any person
- If the act is done while the other is under the influence of a drug-induced sleep or is otherwise unconscious
- When the victim is incapable of giving consent because he or she suffers from a mental defect or incapacity
- When the victim lacks the mental capacity to know the right and wrong of conduct in sexual matters
- When the other person is a child

Please note that this includes non-consensual sexual intercourse (rape), non-consensual sexual contact (sexual assault) and sexual exploration). The college defines rape as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person without their consent. This includes the touching of an unwilling person's intimate parts (defined as genital, groin, breast, buttocks, or the clothing covering these areas or forcing an unwilling person to touch another's intimate parts.

**Sexual Exploitation:** Sexual exploitation is taking sexual advantage of another person without consent for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited, or engaging in sexual intimidation. Examples of sexual exploitation may include but are not limited to the following:

- Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person
- Causing the prostitution of another person
- Electronically recording, photographing or transmitting identifiable utterances, sounds, or images of private sexual activity and/or the intimate body parts (including genitalia, groin, breast, or buttocks)
- Allowing third parties to observe private sexual acts of a participant without the participant's consent
- Voyeurism (spying on others who are in intimate or sexual situations)
- Threatening to sexually assault another person
- Stalking, including cyber-stalking
- Engaging in indecent exposure

**Sexual Harassment:** Sexual Harassment includes, but is not limited to unwelcome sexual advances; requests for sexual favors; sexually motivated physical contact or other verbal, non-verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

**Dating Violence:** Dating Violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to threaten, harm, intimidate, or control another person in a dating relationship. Violent behavior is unacceptable in our community, and all cases involving violence will be referred to the College Hearing Board for review. The College Hearing Board hears cases where the outcome may include suspension or expulsion.

**Domestic Violence:** Domestic violence is defined as felony or misdemeanor behavior with a current or former spouse, domestic or intimate partner, someone who shares custody of a child, someone who cohabitates, or someone who is situated as a spouse. (Please note: roommates are not considered a domestic relationship unless they are involved in a relationship defined as domestic above). Violent behavior is unacceptable in our community, and all cases involving violence will be referred to the College Hearing Board for review. The College Hearing Board hears cases where the outcome may include suspension or expulsion.

**Stalking:** Loras College is determined to provide a campus atmosphere free of violence for all members of the campus community. For this reason, Loras College does not tolerate stalking, and will hold students who engage in stalking behaviors accountable through the college's judicial

system and will report students who engage in stalking behaviors to the local authorities. Loras College is also committed to supporting victims of stalking through available campus counseling and health services, and can assist with referrals to community-support services. This policy applies to all members of our campus community. The College defines stalking as a course of conduct directed at a specific person that would cause a reasonable person to feel fear/significant emotional distress. Stalking behaviors may include but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering of information about a victim from family, friends, co-workers and/or classmates
- Manipulative and/or controlling behaviors such as threats to harm oneself or threats to harm someone close to the victim Defamation or slander against the victim

Victims of stalking have the right to learn the outcome of their case, including any recommended sanctions.

#### Applicable State Statutes - State of Iowa Statutes Regarding Consent

The State of Iowa defines incapacitation as meaning a person is disabled or deprived of ability as follows:

- “Mentally incapacitated” means that a person is temporarily incapable of apprising or controlling the person’s own conduct due to the influence of a narcotic, anesthetic or intoxicating substance
- “Physically helpless” means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep or is otherwise physically or mentally limited
- “Physically incapacitated” means that a person has a bodily impairment or handicap that substantially limits the person’s ability to resist or flee

#### State of Iowa Definitions of Sexual Misconduct

The State of Iowa and Loras College use the following sexual abuse definition. Sexual abuse is considered a felony as defined in Section 709 of the Iowa State Code. Sexual assault is considered first-degree sexual abuse under Iowa law. Sexual assault is defined as forced penetration of the vagina, anus or mouth with a finger, penis or any other object. Although the term “rape” is used in this policy and in other educational material, the Iowa legal system uses the umbrella term of sexual abuse and sexual assault, and not the specific term “rape,” when cases are taken to court. Sexual

assaults occur on a broad continuum and include—criminal behaviors endangering another/other persons. They range from verbal assaults to rape. Loras College takes a very strong stance against acts of violence by a member of our community. Students found responsible of sexual assault can expect strong disciplinary actions by the College. Any community member with knowledge of any incidents of sexual assault should report the incident to Campus Safety, the Dubuque Police Department and the College's Title IX Coordinator. It is recommended and encouraged that survivors seek confidential counseling.

A student who reports a violation of the sexual misconduct policy is entitled to:

- To be treated with respect by college officials
- To be made aware of available options
- To choose whether or not to report your complaint to the police
- To be free from any pressure
- To not be prejudged or blamed for what occurred
- To take advantage of campus support resources
- To speak to a male or female staff member about the incident
- To experience living in a safe and educational environment
- To be made aware of options regarding support resources, remedial actions, timeframe to file a complaint and resolution options
- To have an advocate present during disciplinary hearings
- To have College officials answer questions and explain the systems and processes involved
- To be informed on the progress of the investigation of the case, including the right to prompt, fair, and impartial discipline proceedings, the right to learn the outcome of the case, and the right to appeal that outcome
- To have irrelevant prior sexual history disallowed during campus disciplinary proceedings
- To be free from retaliation
- To receive information on the College's responsibilities regarding judicial no-contact, restraining and protective orders

The use of alcohol or other drugs by either party is not an extenuating circumstance and does not mitigate the responsibility of a person found to have committed sex discrimination. False accusations of sex discrimination can injure innocent people. Initiating a false harassment complaint or initiating a harassment complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding that the complaint was in bad faith.

#### Requesting Accommodations under Title IX Law

Any victim of sexual misconduct may choose to request academic, housing, or other reasonable accommodations to eliminate a hostile environment. An individual may choose to request accommodations whether or not he/she chooses to pursue the sexual misconduct case through the college conduct system or in a court of law. The following areas can assist with accommodations requests:

- Dean of Students Office, 563.588.7959, 540 Alumni Campus Center



- Title IX Coordinator 563.588.7029, 401 Hennessy Hall
- Dean of Students Office, 563.588.7959, 540 Alumni Campus Center

### Limited Amnesty

While Loras does not condone underage drinking or violation of other College policies, it considers reporting Title IX Offenses to be of paramount importance. To encourage reporting and adjudication of Title IX Offenses, Loras College extends limited amnesty to students who have been victims/survivors of a Title IX Offense. The College will generally not seek to hold the student responsible for a violation of the alcohol and drug policy during the period immediately surrounding the offense.

### Retaliation Policy

Retaliation against anyone reporting or thought to have reported sexual misconduct or who is a witness or otherwise is involved in a sexual misconduct proceeding is prohibited. Such retaliation is a serious violation of the policy and will be investigated as an independent act of sex discrimination. Encouraging others to retaliate also violates this policy.

### Disciplinary Actions and Sanctions

The College Hearing Board will hear issues of student sexual misconduct. The composition of the board is described in the COLLEGE HEARING BOARD section of this document, and will receive training specific to hearing cases of alleged sexual misconduct.

Any student who is found responsible for sexual misconduct will be disciplined up to and/or including expulsion. All students have a right to campus access free of sexual or physical intimidation, including campus housing. A person accused of sexual misconduct while residing in College housing may be asked to leave College housing pending investigation of the complaint. Similarly, survivors of sexual misconduct may request changes in both their academic and housing situations.

The standard of evidence used by the College Hearing Board is preponderance of evidence standard of proof. This means that the College resolves complaints based on what they believe is more likely than not have happened. A complete description of the disciplinary procedures and policies of Loras College can be found in the Policies and Procedures section of the Loras College Student Handbook.

### Information for Victims of Sexual Misconduct

#### Reporting Alleged Violations of Sexual Misconduct

Anyone who believes he or she has been the subject of, has been notified about or has observed sexual misconduct as defined by this policy, should report the alleged conduct. To report an incident of sexual misconduct, an individual may:

- Contact the Title IX Coordinator, who at Loras College is Nancy Fett. She can be reached at her office, Hennessy Hall 401, or via phone at 563.588.7029. In the role of Title IX coordinator, she will coordinate all matters related to sexual misconduct at the College and will coordinate the efforts of the college to comply with Title IX Law. As the Title IX Coordinator, she is responsible for:
  - Ensuring both the complainant and respondent are aware of the seriousness of the complaint

- Explaining Loras College's sexual misconduct policy and procedures
  - Exploring various means of resolving the complaint
  - Making referrals to the Counseling Center or other resources if appropriate
  - Discuss with the complainant the option of notifying police if criminal activity was reported
  - Conduct or arrange an investigation of the prohibited conduct
  - Preparing or overseeing any reports, recommendations, or remedial actions that are needed or warranted to resolve any prohibited conduct
  - Assess each complaint individually
- Contact a resident advisor (RA), area coordinator (AC), security officer (563.588.7100 or 0 from a campus phone), or the Title IX Coordinator, who can assist you in reporting the incident, or file a report online at [https://loras-advocate.symplicity.com/public\\_report/](https://loras-advocate.symplicity.com/public_report/). Survivors may have the right to choose to remain anonymous or keep a report confidential when reporting an incident, if the report is made to a counselor, as described below. Reports made to other Responsible Employees of Loras will be reported to school officials in accordance with our Title IX obligations.
  - Contact the Loras College Counseling Center or Health Center to receive assistance and access to counseling resources from a trained advocate. Please note: Sexual misconduct reports made to the Counseling Center or Health Center will be kept strictly confidential unless the student releases information to other authorities.
  - Contact law enforcement authorities by calling the Dubuque Police Department if the assault occurred within the City of Dubuque. If the assault occurred in another area of Dubuque County, call the Dubuque County Sheriff's Department. Both Departments can be reached by dialing 911. Loras College officials will assist the survivor with reporting an assault if you request assistance.

#### Advocacy and Counseling Resources

Any survivor of a sexual assault has a right to counseling referral from the Loras College Counseling Center and to receive assistance from a trained advocate. The following counseling resources are available to students, faculty and staff who have been assaulted:

Loras College Counseling Center  
 Alumni Campus Center Room 473  
 Dubuque, IA 52001  
 563.588.7085  
 563.588.7100 (Emergency)

Rape Victim Advocacy Program  
 (800) 284-7821 (State Wide Hot Line)

Title IX Coordinator  
 563.588.7029

Riverview Center, Inc. Sexual Assault Prevention and Intervention Services  
 2600 Dodge St.  
 Advocacy and Counseling Resources  
 Dubuque, IA 52003  
 563.557.0310

Catholic Charities  
1229 Mt. Loretta  
Dubuque, IA 52003  
563.588.0558

Crisis Line  
563.588.4016

YMCA Domestic Violence Program 35 N. Booth  
Dubuque, IA 52001  
563.556.1100

## *Residence Life Policies and Procedures*

### *Residency Requirement*

Studies have shown that living in residence halls supports attaining a bachelor's degree, satisfaction with faculty, and a willingness to re-enroll at the same college. Students who live on campus often join clubs and organizations, attend college sponsored events, participate in student government, and are more likely to have higher GPAs than those who do not live on campus. Because most research supports the idea that living on campus enhances the student learning experience, Loras College identifies itself as a residential campus that provides intentional out-of-classroom learning experiences for our students.

Based on the college's residential identity, students with fewer than 90 credits or who are under the age of 21 by the first day of the fall semester, or who do not reside with parents, grandparents, legal (court-appointed) guardians, a spouse, or children in the City of Dubuque or nearby, are required to live in College-owned housing.

Full-time students with fewer than 90 credits or who are under the age of 21 by the first day of classes of the fall semester who fail to take up residence on campus or who move off campus during the semester will be charged for a room at the current standard double room rate. The College may cancel the registration of a student who failed to fulfill their residence requirement. Should the College decide that the registration of the student be cancelled, the Dean of Students will notify the student and the Registrar in writing.

Students who, for medical reasons, need to request accommodation within college housing may do so through the Health Center. Likewise, students wishing to be exempt from the meal plan requirement may submit a meal plan accommodation application, completed by their healthcare provider, to the Health Center. Please note: The College will not accept altered physician's forms (altered by the student, parent or any other party). will not be accepted. The request will be closed and forwarded to the Dean of Students/Housing Board for review. Students should submit their requests along with completed documentation by March 1 to:

Loras College Health Center  
1450 Alta Vista  
Dubuque, IA 52001  
Phone: 563.588.7142

Fax: 563.588.7659

Email: [tammy.marti@loras.edu](mailto:tammy.marti@loras.edu)

Students who have been living on campus may request to return to commuter status. This may be honored for students who are choosing to live WITH parents, grandparents, legal (court-appointed) guardians, a spouse, or children either within the city of Dubuque or within a reasonable distance. If approval is granted, the student will be eligible for commuter status at the beginning of the following semester. Students who are found to be living somewhere other than with an approved guardian may be billed for on-campus housing costs.

#### *Statement Regarding the Right to Cancel and Room Contract*

The College reserves the right to cancel the Residence Hall Room Contract in the case of a student who, in the judgment of the residence hall staff and/or the Dean of Students, demonstrates a serious inability to adjust to the expected lifestyle of the residence hall and/or demonstrates a serious inability to comply with the rules and regulations required for appropriate residence hall living. In addition, the College may terminate the housing agreement when a student fails to comply with the rules and regulations of the College or the residence hall regulations and repeatedly violates rules and regulations, or if the student's actions are found to be detrimental to the student's own welfare or to the welfare of the community. The Assistant Dean of Students and/or the Dean of Students shall be authorized to revoke the Residence Hall Room Contract. The Area Coordinators shall be authorized to alter room placement if the student demonstrates an inability to relate to the rules and regulations in cases in which placement would be beneficial for the resident.

#### *Additional Policies Pertaining to College Housing*

Acceptance of a student as a resident and assignment of a student to College housing requires the student to complete and sign the Residence Hall Room Contract or Rental Agreement together with the appropriate deposit. Signature of the student on the Residence Hall Room Contract or Rental Agreement means that the student has read, understands, and agrees to all the terms and conditions of the contract. Any student withdrawing from the housing option after taking up residency at any time during the academic year, including withdrawal at the end of first semester, must follow the proper checkout procedures with his or her Area Coordinator. Students who wish to break their housing contract mid-semester may be responsible for buying out their contract at 50% of the remaining rate. The following guidelines apply for students residing in college housing:

#### **Abandoned Property**

In consideration of the execution or renewal of a rental agreement of the dwelling unit identified in the rental agreement, property owner and resident agree as follows: The resident agrees that all property not owned by property owner must be removed from the dwelling unit when the rental agreement terminates. The resident understands that any property remaining, after tenancy termination, becomes the sole property of the property owner, and the property owner may dispose of said property at his/her sole discretion. Any arrangements contrary to the preceding statements must be agreed upon by both property owner and resident prior to tenancy termination and must be made in writing.

### Alternative Housing Policies

For specific policies regarding your alternative housing unit, students should refer to the specific regulations in their own personal Rental Agreement, which can be found in your Residence online account, or a copy can be obtained by contacting your Area Coordinator. A Rental Agreement is a binding contract between the student and the College. Students should be advised that signing a Rental Agreement commits them to the housing options for the academic year unless they withdraw from the College. If any person in the group withdraws from the College or that housing option before occupancy date, the additional students may be moved and those students on the waiting list will be given the option to that rental unit. Students should also understand that in signing a Rental Agreement, they are individually and collectively responsible for the information contained within the Rental Agreement and will be held accountable accordingly. Obtaining keys and check-in to a rental option implies you understand and agree to the terms of the Rental Agreement.

### Checkout/Vacating Policies

As indicated in the terms of the Residence Hall Room Contract/Rental Agreement, students must vacate the premises within 24 hours after termination of the housing agreement or discontinuance as a student. Students are to vacate their rooms by 10:00 p.m. on the last day of their last final exam at the end of both semesters unless prior approval for late departure has been obtained from the Area Coordinator. An extra charge may be given for any approved occupancy extension. Graduates may remain in their room until 4:00 p.m. on Commencement Day. To check out of college housing, the student should contact his or her Resident Advisor to review checkout guidelines and schedule a time to complete the checkout process.

### Crime Free Lease Information

In consideration of the execution or renewal of a rental agreement of the dwelling unit identified in the rental agreement, property owner and resident agree as follows: The Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in criminal activity, including drug related criminal activity, on or near the said premises. "Drug related criminal activity" means the illegal manufacture, sale, storing, keeping, distribution, use or possession with the intent to manufacture, sell, distribute, or use a controlled substance. Additionally, the Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in any act intended to facilitate criminal activity, including drug related criminal activity, on or near said premises.

The Resident or members of the household will not permit the dwelling unit to be used for or to facilitate criminal activity, including drug related criminal activity regardless of whether the individual engaging in such activity is a member of the household or a guest. Likewise, the Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance at any locations, whether on or near the dwelling unit premises or otherwise. Furthermore, the Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in illegal activity, including prostitution, criminal street gang activity, intimidation, assault including, but not limited to, the unlawful discharge of firearms,

on or near the dwelling unit premises, or any act or omission that otherwise jeopardizes the health, safety, and welfare of any person or involves imminent or actual serious property damage.

Violation of the above provisions shall be a material and irreparable violation of the rental agreement and good cause for immediate termination of tenancy. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the rental agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be determined by property owner.

### Consolidation Policy

Students living in single rooms will be billed at the single room rate. Whenever a vacancy occurs in a double room, the remaining student may be billed at the single room rate from the date the vacancy occurs, unless within seven (7) days of that date the student notifies the Area Coordinator requesting a roommate. Should the student refuse to accept the roommate assigned or fail to move to another room to eliminate the vacancy, he/she will be billed for a single room.

### Damages and Costs Policy

The student is responsible for all damages, lost property, or unnecessary service costs caused by the student to college facilities. These charges will be placed on the student's account. Where two or more students occupy the same room and responsibility for loss or damage in the room cannot be ascertained by the College, the cost of damage or loss will be divided and assessed equally between or among the residents of the room/apartment/ house. When responsibility for common area damage to the floor or hall cannot be ascertained, this amount will be divided equally among the residents of these areas and will be charged to the student account at the end of each semester. In instances where the cost of student damage exceeds \$500 in value, students involved in the damage may be referred to the college hearing board. In the rare instance of common area damage charges that exceed a total balance of \$10,000, each student in that area will forfeit their housing deposit to assist in reparation of damages. Any unused portion will be refunded to the students during the following semester.

### Early Arrival Procedures

Continuing students who desire to return to their housing assignment earlier than the specified date in the fall term must request permission from Residence Life by August 1. Requests submitted after this date may not be considered. Permission will be granted only in exceptional cases. Please know that even if one or more of a student's roommates is returning early for an approved reason that does not approve Early Arrival Procedures (continued): all students in that option to return early—each student must obtain individual permission to return early. All college policies are in place and enforced during the early arrival period. Students who choose to violate policy may be removed for the early arrival period.

### Housing Assignments/Room Changes

The College, always, reserves the right to assign or reassign students to rooms, and to close rooms when vacancies exist or when areas are rendered unfit for occupancy, or for conduct-related reasons. In the residence halls, room changes may be permitted at the discretion of the Area

Coordinator, but not before the second full week of classes in the first semester, and during the last week of the semester. All room changes may require roommate mediation before the room change is permitted. However, if the College finds compelling circumstances, written authorization for a change may be granted. Students wishing to change their room are to complete the online Room Change Request form. Once the form is submitted, the appropriate housing staff will reach out to the student regarding the transition. Failure to follow the process/moving without authorization may result in judicial action, including a room change fine in the amount of \$100.

### Lockouts

Any resident who has locked him or herself out of their living space (or their building) should contact Campus Safety at 563.588.7100 to be let into their room/building. Students receive their first lockout free of charge. A second lockout call for the same student is \$10, and a third lockout to the same student will be \$20. Any subsequent lockouts will be \$30 per instance. All lockout charges are applied to the student account.

### Lofts

Students who wish to loft are required to rent an approved safe loft from our affiliate, [bedloft.com](https://www.bedloft.com). No other lofts will be approved. For more information about products and services provided by Bedloft, please visit their website at [www.bedloft.com](https://www.bedloft.com). Loras College is not responsible for any injuries related to lofts or loft construction.

### Personal Use Agreement

All residents of college housing agree that the room or apartment assigned shall be used by him or her and may not be transferred or assigned to another person. Residents may not be assigned and may not occupy more than one space at the same time. The space may not be sublet. Further, the resident agrees that the space will be used for personal living, sleeping, and studying and that no commercial operation, solicitation, canvassing, sales or advertising will be carried on therein.

### Personal Possessions

Students' personal possessions are not covered by the College insurance, and the College cannot assume responsibility for damage or loss to student property resulting from fire, theft, or any other cause. All students are encouraged to check their family's homeowner policy for coverage of personal possessions while at college. It is never advisable to keep large amounts of cash on hand. Students should lock their doors at all times. Students are urged to report all thefts to the Campus Safety and the local police authorities. Personal possessions cannot be stored in College housing during the summer period. The College will not be responsible for items left in the college housing, and these items will be discarded if not claimed within 10 days of student departure.

### Room Care and Decoration

All room furnishings and decorations must meet the requirements of the state, local and College fire and safety standards and regulations:

- Students will be responsible for any damage that is determined by the Area Coordinator to be over and above normal use and wear.
- Cooking is not permitted in student rooms due to fire and health ordinances. Kitchens are located in each residence hall/living option. Electrical appliances such as coffeemakers,

corn poppers and small microwave ovens are permitted in individual rooms. The College reserves the right to remove unauthorized or dangerous appliances.

- Heating and cooking appliances such as toasters, frying pans, sandwich grills, hot plates, indoor cooking grills, waffle irons, pizza ovens, pressure cookers/Instapots, and space heaters are prohibited because of the electrical load limitation and fire safety.
- With few exemptions, any appliance that is greater than 1,000 watts is not permitted.
- Only refrigerators up to 5.0 cubic feet are permitted. Refrigerators must be plugged directly into the wall – extension cords or power strips should not be used for fire safety reasons.
- Students are encouraged to use discretion when decorating their rooms. Pictures and decorations are to be in accordance with the standards of good taste with the College mission.
- Items should be affixed with a non-damaging tape. Duct tape should NOT be used to affix items to walls or doors. Damage caused by affixing items to walls may be charged to students.
- No cloth or other flammable materials are permitted to hang in the doorways in such a manner as to block the ingress to or egress from the room. Room decorations and wall hangings, such as hammocks, sheets, flags, fish netting, parachutes and macramé items, etc., are not to be draped or hung from the ceiling or covering a doorway at any time.
- Due to the potential for room damage, metal tipped darts/dartboards are not permitted in college housing.
- Live Christmas trees, greens/garland and wreaths will not be allowed in College housing; only artificial trees and U.L.-approved miniature lights may be used. Spray snow may not be used to decorate windows or doors.
- Waterbeds, indoor and outdoor hot tubs (inflatable or hard side), and above ground swimming pools are not permitted on campus.
- As indicated by the College Alcohol Policy, bars, or any bar-type structures (including nooks) are not permitted in any College housing option. Alcohol containers should not be used for decorative purposes. Beer pong tables, Drinko boards, and other items that promote risky behaviors are also not permitted. These items may be confiscated and not returned.
- If a student chooses to use public road signs, street signs and construction equipment for decorative purposes, he or she may be asked to provide proof of purchase for these items. If proof of purchase is not available, the items may be confiscated and returned to law enforcement officials.
- On porches and lawns, only appropriate outdoor furniture is permitted.
- Writing on walls is not permitted.

### Utility Information

Occupants in college-owned houses and apartments are responsible for signing up for electric, gas, and water/refuse as directed in their check in packets no later than September 1 of the academic year. Failure to assume responsibility for utility services during tenancy will result in a \$100 service charge issued to a student's account as well as the cost of services being billed directly to a student's account until student assumes responsibility for services. Students in the LMAC apartment complex are not responsible for utility costs.



## Vacation and Break Procedures

Any student in any College housing option needing to remain on campus during major school year breaks (Thanksgiving, Christmas, spring and Easter) must complete a Stay Late form and be approved by the Residence Life Office and his or her Area Coordinator. Residence Life will maintain the prerogative of evicting students if contracts and/or policies are breached. The cost to stay over break is \$90 a week (or any part of), and cost may be waived for students on a case-by-case basis.

## *Technology Resource Policies and Procedures*

### *Computer Ethics Policy*

Loras College is committed to the proposition that an academic institution is a community in which the ideal of honesty is to be fostered, encouraged, and achieved. Respect for the College, for one's fellow humans and for property—both real and intellectual— are therefore essential ingredients of that ideal, and the College expects all its members to exhibit such respect. The ideal of honesty is of course a moral ideal, and so the policy stated below will in some respects go beyond the mere requirements of the law. Information technology, because of its extremely volatile nature, presents strong possibilities, and hence temptations, for misuse. It is important, therefore, for all members of the College community to be aware of that fact and to be extremely committed to use such technology appropriately and to show the respect described above. Accordingly, and for the benefit of all members of the College, the information technology usage policy stated below is intended to make clear just what constitutes that respect. All members of the College are expected to abide by these policies.

Loras College recognizes the benefits of utilizing technology as a tool in the teaching and learning environment. In providing these resources the College expects all users to agree to use the resources legally, ethically and in keeping with their intended use. Anyone who uses the technology services of the College agrees by such use to comply with the expectations outlined. The policies in this code apply to all hardware and software that make use of College resources, regardless of who owns the equipment or programs.

Access to technology resources is a privilege to which all College faculty, staff and students are entitled, much like the privilege of using the Loras Library system. Use of Loras technology resources is limited to purposes related to the College's mission of education. Certain responsibilities accompany that privilege and understanding them is important for all computer users.

### *System Integrity*

Actions taken by users, which interfere with or alter the integrity of the College's computer systems, are improper. Such actions include unauthorized use of accounts, impersonation of other individuals in communications, attempts to capture or crack passwords, attempts to break encryption protocols, compromising privacy, destruction or alteration of data or programs belonging to other users and attempts to steal or destroy software or hardware owned by Loras. It is improper to create "worm" or "virus" programs or conduct experiments to demonstrate computer facility vulnerabilities without prior permission from Information Technology, or to create programs which disrupt or interfere with other users' computing processes. Users are responsible for damage caused by infected software they introduce into the system.

The accidental or intentional introduction of a destructive program, such as a “virus,” can have serious consequences. Users should be aware of the threat of viruses on networks and while using laptops and desktops and use adequate protection against spreading them to other machines. Personal computer systems are prohibited from being connected to the internal Loras employee network (WLoras). Loras provides guest wi-fi for personal systems (WGuest). Personal wireless routers and access points are also prohibited from being connected to our network. Any attempt to compromise the College computer security systems will not be tolerated. Users must treat computing resources and electronic information as a valuable College resource. Protect your data and the systems you use. Back up your files regularly. Set appropriate passwords and change them regularly.

### *Copyright Observances*

All users of Loras College’s technology resources are expected to abide by copyright laws and licensing agreements. No software should be loaded on any College computer in violation of licenses or laws. No user may copy, or attempt to copy, any proprietary or licensed software provided or installed by Loras College.

The College recognizes its role in education for ethical behavior in the technology setting as well as elsewhere. To that end, the Vice President of Finance and Administration will provide, when requested, information about copyright and licensing issues to members of the College community. Said Vice President will not be liable for copyright or licensing infringements by any student, faculty or staff member.

The central “fair use” concept of the 1976 copyright law allows borrowing of small amounts of printed, audio or video materials for such uses as “criticism, comment, news reporting, teaching, ... scholarship or research” (Copyright Revision Act, p. 16). The test of fair use addresses 1) the purpose and character of the abuse; 2) the nature of the work copied; 3) the proportional amount copied and 4) market effect. Aside from legal issues, users should recognize that the violation of copyright laws with respect to software drives up prices, discourages vendors from offering educational pricing and makes the development of good software a risky investment of the developer’s time. Loras College supports the statement of principle developed by EDUCAUSE Software Initiative about the intellectual property and the legal and ethical use of software:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and the right to determine the form, manner and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations including the downloading of music files may be grounds for sanctions against members of the academic community.

### *Privacy Rights*

Loras College will help its users protect their stored information from accidental loss, tampering or unauthorized search or other access. The College regrets any inadvertent or non-malicious actions

resulting in the loss of or damage to that information, but the ultimate responsibility for prevention and resolution of such problems rests with the individual user. The College respects every individual's right to privacy in the electronic forum and prohibits users of College computers, including personally owned computers linked via the Loras network or the College telecommunications equipment to other systems, from violating such rights. Attempts to access electronic records containing information concerning another person or to use another person's password represent examples of violation of privacy rights. Computer accounts, passwords and other types of authorization are assigned to users and shall not be shared with others. In general, information stored on computers is considered confidential, unless the owner intentionally makes that information available to other groups or individuals. Requests for disclosure of confidential information will be honored only when approved by College officials or when required by state or federal law, except when inappropriate.

### *Account Access*

No person may use, or attempt to use, any computer accounts other than his/her own assigned account. The negligence or naiveté of another user in revealing an account name and password does not confer authorization to use the account. An account owner may not lend his/her account(s) to another user. A user should only access or attempt to access, files in his/her own accounts, files which have been made accessible to him/her by the files' owner, or files which have been made publicly accessible by the files' owner.

Publicly accessible, user-written "macros," templates and graphics may be shared at the user's personal risk. In addition, the user of such programs and files is responsible for any consequent damage to the computing systems at the College or the files or accounts of other students or faculty. If for any reason system files are corrupt, a standardized system or configuration will be provided. Any customization or files saved to the hard drive will be lost. Students are encouraged to use the utilities, programs and files provided on the computers made available through the network account. Please contact the Help Desk at extension 4949 or email ([helpdesk@loras.edu](mailto:helpdesk@loras.edu)) if you need your account password reset or if you have any questions. Each account owner is responsible for all computing activities involving that account and will be held liable for any misuse of that account. The Vice President for Finance and Administrative Services must approve any exception to the access policies stated above.

Any user who is eligible to view or change sensitive institutional data must maintain the appropriate confidentiality and security of that information, in accordance with College policies as well as state and federal laws. Users must not use their network security permissions to obtain sensitive information beyond what is directly related to their job assignments. Intentionally disclosing protected information to any unauthorized person is a violation of federal law and can subject the violators to criminal and civil penalties.

Free expression of ideas is central to the academic process. Loras technology system administrators will not remove any information from active individual accounts unless the appropriate system administrator determines:

- The presence of the information involves illegality (e.g., copyrighted material).
- The information is unrelated to or is inconsistent with the mission of the College.
- The information in some way endangers or interferes with computing resources or the

- information of other users (.AVI or video files, MP3 or music files, computer games, ftp servers, a computer worm, virus, or other destructive program).
- The information involves the use of obscene or abusive language.

### *Courtesy Standards*

Abuse of College-owned public access computers, laptops and network resources may result in the suspension of use privileges. Such abuses include but are not limited to:

- Excessive use of paper.
- Using College technology resources for personal monetary gain (except as such use relates to professional development).
- Monopolizing technology resources and other similar or related abuses.
- Using technology resources to support personal servers, exchange copyright materials (MP3 files) or play games.
- Distribution of mass emails (see following policy).
- Installing personal wireless routers/access points and attaching to the Loras network.

In general, College-owned desktop and laptop computers, network resources, software, peripherals, and electronic mail will be used for academic purposes only. Pornographic, threatening or nuisance messages are violations of the user's pledge to use computing facilities ethically. Proper use follows the same standards of common sense, courtesy, and restraint in the consumption of shared resources that govern use of other public facilities. It includes:

- Regular deletion of unneeded files from one's accounts on servers.
- Refraining from overuse of information storage space, printing, or processing capacity.
- Refraining from overuse of interactive network resources (such as Internet).
- Refraining from sharing accounts with ineligible parties (such as friends or relatives), acquiring accounts for which you are ineligible -or maintaining accounts no longer serving their assigned purpose.

Loras reserves the right to delay, restart or cancel any job or program to improve system performance. Computing resources may not be used for illegal purposes. Examples include:

- Unauthorized copying or use of copyrighted material.
- Destruction of or damage to hardware, software or data belonging to Loras or other users.
- Disruption or unauthorized monitoring of electronic communications.
- Harassment of other users.

### *Mass Email*

Some examples of items that fall under "non-academic" related email include items for sale (including but not limited to books, refrigerators, furniture), apartments/houses for rent, roommates needed and alcohol related gatherings—including bar establishments, etc. The bulletin board feature on the campus portal <http://www.loras.edu/portal> would be the vehicle for such postings. Certainly, mass emails that are abusive or harassing are violations. The College also considers it a violation of policy to use mass emailing to campaign for Loras elections.

Violations of this policy will be taken very seriously and may result in fines or other punishments up to the loss of email privileges. Violators will be warned by the Help Desk and then referred to the Residence Life Office for judicial action.

### *Electronic Mail*

College electronic mail (email) systems and services are College facilities. Any electronic mail address or account associated with the College, or any subunit of the College, assigned by the College to individuals, subunits or functions of the College, and all electronic mail associated with the account is the property of the Loras College administration and regents.

Those who use College electronic mail services are expected to do so responsibly, that is, to comply with state and federal laws with this and other policies and procedures of the College, and with normal standards of professional and personal courtesy and conduct. Access to College electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the College without prior notice and without the consent of the email user when required by and consistent with law, when there is substantiated reason to believe that violations of policy or law have taken place, or, in exceptional cases, when required to meet time-dependent, critical operational needs. Such restriction is subject to established campus-wide procedures or, in the absence of such procedures, to the approval of the appropriate campus Vice President.

### *Personal Web Pages*

Exercising one's right to free speech in an academic community, however, also entails some responsibilities that authors need to be aware.

It is improper and inappropriate to use the College's World Wide Web servers purposely to annoy, abuse, libel, threaten or harass anyone, individually or collectively, or to violate state or federal laws.

It is improper to make Loras College directory information (regarding students) viewable by off-campus computer users.

The author of a text or the creator of a graphic is protected by copyright law unless he/she specifically releases his/her work into the public domain. Other authors should not copy such texts or graphics onto their own WWW pages without the original author's permission. Authors should secure the permission of Loras College before using the College logo or reproducing parts of any College publication and should not use the name of the College in any way that implies endorsement of the author's personal ideas and opinions.

No one may use the World Wide Web servers for any activity that violates the College's policies on academic honesty.

The College's computing resources are finite. If one user's WWW pages are so frequently accessed or involve the transmission of such large amounts of data that other uses of the equipment are impeded, the system administrators may remove the pages.

### *Technology Initiative*

All full-time undergraduates are required to be a part of the technology initiative and sign and abide by the Loras College Computer and Peripheral Equipment Use Agreement when they receive their laptop. Part-time students and graduate students are not required to obtain a Loras laptop but are able to obtain one by contacting the help desk. Part-time and graduate students who opt to be a

part of the technology initiative will also need to sign and abide by the Loras College Computer and Peripheral Equipment Use Agreement when they receive their laptop. Other policies and procedures relating to the technology initiative are found on the Loras College Information Technology web pages. Students are responsible for staying informed about the computing environment and checking email coming from the Information Technology department and for announcements posted on the portal.

Personal desktops, laptops, phones, gaming systems, printers and other devices that are wi-fi capable may connect to the Loras guest Wi-Fi (WGuest). They are not authorized to be on the internal Loras employee network. Personal routers, wi-fi access points or other network appliances are not allowed to be connected to any Loras network. If found, the appropriate sanctions will be taken, which could include disabling the network port and/or other disciplinary actions.

### *Sanctions*

These computing policies are endorsed by Loras College, Information Technology and Student Development. The College may take disciplinary and/or legal action against any individual who violates any computing policies, including temporary or permanent suspension of individual's use privileges to all or part of the College computing facilities, temporary suspension from the College or permanent separation there from, or could result in expulsion or termination from the College. Illegal acts involving Loras computing resources may also be subject to prosecution by state and federal authorities. Student violations of academic honesty standards for class work will be reported to the Office of the Provost in accordance with the regulations described in the Student Handbook.

### *Liability*

Loras College hereby expressly and explicitly disclaims any liability and/or responsibility for violations of the policy here above stated. Loras College does not warrant that the technology services and resources will be uninterrupted or error free. Nor does Loras College make any warranty as to the results to be obtained from use of these resources.

### *General Parking Regulations*

All members of the Loras College community who own or operate a motor vehicle on the Loras College campus are required to register their vehicle at the Campus Safety Office within the first two days of classes or within 24 hours of bringing the vehicle on campus thereafter. Persons using Loras parking facilities MUST display the appropriate current permit, properly affixed, at all times.

The Campus Safety Office has the right to revoke motor vehicle registration for any member of the Loras community who is a consistent violator of the Traffic and Parking Regulations. Persons on disciplinary probation may be prohibited from having a campus permit.

Loras College shall retain the right to tow any vehicle consistently violating the Traffic and Parking Regulations of Loras College and/or City and State regulations. An unregistered vehicle found on the Loras College campus may be subject to tow. Towing charges must be paid by the violator. Any person will be subject to having his/her car towed WITHOUT NOTICE for:

- Parking in fire lanes.
- Parking in handicap parking spaces.

- Effectively blocking another car.
- Storing car on campus during any holiday break.
- Five or more tickets placed on an unregistered vehicle.

The Loras College parking permit is to be displayed on the rear window, driver's side of the vehicle. The permit should be displayed on the handlebars of motorcycles. Student permits expire at the end of summer school.

- All fines will be applied to the student or employee account.
- The Campus Safety Office has final jurisdiction for all traffic matters on the Loras campus. This office reserves the right to summon consistent violators of the Traffic and Parking Regulations for adjudication.
- Registering another person's vehicle or allowing another person to register your motor vehicle under false pretense or when prohibited from having a campus parking permit is forbidden. Students must register their vehicles with Campus Safety. Those registering cars at Clarke College, or the University of Dubuque, are subject to fine for false registration and loss of campus parking privileges.
- When registering their vehicles, students MUST present their College I.D. and the registration for the vehicle they are registering.
- Students must notify the Campus Safety or the Information Center by 7:30 a.m. if their cars do not start or if other mechanical problems are evident when parked in an employee lot. These cars must be moved within 24 hours, or the vehicle will be towed at the owner's expense.
- Due to space limitations, only one car or motorcycle per campus resident may be kept on the campus lots. No motor vehicle may be left on campus during any of the holiday breaks unless previously approved by Campus Safety. Owners will be fined, and vehicles are subject to tow.
- All students residing in non-traditional housing are required to register their vehicles if they choose to park in College-owned lots and abide by all parking regulations.
- Bicycles are to be parked in furnished bike racks located about the campus. Bicycles secured to College property other than racks are subject to confiscation by Loras College Campus Safety.

PEDESTRIANS HAVE THE RIGHT OF WAY AT ALL TIMES!

Students will be held responsible for any guests' or visitors' traffic or parking violations.

### Parking Expectations

- Faculty/staff parking lots are identified with signs. These are reserved areas for employees from 7:00 a.m.–3:00 p.m., Monday through Friday. A valid permit is required. All other parking lots have been identified as student parking. Student and employee permits are required to use these areas, including designated off-street parking associated with campus-owned houses.
- Do NOT park in loading dock areas, with the exception of maintenance and service vehicles.
- Do NOT park in fire lanes, interior roadways, loading zones, garage entrances, turnarounds, crosswalks, any temporarily barricaded areas or any other access points in and out of campus. THESE AREAS ARE CONSIDERED FIRE LANES AND ARE TOW ZONES!

- Do NOT park on the grass, sidewalks or any other College grounds not designated as legitimate parking areas. All legitimate parking stalls will be clearly marked.
- Do NOT take more than one parking space for your vehicle.
- Do NOT park in disabled spaces without the appropriate State permit. It is unlawful to park in a handicapped parking space without a permit including crosshatch areas between/near a space or with flashers on.
- Do NOT park in reserved spaces.
- The same parking rules pertain to motorcycles as to cars.
- EMERGENCY FLASHERS WILL NOT BE ACKNOWLEDGED AS A SIGNAL FOR SHORT-TERM PARKING.

### Parking Fines

As stated in the Loras College Student Handbook, Fine and Damage Statement: “All fines and damage assessments are due within five (5) working days after they are assessed. Students whose disciplinary, library and/or traffic fines and/or damage accounts are delinquent are subject to current College policies.”

All appeals of citations must be submitted to the Campus Safety within fourteen (14) working days of the citation. A student may appeal a citation by logging in to their Rydin parking account and submitting an electronic appeal form. All judgments of appeals are final. The appellant will be notified in writing of the Board’s decision in all cases.

### Handicapped Parking

Handicapped students attending Loras College displaying the proper state-issued handicap parking permit may park their vehicles in the designated handicap parking spaces. No parking is permitted at time in the crosshatch areas near handicapped parking spaces as these areas are designated to provide space for individuals to enter and exit their permitted vehicles.

### Special Parking Arrangements

It may be necessary for the Office of Campus Safety to temporarily close parking areas or alter stated parking policies (i.e., football game parking or graduation) with little or no notification. In this case, Safety personnel will typically control traffic to restricted areas.

### Campus Speed Limit

The speed limit on all interior streets and parking facilities of Loras College is 10 mph. Reckless driving is driving with a wanton disregard of personal safety or property. Examples: driving on sidewalks or grassy areas or squealing of tires when a momentary loss of control of vehicle occurs. The student to whom the vehicle is registered is responsible for any citations issued for careless and reckless driving or speeding even if he/she was not driving at the time the citation was issued.

## *Programing and Promotion Policies and Procedures*

### *Facility/Event Request Process*

Facility reservations are part of the Event Submission process on DuConnect. A minimum of one week notice is required on all reservations. Contact [studentlife@loras.edu](mailto:studentlife@loras.edu) with questions.



Recognized student organizations and campus departments can reserve campus facilities. Facility reservation requests may be denied if the event or activity is not intended for Loras students. Reservation requests may also be denied if it conflicts with an already scheduled event or Loras College policies.

PLEASE NOTE: Student organizations planning an event OFF CAMPUS the Event Submission form must still be filled out.

Dubuque's Fire Code requires communication of alternative exits at any public forum held on campus. The designated spokesperson will be identified through the Event Submission process form and must announce it at the start of an event. Specific announcement requirements and the full policy can be found in the Fire Safety Procedures of this handbook.

### *Decorating Policy*

Campus departments and recognized student organizations who wish to decorate in the colleges designated decorating locations please submit and request via the Approval to Decorate Form in DuConnect. The form must be completed a minimum of one week in advance and you should list the area you would like to decorate in the location section of the form.

### *Publicity and Promotion*

#### Distribution of Literature

Distribution of posters, pamphlets, etc., is a privilege granted only to campus departments and registered student organizations. All such literature must bear the name of the organization/department on the front page of the materials distributed. Such material may be distributed only in those areas designated by the Student Life Office or Area Coordinators, as appropriate. A copy of the literature to be distributed must be emailed to the Student Life Office at [studentlife@loras.edu](mailto:studentlife@loras.edu) a minimum of one week in advance. Once approved, an electronic copy can be posted on the TV's around campus. It is the campus department and student organizations responsibility to submit posters to the Student Life Office for distribution.

- The privilege of distribution which is accorded to any free student shall be equally accorded to all free student publications.
- For buildings other than organized living units, the Student Life Office shall determine, after consultation with the building supervisor, the places of distribution.
- Residents of each living unit shall decide for themselves whether (and if so, where) they want such a place of distribution in the building for publications either free or for sale.
- The establishment of self-service stands for the sale of student publications shall be permitted in the lobby of the Alumni Campus Center without charge to the sponsoring department, agency or group subject to scheduling procedures.
- Free distribution and sale by students of student publications shall be permitted on the campus outside the confines of campus buildings subject only to such limitations as deemed necessary by the Student Life Office to prevent interference with the use of streets, sidewalks and building entrances and as are consistent with the guidelines established herein.

## Posters and Fliers

Loras uses digital posting for most advertising on campus, including the residence halls. The Student Life Coordinator must approve all digital image posters and reserves the right to refuse posting approval.

Email 1 digital/electronic copy of the poster to [studentlife@loras.edu](mailto:studentlife@loras.edu) a minimum of one week in advance.

Student Life will approve the digital poster and display on TV's around campus and remove them in a timely manner.

Posters will be displayed no more than two weeks prior to an event date.

Once your event/program date has passed the poster will be removed from the monitors.

## Guidelines for Image Files

Use the following guidelines to get the highest quality poster.

- Dimensions: Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.
- File Type: JPG, JPEG, GIF, PNG and PDF.
- File Size: Use a photo that's no larger than 10MB.
- General: Avoid images that have text or logos. PDF files will not have a preview and cannot be cropped.

*All postings must be in designated posting areas; any fliers/posters taped to doors, elevators, windows or walls will be removed.*

Posting in bathroom stalls is prohibited with the exception of the Stall Street Journal. The custodial staff will remove all unauthorized posting. If interested in promoting an event within the Stall Street Journal, submit the program or event in writing to [studentlife@loras.edu](mailto:studentlife@loras.edu) by the 15th of the prior month.

## Content Guidelines

The posting areas are viewed by members of the public, and what they see posted reflects what Loras and its students are all about.

- The Loras College logo and/or minimal branding elements should be added for all Loras affiliated events or postings.
- No written or pictorial references to alcohol drink specials or similar material.
- No written or pictorial messages of a sexist or racist nature or of a nature that otherwise offends the principles of human dignity and good taste.

## Items for Sale

- Student notices are allowed (e.g., books, furniture, cars, recreational goods, etc.), apartments for rent, job openings and ride requests will be posted on the bulletin board outside of the mail room.

- Outside vendor notices are not allowed (e.g., credit cards, magazine subscriptions, alcohol-related items, etc.).
- Where uncertainty exists, the Student Life Coordinator will decide the appropriateness of the item in question.
- Posters must be emailed and approved two weeks ahead of time to the Student Life office for posting.

### Table Advertisements

All table advertisements must be approved by the Student Life Coordinator a week before needing approval. These can be sent to [studentlife@loras.edu](mailto:studentlife@loras.edu) for approval.

For the Café and PUB please contact Campus Dining for permission before you make the table advertisements for dimensions.

Campus departments and approved student organizations are required to print, cut and insert all advertisements after approval.

### Banners

One large banner or sign for special events/programs may be hung behind the glass railing surrounding the lower level of the concourse. It may not be hung on the outside of the glass.

Approval to hang banners must be obtained through the Approval to Decorate Form on DuConnect. The form must be completed at least one week in advance. All unauthorized banners or banners that do not meet guidelines will be removed.

Banners can be hung no more than three days prior to an event and must be removed immediately following the event. Not removing in a timely manner will result in a \$50 charge to the organization or department.

Banners can only be hung using painters' tape or masking tape. Absolutely NO duct tape. Any damage to campus property due to using non-approved tape will be charged to the campus department or student organization.

### Sidewalk Chalking

Campus departments and registered student organizations can request to chalk campus walkways. Sidewalk chalk can be down no more than three days prior to an event. All requests must be approved through the DuConnect *Approval to Decorate* form. The form must be completed at least one week in advance.

### Tables in the Concourse

Tables outside of the Cafe can be reserved by campus departments and registered student organizations to promote a program or an event by filling out and submitting the Event Submission Form on DuConnect. When the form prompts you to select your room location, type in "ACC Tabling".

## Easels

Easels can be reserved for no more than three consecutive days. Contact [studentlife@loras.edu](mailto:studentlife@loras.edu) at least one week in advance. This process results in the easel stand only. Posters are provided and displayed by campus departments or registered organizations.

## Off Campus Publicity and Promotion

For all publicity and promotions appearing off campus contact the Marketing office (7140). All other forms of publicity or promotion must be approved by Student Life.

## *Guest Speakers*

The goal of the faculty, students, administration, staff, and Board of Regents is for Loras College to be a superior educational center for the preservation, transmission, and discovery of knowledge. The wide variety of co-curricular activities at Loras College represents one way this goal is achieved. Therefore, these activities are an integral part of the total educational mission of the College.

Requests for speakers are made to the Dean of Students or his/her designee by officers of sponsoring organizations, or in the student organizations' case, by officers and the faculty advisor. These requests must be submitted through the Event Submission form on DuConnect. Proper arrangements for use of college facilities must be made by the sponsoring organization.

All publicity is to be coordinated by the sponsoring group with the Office of Institutional Marketing. The sponsoring organization in conjunction with the Office of Institutional Marketing is responsible for making known to the academic and larger communities that sponsorship of the guest speaker does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the College administration or faculty.

It must be made clear that the student organization, not the college, is extending the invitation and that any views the speaker may express are his or her own and not those of the college.

All student organization speaker contracts must be coordinated through Student Life. Contracts can only be signed by the Contract Administrator for Loras College.

## *Time, Place and Manner Information (Protests/Demonstrations)*

The College reserves the right to designate the time, manner, and appropriate areas for protests or demonstrations on College Property. Protests/demonstrations of any description must be registered with the Dean of Students at least 5 business days in advance.

All protests and demonstrations must be peaceful, non-obstructive and respectful of the College's Catholic mission. Accordingly, no action may endanger the safety or security of the College community, infringe upon the rights of members of the community, obstruct access to college facilities or spaces, damage property, disrupt normal College operations, or otherwise violate applicable laws or College policies.

Time, place, and manner restrictions are the prerogative of the College. Limitations include disruption of regular classes, avoiding the scheduling of two events at the same time in the same facility, the protection of the public order and to ensure compliance with local, state, and federal laws. Any limitations must be both reasonable and content-neutral, the latter term meaning that

they shall be applied without regard to the content of the expression or the purpose of the assembly. Limitations may include requiring 1) scheduling and planning with the appropriate authorized designee, 2) restricting or prohibiting the use of certain areas, 3) limiting certain forms of expression in specific areas and 4) reimbursing the College any cost associated with the use of the facility, area or medium. Note: Given the wide variety of expression that occurs at higher education institutions, the use of any College facility, area or medium for any expression shall not constitute or suggest endorsement of the content of the expression, or any proponent of the expression, or any proponent thereof, by the Board of Regents, the College, its staff, faculty, student body or any individual member of these constituencies. Presenters of expression shall assume full responsibility for any violation of law they commit while in/on College property.

## *Campus Safety Policies & Procedures*

It is the mission of the Department of Campus Safety to assist in every way possible in providing a safe and secure atmosphere that is conducive to the educational process. However, the participation of the entire campus community is necessary to achieve the safest campus possible. Each segment of the campus community must cooperate not only with each other but also with area law enforcement agencies.

The Department of Campus Safety is located in suite 530, on the fifth floor in the Alumni Campus Center, and at the 24-Hour Information Desk on the Fourth Floor of the Alumni Campus Center. On campus the Department can be reached by phone at extension 7114 or 0. Off campus the Department can be reached by calling 563.588.7114 or 563.588.7100. The Department consists of eleven (13) full-time and six (8) part-time employees. The Department is staffed 24 hours a day, 365 days each year.

The Loras College campus falls into the jurisdiction of the Dubuque Police Department, the Dubuque County Sheriff's Department, and the Iowa Division of Public Safety. The Department of Campus Safety maintains a very positive and open relationship with each of these agencies. The appropriate authorities assist the Department in campus crime investigation. Campus Safety monitors and records, through local police crime data, off-campus events sponsored by recognized student organizations. Extensive security officer training on both an annual and ongoing basis occurs regarding emergency medical situations (CPR and first aid), fire prevention, evacuation plans, disaster recovery plans, asset protection, risk management, student issues and other student and employee safety matters.

The Department of Campus Safety and other departments provide several security programs including on-campus escort service; the lost and found department and student education on fire safety, personal safety, and alcohol and drug education programs.

Since Loras College is private, no member of the Department of Campus Safety possesses arrest authority. Loras College does, from time to time, hire police officers with full arrest authority (Dubuque County Sheriff deputies and Dubuque Police Department officers) to assist in activities and functions at the College.

### *Importance of Reporting*

Crime prevention cannot take place without the assistance of the Loras College Community. The prompt reporting of crimes and suspicious behavior as well as cooperating with the authorities during the investigation of crimes or offenses is encouraged. Your cooperation can aid us in preventing others from being victimized. The Department of Campus Safety will assist anyone in filing a report with law enforcement agencies.

### *Reporting Policies*

If you receive criminal or emergency information, you are encouraged to promptly contact local authorities as well as the Department of Campus Safety by dialing extension 7114 or 0 or, if you are off campus, dial 563.588.7100. By reporting such information to the Department of Campus Safety,

patterns are sometimes evident, aiding and preventing others from becoming victimized. Additionally, individuals can file a report, including an anonymous report, through the Loras College Advocate system. Individuals who wish to file a report may visit [https://loras-advocate.symplicity.com/public\\_report/](https://loras-advocate.symplicity.com/public_report/). Individuals may choose to add their name to the report or submit the report anonymously.

### *Confidential Reports*

Should you be the victim of a crime which you do not chose to report, confidential assistance is available. The Loras College Counseling Center and the Health Center are not required by the Clery Act to inform Loras College authorities when a crime is reported to them. However, these departments are encouraged to report limited information to the Department of Campus Safety on a confidential basis so that the College may better evaluate the need for a campus safety alert and disclose the most accurate information available in its annual report. Only information relating to the nature of the crime and its location is provided to the Department of Campus Safety. The identity of victims and witnesses will remain confidential.

### *Emergencies*

In the event of an emergency, the police should be contacted immediately. 911 telephone service is in effect for the entire city of Dubuque. Emergency medical care is provided at all hours at both Finley Hospital at 563.582.1881, and Mercy Medical Center – Dubuque at 563.589.8000. In the event of a campus emergency or disaster, the Crisis Management Team is activated, and all directives and information is disseminated from headquarters of that team. The College has developed an extensive plan to cope with such situations if they develop.

### *Non-Emergencies*

Reports should be directed to the respective police agency, which has authority to file criminal charges in the geographical area in which a crime was committed. In addition, crimes occurring on or around campus should also be reported to the Department of Campus Safety.

### *Minor Incident (disrupting only limited parts of campus)*

Any incident that does not seriously affect the overall functional capacity of the College and can be resolved with existing College resources or limited outside help is considered a minor emergency. This type of emergency involves only the locally affected area and does not require the Core Emergency Response Team (ERT) to be convened. Impacted personnel or departments will work directly with the Loras College Campus Safety staff to assess and address the situation, and the Director of Campus Safety will be responsible for contacting and informing appropriate college staff.

Some examples of minor emergencies include but are not limited to: odor complaint localized chemical spill, plumbing failure and/or an inoperative elevator.

### *Major Emergency (disrupting sizable portions of campus)*

Any incident which affects an entire building or buildings, and which will disrupt the overall operations of the College is considered a major emergency. Assistance from external organizations will most likely be required, the situation may escalate quickly, serious consequences to critical functions could occur and serious injury or loss of life might be possible. In this type of emergency,

the Director of Campus Safety will activate/notify all members of the Core Emergency Team (Core ER T) and a Crisis Control Center will be established, and the Core Emergency Response Team (Core ERT) will meet at the Crisis Control Center to evaluate the situation and decide upon a course of action.

Some examples of major incidents include but are not limited to: building fires, chemical spills which could pose a threat to a large number of people, extensive power or utility outage, severe weather and/or an existing or imminent external emergency that may impact the campus.

*Disaster (involving the entire campus and surrounding community)*

Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires college-wide cooperation and extensive coordination with external jurisdictions. In this type of emergency, the Director of Campus Safety will activate/notify all members of the Core Emergency Response Team, a Crisis Control Center will be established and the Core ERT will meet at the Crisis Control Center to evaluate the situation and decide upon a course of action.

Some examples of a disaster include but are not limited to major flooding, major earthquake and/or a massive release of a biological or chemical agent.

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. In all life-threatening emergencies dial 911 and follow up with a call to Campus Safety at 563.588.7100. To be helpful, inform the 911 call center of the building, room, and phone number you are calling from. All other emergencies should be directed to the Loras College Campus Safety at 563.588.7100. Campus Safety personnel will be responsible for contacting designated responders and administrative officials, and the specific guidelines within this plan will be followed.

The authority to declare a Campus State of Emergency rests with the President (or designee). When this declaration is made, access to the campus may be limited to registered students, faculty, staff and employees. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest. Upon notification of a campus state of emergency, the Core ERT will meet at the Crisis Control Center. This core group of individuals shall respond at all incidents unless otherwise notified by the President or designee.

Each campus emergency will present hazards and situations unique to that emergency. It will be imperative that the Core ERT activate/notify the proper personnel in a timely manner. Once the Core ERT is notified, they will have the flexibility to respond to the incident as they deem proper for the situation at hand. A list of emergency phone numbers accompanies this document and provides a complete listing of individuals and/or agencies that can respond to a particular emergency.

In case of emergency, all employees must follow the appropriate emergency procedures found in this crisis plan. Emergencies that may be life threatening should be reported immediately to 911.



Always inform the 911 Call Center of the building, room, and phone number you are calling from. Non-life-threatening emergencies should be reported to Loras College Campus Safety at 563 588 7100. Personal safety is of utmost concern. All employees are responsible for taking precautions to assure their safety by familiarizing themselves with this plan. Faculty is responsible for initiating emergency procedures during class.

### *Administrators, Department Chairs, Directors, and Supervisors*

Every administrator, department chair, director and supervisor have the following general responsibilities prior to and during any emergency:

#### Emergency Preparedness:

- Become familiar with the Emergency Response Plan and ask any necessary clarifying questions.
- The Student Development Division will be responsible for informing students of the plan and making it available to them.
- Any College employee with supervisory duties will inform employees under their direction of the plan and make it available to them. Supervisors will also review the plan annually with employees.
- The Director of Physical Plant or designee will inform contractors of the plan and make it available to them.

Supervisors should inform all building occupants under their direction of the emergency condition. Evaluate the impact of the emergency on their activity and take appropriate action. This may include ceasing operations and initiating the appropriate emergency procedures listed in this plan. If the building or your area must be evacuated, it is your responsibility to ensure that your entire staff evacuates to a pre-assigned safe area and to account for personnel. If you are missing personnel, inform Campus Safety or the responding emergency services of the employee's name and last known location.

### *Core Emergency Response Team (Core ERT)*

This core group of individuals shall respond to all major emergencies and disasters unless otherwise notified by the President or designee. The Core Emergency Response Team will determine which members are needed to respond to the incident. A debriefing will be conducted within seven (7) days after each incident, and an After-Action Report will be generated. All members of the team will be required to participate in incident response training. The following College staff members shall serve on this team.

#### Core Emergency Response Team Composition:

- President
- Vice President for Student Development
- Director of Campus Safety
- Assistant Vice President for Physical Resources
- Vice President and Chief Operating Officer
- Provost and Academic Dean

- Vice President for Enrollment Management
- Vice President for Marketing

### *Emergency Response Team (ERT)*

The members of this team who are activated will be dependent on the scope and size of the incident. The team may be activated as needed in part or as a whole by the Core ERT. As a group, their function will be to analyze and determine the impact of the incident, make appropriate emergency notifications, prioritize emergency actions, arrange resources and equipment, communicate information and instructions, monitor/reevaluate conditions and review the effectiveness of the response after the incident. A debriefing will be conducted after each incident, and an After-Action Report will be generated. All members of the team will be required to participate in an incident response training program. Other members may be added to this group depending on the type of incident. The following College staff members shall serve on this team.

#### Emergency Response Team Composition:

- Director of Human Resources
- Assistant Director of Residence Life
- Assistant Director of Campus Safety
- Director of Counseling Services
- Director of Health Center
- Webmaster
- Director of Library Services
- Director of Campus Dining
- Chief Technology Officer
- Director of Alumni
- Chemistry Lab Technician
- Associate Dean of Students

### *In the event of an active shooter incident*

An active shooter situation is an incident where one or more subjects participate in a random or systematic shooting spree, demonstrating an intent to continuously harm others. Active shooter situations are dynamic and evolve rapidly, necessitating immediate law enforcement and emergency personnel to stop the shooting and prevent further harm to the community.

If an active shooter situation develops, Loras College will implement the campus Crisis Response plan and alerts will be sent out via the LORAS ALERT System via email, land line, mobile line, and text message to the campus community. Loras College and the Dubuque Police Department will work together to manage the incident.

If you find yourself in an active shooter situation, try to remain calm and dial 911 as soon as possible. Quickly determine the most reasonable way to protect your own life. Remember three important options – RUN, HIDE, and FIGHT – provided by the Department of Homeland Security.

**RUN:** If there is an acceptable escape path, attempt to evacuate the premises. Be sure to have an escape path in mind and evacuate whether or not others agree to follow. Do not attempt to move wounded individuals. Leave your belongings behind and do help others evacuate if possible. Work to prevent others from entering an area where an active shooter is present. Follow the instructions of any police officers on the scene and keep your hands visible at all times. Call 911 once you are safe.

**HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should be out of the active shooter's view, should provide protection if shots are fired (i.e., in an office with a closed or locked door), and not trap you or restrict options for movement. Use heavy furniture to block the door if possible.

**FIGHT:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against him/her, throwing items and improvising weapons, yelling, and committing to your actions.

The video, Options for Consideration, also provided by the Department of Homeland Security, outlines possible actions to take if confronted with an active shooter event. This video, found online at <https://www.dhs.gov/options-consideration-active-shooter-preparedness-video>, reviews the choices of evacuating, hiding, or, as an option of last resort, challenging the shooter. The video also explains how to assist authorities once law enforcement arrives on the scene of the incident.

You can prepare for an active shooter situation by remaining aware of your environment and any possible dangers; taking note of the nearest two exits in any facility you visit; reporting any suspicious behaviors or articles to Loras College Campus Safety at 563.588.7100; and reviewing posters regarding active shooter situation procedures that are posted in each classroom and lobby on a regular basis.

### *Emergency Notification System*

Loras College has an emergency notification system to protect the safety of students, faculty, staff and visitors in the event of a disaster or emergency. Campus community members can enter personal contact information into the IQ system and receive notification via email, text message and phone that will alert them to the disaster or emergency.

To add/update your emergency contact information, [use the following link: Loras College - Self Service](#). The link is also on Inside Loras, it is the last item in the Loras Links dropdown.

- To get started, click on your user ID in the upper right corner, and then select USER PROFILE from the dropdown menu.
- Next, please confirm your current address by reviewing the information and clicking "Confirm" on the righthand side of the screen. If your current address is incorrect, please contact Human Resources to update your address.
- Then, please add an additional email you would like notified in the event of a Loras ALERT by selecting "Add New Email."
- A popup box will appear where you can enter an additional email address for notification – select "Emergency Notif Email" for the email type.
- Please add additional phone numbers you would like contacted via phone call and/or text in the event of a Loras ALERT by clicking "Add New Phone". A popup box will appear where you

can enter additional phone information for notification. Select “Emergency Notif Text Msg 1” for the phone number you would like to receive text alerts. Select “Add New Phone” to add additional numbers, and then enter up to five additional phone numbers to receive a phone call or message during an alert using the phone type “Emergency Notif Phone 1 -5”.

Once you have completed these steps, you will have successfully registered for the Loras ALERT system. If you have any questions or need assistance entering your emergency contact information, please contact Campus Safety at 563.588.7275.

In the event of a campus emergency, Loras email and Loras office phones will receive automatic notification messages. Use the fields on the screen if you wish to have messages sent to additional personal or family phone numbers and/or to additional email addresses in the event that emergency notification is necessary.

As required by law, Loras College has procedures in place to test the emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year. The College will document a description of the exercise, as well as the date and time of the exercise, and whether the exercise was announced or unannounced in the annual Disclosure of Campus Safety and Security and Campus Crime Statistics and Annual Fire Safety Report.

### *Statement on Timely Warning*

If a situation arises, either on or off campus, that, in the judgment of Campus Safety, the Dean of Students, and/or their designee, constitutes an ongoing or continuing threat, a campus-wide “Security Alert” will be issued. The warning will be issued through the college email system to students, faculty, and staff, and/or will also be posted to the portal on the Inside Loras announcements page.

Anyone with information warranting a timely warning via a “Security Alert” to the campus should report the circumstances to the Office of Campus Safety by phone at 563.588.7114 or 563.588.7100, by email at [LorasSecurity@loras.edu](mailto:LorasSecurity@loras.edu) or in person at the office located on the fifth floor, Alumni Campus Center or at the 24-Hour Information Desk, Fourth Floor Alumni Campus Center.

### *Post Emergency Services*

Additional Services provided: services for students, staff, and faculty members. Among the departments that provide such services are the following:

Loras College Counseling Center  
 Alumni Campus Center Room 473  
 855 Loras Blvd, Dubuque, IA 52001  
 563.588.7085  
 563.588.7100 (Emergency)

Rape Victim Advocacy Program  
 800.284.7821 (Statewide Hot Line)

Riverview Center, Inc. Sexual Assault Prevention and Intervention Services  
 2600 Dodge St., Dubuque, IA 52001  
 563.557.0310  
 Catholic Charities  
 1229 Mt. Loretta, Dubuque, IA 52003  
 563.588.0558

Crisis Line 563.588.4016  
 YMCA Domestic Violence Program  
 35 N. Booth. Dubuque, IA 52001  
 563.556.1100

In addition, the Dubuque County Attorney's Office maintains a full-time victim/witness coordinator who assists students, staff, faculty, and other citizens who are crime victims during and after the criminal prosecution.

### **General Access to College Buildings**

Loras College is a private institution of higher learning. At certain hours of the night, only authorized personnel are permitted in many areas of the college. Most buildings open to the public are closed and locked after regular business hours.

#### *Access to Residence Hall Buildings*

Loras College uses a computerized fob access system in each of the residence halls. To eliminate outside doors from being propped open, Loras College has installed electromagnetic locks on the exterior doors of all residence halls as well as most other campus facilities. Once activated, these locks will not allow access to the building without the proper access fob. Entry must be made at an entrance with a fob reader. Each door is individually alarmed so that security staff will be able to immediately respond to the precise area involved. The electromagnetic locking system is operated in conjunction with the fire alarm system so that when an alarm is sounded, all of the locks in that particular building release, allowing the doors to be used as emergency exits. Report all lost access fobs immediately to Campus Safety so they can be deactivated.

Within a residence hall, each room door may be locked. Each resident is advised to keep the room door locked at all hours of the day. Residents are held responsible for the conduct of their guests. At least one trained staff member is on duty 24 hours a day. Depending upon the rules of each floor, visitation by members of the opposite sex may be limited to certain hours of the day. Unauthorized individuals found within residence halls are subject to college discipline and arrest by local authorities.

#### *Propped Doors/Unauthorized Entry*

Propped doors pose a serious threat to the safety and security of our residents, their privacy and their belongings. Letting non-guests into the building or using unauthorized entryways is strictly prohibited.

- When all doors in the residence hall are locked, students are to use the "designated main entrance" to their building. All other exits are to be used only as fire or emergency exits. Unauthorized exit from a building will result in judicial action.

- Each student is issued an access card that allows him or her to access his or her place of residence. These cards should not be given to others. If lost or stolen, please report immediately to Campus Safety or Residence Life staff.

### *Access to Academic Buildings*

The Department of Campus Safety routinely checks academic buildings which are closed during non-business hours to ensure they remain locked. Each building has a scheduled time to be secured and only authorized staff members are issued keys to secured buildings.

### *Physical Environment*

At Loras College, all aspects of the physical environment are regularly assessed for safety. Such activity includes monthly inspections of all fire alarm systems, fire extinguishers, door alarming systems and daily inspections of lighting of the campus. Loras College has developed specific policies and procedures for disaster recovery and displacement of residents along with an extensively developed evacuation plan.

Residence halls are equipped with fire alarming systems. These alarms both signal into the Information Center (staffed 24 hours) and provide an audible alarm in the affected residence hall. All residence halls are equipped with automatic sprinkler systems. Academic buildings are also equipped with fire alarming systems. These alarms both signal into the Information Center (staffed 24 hours) and provide an audible alarm in the affected building.

Loras College also has an "enhanced 911 system" operating on campus. A call to 911 automatically alerts the Department of Campus Safety that a call has been made, allowing for a quick response by not only the police and fire department, but also the Department of Campus Safety.

### *Monitoring College Property*

Members of the Department of Campus Safety monitor the campus 24 hours a day, 7 days a week. The frequency and intensity of monitoring increases during the nighttime hours. Many campus pathways remain lighted throughout the night. Campus lighting is inspected daily. Maintenance crew members routinely replace lights; trim shrubbery and remove snow, ice and other debris from pathways and parking lots.

### *Arrest Authority*

Because Loras College is a private institution no member of the Department of Campus Safety possesses arrest authority. Loras College does, from time to time, hire police officers with full arrest authority (Dubuque County Sheriff deputies and Dubuque Police Department officers) to assist in activities and functions at the College.

### *Officer Training*

Each member of the Department of Campus Safety receives training on an annual and ongoing basis relative to emergency medical situations (CPR, AED and first-aid certifications), fire prevention, evacuation plans, disaster recovery plans, asset protection, risk management, student issues and student and employee safety.

### *Interagency Relationships*

The campus is located within the city of Dubuque and Dubuque County. Accordingly, Loras College falls into the jurisdiction of the Dubuque Police Department, the Dubuque County Sheriff's Department and the Iowa Division of Public Safety. The Campus Safety Department maintains a very positive and open relationship with each of these agencies. The appropriate authorities assist in campus crime investigation and prosecution.

### *Procedures for Missing Persons*

Campus community members should report missing persons to Loras College Campus Safety, accessible at 563.588.7114 or in person at the Loras College Information Desk, Fourth Floor Alumni Campus Center, or via phone to the Information Desk at 563.588.7100. Missing persons may also be reported to the Dean of Students, accessible at 563.588.7060, 540 Alumni Campus Center. Please note that missing person reports will be referred immediately to Campus Safety and/or local law enforcement.

Each student living in college-owned housing has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only approved campus officials and law enforcement officers in furtherance of a missing person investigation have access to this information. Campus community members are encouraged to register a confidential contact person by contacting the Administrative Assistant to the Dean of Students at 563.588.7060.

If Campus Safety officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, a college official will:

- Notify the individual identified by the student to be contacted in such a situation.
- If the student is under age eighteen (18), a parent or guardian and local law enforcement will be notified.
- If the student is over age eighteen (18), local law enforcement will be notified.

### *Campus Geography*

Loras College reports statistics from all property owned by Loras College. This would include all the College-owned houses and the Visitation Complex. We also report required statistical information that occurs on streets and sidewalks that are directly abutting Loras College property. Also included in our statistics would be the sidewalk on the east side of Alta Vista Street between Loras Boulevard and University Avenue due to the location of the Visitation Complex. For purposes of the Clery Act, we define the campus to include the following properties:

#### Building Address

Miller Academic Resource Center .....	655 Loras Boulevard
Alumni Campus Center .....	855 Loras Boulevard
Athletic and Wellness Center .....	1600 Cox Street
Beckman Hall.....	1501 Henion Street
Binz Hall.....	1525 Henion Street
Byrne Oaks .....	850 Kirkwood Street
Christ the King Chapel .....	1500 Alta Vista Street

Faber-Clark Field .....	701 Loras Boulevard
Fieldhouse .....	1550 Alta Vista Street
Graber Sports Center .....	1815 Cox Street
Heitkamp Planetarium .....	1680 Alta Vista Street
Hennessy Hall .....	1600 Alta Vista Street
Hoffmann Hall.....	675 Loras Boulevard
Keane Hall .....	1450 Alta Vista Street
Maintenance Building.....	1450 Cox Street
Lynch Apartments-East.....	1560 Henion Street
“LMAC” Apartments Elevator .....	1570 Henion Street
McCarthy Apartments-West .....	1580 Henion Street
Observatory .....	740 West 17th Street
Power Building.....	755 Loras Boulevard
Rock Bowl Stadium.....	1690 Alta Vista Street
Rohlman Hall .....	1700 Alta Vista Street
San Jose Swimming Pool.....	1901 Cox Street
Smyth Hall.....	1640 Alta Vista Street
St. Joseph Hall of Science .....	1730 Alta Vista Street
Tennis Courts.....	750 West 17th Street
The Visitation .....	900 Alta Vista Street
Wahlert Education Building.....	1660 Alta Vista Street

#### College-owned House Addresses:

1870 Alta Vista Street	908 Kirkwood Street
1880 Alta Vista Street	920 Kirkwood Street
1920 Alta Vista Street	930 Kirkwood Street
706 Angella Street	840 Kirkwood Street
726 Angella Street	890 Kirkwood Street
770 Angella Street	998 Kirkwood Street
655 West 17th Street	776 Loras Boulevard
660 West 17th Street	810 Loras Boulevard
705 West 17th Street	820 Loras Boulevard
711 West 17 <sup>th</sup> Street	830 Loras Boulevard
725 West 17th Street	840 Loras Boulevard
1381 Belmont Street	860 Loras Boulevard
1395 Belmont Street	870 Loras Boulevard
1816 Cox Street	880 Loras Boulevard
1920 Cox Street	548 May Place
830 Kirkwood Street	

### Jeanne Clery Act Information

- To comply with all requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the requirements regarding Annual Fire Safety reporting, Loras College publishes an annual report containing the following information:
- How to report criminal actions or other emergencies occurring on or near campus.
- Policies regarding security of, access to and maintenance of campus facilities, including campus residences.



- A description of the geographical reporting area for Loras College.
- Details about the Department of Campus Safety's authority and how that department works with state and local police agencies. Policies that encourage accurate and prompt reporting of all crimes to the Safety Department and the appropriate police agencies also are included.
- A policy to assist monitoring and recording through local police agencies of criminal activity by students at off-campus locations of events sponsored by recognized student organizations.
- A description of the type and frequency of programs to inform students and employees about campus security procedures, encourage students and employees to be responsible for their own security and the safety of others, and inform students and employees about the prevention of crimes.
- A statement of policy regarding the College's campus sexual assault prevention programs and procedures to follow should a sex offense occur.
- Statistics concerning the occurrence on campus of particular criminal offenses including those that manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, national origin, and gender identity as prescribed by the Hate Crimes Statistics Act.
- A description of available drug and alcohol abuse education programs, including appropriate policy statements.
- Statistics concerning the number of arrest or disciplinary referrals for liquor-law violations, drug-abuse violations and weapons possession, including these same crimes that manifest evidence of prejudice as prescribed by the Hate Crimes Statistics Act.
- A description of available emergency response and evacuation procedures, including timely warning information, missing person procedures and emergency communication guidelines.
- A description of fire safety policies and procedures, exit plans and a summary of campus fires.
- The Annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Annual Fire Safety report are available:
  - At the Loras College Campus Safety Office, 540 Alumni Campus Center
  - On the [www.loras.edu](https://loras.edu/title-ix/) website at <https://loras.edu/title-ix/>
- The Campus Crime log is available for viewing at the Loras College Campus Safety Office, 540 Alumni Campus Center.

### *Crime Definitions under the Clery Act*

The following are definitions of occurrences that must be reported to Campus Safety and police:

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another.

**Criminal Homicide (manslaughter by negligence):** The killing of another person through gross negligence.

**Criminal Homicide (murder and non-negligent manslaughter):** The willful (non-negligent) killing of one human being by another.

**Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person by force or threat of force or violence and/or putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempt to commit any of the aforementioned. To classify an incident as a burglary, the following three conditions must be met:

- There must be evidence of unlawful entry (trespass). Both forcible and unlawful entry—no force—are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof and a door. (This means you cannot have burglary from a vehicle.)
- The unlawful entry into a structure must show evidence that the entry was made to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Sex Offenses, Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. Including:

- Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** Dating Violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to threaten, harm, intimidate, or control another person in a dating relationship. Violent behavior is unacceptable in our community, and all cases involving violence will be referred to the College Hearing Board for review. The College Hearing Board hears cases where the outcome may include suspension or expulsion.

**Domestic Violence:** Domestic violence is defined as felony or misdemeanor behavior with a current or former spouse, domestic or intimate partner, someone who shares custody of a child, someone who cohabitates, or someone who is situated as a spouse. (Please note roommates are not considered a domestic relationship unless they are involved in a relationship defined as domestic above). Violent behavior is unacceptable in our community, and all cases involving violence will be

referred to the College Hearing Board for review. The College Hearing Board hears cases where the outcome may include suspension or expulsion.

**Stalking:** Loras College is determined to provide a campus atmosphere free of violence for all members of the campus community. For this reason, Loras College does not tolerate stalking, and will hold students who engage in stalking behaviors accountable through the college's judicial system and will report students who engage in stalking behaviors to the local authorities. Loras College is also committed to supporting victims of stalking through available campus counseling and health services and can assist with referrals to community-support services. The College defines stalking as a course of conduct directed at a specific person that would cause a reasonable person to feel fear/significant emotional distress. Stalking behaviors may include but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear.
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a victim.
- Surveillance and other types of observation, whether by physical proximity or electronic means.
- Trespassing.
- Vandalism.
- Non-consensual touching.
- Direct physical and/or verbal threats against a victim or a victim's loved ones.
- Gathering of information about a victim from family, friends, co-workers and/or classmates.
- Manipulative and/or controlling behaviors such as threats to harm oneself or threats to harm someone close to the victim Defamation or slander against the victim. Victims of stalking have the right to learn the outcome of their case, including any recommended sanctions.

The Clery Act also requires disclosure of whether any of the above-mentioned offenses, or any other crimes involving bodily injury, or incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism to property were hate crimes. A hate crime, for the purpose of this report, includes any Clery reportable or specified crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias (based on the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines) include:

- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity/National Origin
- Disability

Please note that Campus Safety, in compliance with the Clery Law, also reports all arrests and referrals for disciplinary action for weapons and drug and alcohol infractions (including liquor law violations).

### *Fire Safety Procedures*

These procedures should be observed for Loras students' own safety and protection in the event of a fire or fire drill. Students should be certain all roommates and guests know what to do if such an occasion arises. The evacuation routes posted on each floor should always be used during fire drills and, if possible, in the event of an actual emergency. If the normal evacuation route is not passable during an actual fire, students should use the best exit available. When the fire alarm sounds, students must exit the building.

Should time permit, students may:

- Check to see if the door and doorknob are hot before opening the door. If they are hot, do not open door.
- If students cannot exit their room, they should go to the window and await help from the fire department.
- Leave the lights on, stay close to the windows, and lift the shades.
- Close the door, but leave it unlocked.

### *Exit Plan*

When exiting the building, students should:

- Walk—not run.
- Watch out for other students in the hallways and on the stairways.
- Avoid causing a jam whereby inflicting injury to other students.

**DO NOT TRY TO LOCATE OR FIGHT THE FIRE WHEN THE ALARM SOUNDS!**

If students are not near their assigned exit, they should leave through the nearest safe exit and walk to their designated area (the place assigned outside their building) and report for their section roll call. It is the student's responsibility to see that his/her presence is recorded. Students should remain at their assigned evacuation meeting area until which time they are given further instructions.

Assigned locations for evacuation are as follows:

Miller Academic Resource Center .....	Keane Hall Lot
Christ the King Chapel .....	Keane Hall Lot
Field House .....	Keane Hall Lot
Hennessy Hall .....	Keane Hall Lot
Keane Hall .....	Keane Hall Lot
Planetarium .....	Keane Hall Lot
Science Hall .....	Keane Hall Lot
Wahlert Hall.....	Keane Hall Lot
Campus Houses.....	Safe distance from house
Visitation Complex .....	Nativity Parking Lot
Byrne Oaks.....	San Jose Lot

Rohlman Hall .....	San Jose Lot
Alumni Campus Center .....	Faber Clarke Field
Beckman Hall.....	Faber Clarke Field
Hoffmann Hall.....	Faber Clarke Field
Physical Plant .....	Faber Clarke Field
Binz Hall.....	Faber Clarke Field or lowest Henion Lot
Lynch-McCarthy Apartments .....	Faber Clarke Field or lowest Henion Lot
Graber Center .....	West 17th Street Lot
San Jose Pool .....	West 17th Street Lot
Smyth Hall.....	West 17th Street Lot

In the event of an actual fire, campus community members should contact emergency services by calling 911 from an available phone. Additionally, fires should be reported to Campus Safety via phone at 563.588.7100 (or 0 from any campus phone) or in person at the Information Desk, Fourth Floor, Alumni Campus Center.

**Physical Environment:** At Loras College, all aspects of the physical environment are regularly assessed for safety. Such activity includes monthly inspections of all fire alarm systems, fire extinguishers, door alarming systems and daily inspections of lighting of the campus. Loras College has developed specific policies and procedures for disaster recovery and displacement of residence along with an extensively developed evacuation plan.

Residence halls are equipped with fire alarming systems. These alarms both signal into the Information Center (staffed 24 hours) and provide an audible alarm in the affected residence hall. All residence halls are equipped with automatic sprinkler systems. College- owned houses (structures designed as single-family dwellings) are equipped with smoke detectors as required by local/state code and are regularly inspected by the city of Dubuque and/or local fire department staff. Fire extinguishers are also provided in each residence hall and college-owned house.

Academic buildings are also equipped with fire alarming systems. These alarms both signal into the Information Center (staffed 24 hours) and provide an audible alarm in the affected building. Fire extinguishers are also provided in each academic building.

Loras College also has an “enhanced 911 system” operating on campus. A call to 911 automatically alerts the Department of Campus Safety that a call has been made, allowing for a quick response by not only the police and fire departments, but also the Department of Campus Safety.

### *Fire Drills*

Fire drills are conducted annually in academic buildings, and twice per semester in college housing. During 2012, fire drills were held in residence halls during the months of January, March, May, July, September, and November. One fire drill was required in each academic building.

### *Fire Safety Education and Programming*

During September of each year, Campus Safety will provide information on fire safety and education for the campus community in conjunction with Campus Fire Safety Awareness Month. Additionally, fire drills will be held in college housing during November, January, March, May, and July to remind the campus community of the importance of practicing safe fire evacuation guidelines.

Programming that supports personal fire safety will be provided on an ongoing basis throughout the year. Each August, Resident Advisors in college housing will be trained on emergency response during a fire situation, safe use of fire extinguishers and preventative fire safety measures for residence hall living.

### *Exit Routes to be announced at Public Forums*

In response to Dubuque's Fire Code, Loras College has implemented a policy to communicate alternative exits at any public forum held on campus. The policy states that each event must have a designated spokesperson who will be responsible for announcing emergency exit routes at the commencement of every college program or event, including sporting events, dinner receptions, concerts, lectures, etc. The designated spokesperson will be identified through our facility reservation process.

The designated spokesperson will be asked to identify the evacuation process to the audience before the event begins. The exits for the facilities are as follows:

- Alumni Campus Center (Marie Graber Ballroom): To exit from Ballroom B and D, go out the south doors and down the south stairwell to the main level exterior door. To exit from Ballroom A and C, go out the north doors and exit through the main doors on the west side of the building.
- Alumni Campus Center (Pub): To exit the Pub, go out the north doors and turn left and head out the east doors toward the back of the building.
- St. Joseph Auditorium (Hoffmann Hall): To exit from the first floor of the auditorium, go out the main door to the auditorium, down the hall and out the east exit (best route for wheelchair-bound individuals), or take a right, go up the stairs and out the south exterior doors. You may also exit right stage and exit through the northwest exterior door or the dock doors to the stage. From the second-floor balcony you can exit through the main doors to the balcony, take a right, down the stairs, and out through the south exit doors. On the south side you can exit through an emergency exit door and on the north side you can go down the stairs and out the northwest exit.
- Foley Auditorium (Science Hall): There are two exits from the auditorium. The lower-level exit leads to the lower-level hall to which a person can go left down the hall, up the stairs and out the south exit, or take the center stairs and out the west main entrance or go right down the hall and out the north exit. From the first-floor doors to the auditorium, you can go down the stairs and out the south exit or go to the right and go out the west main doors to the building. Note: The last exit plan given is the best route for wheelchair-bound individuals. Depending upon the emergency, there is an elevator across the hall from the lower-level auditorium exit that they can take to the first floor and then out the west main entrance doors.
- Hoffmann Auditorium (Science Hall): There are two exits from the auditorium. First-floor exit, go across the hall and out the west main exit (best for wheelchair-bound individuals), or go left down the hall to the south exit or right down the hall to the north exit. From the second floor go down the stairs and out the south exterior door or take a right to go down the main stairs and out the west main entrance.
- Fieldhouse: From the Fieldhouse arena you can exit the building through the west exit (main doors, also wheelchair-bound individuals exit through this door), southeast exit (bottom of the south stairs on the lower level) and the northeast exit (located at the bottom of the northeast stairs on the sub-basement level). Another exit is on the north side of the

building, sub-basement level, by the Equipment Room and Loras Men's Basketball Locker Room.

- Graber Sports Complex: From the Graber Arena first floor, you can exit the building at the southeast exit, north hall, west emergency exit, northwest emergency exit or the main door entrance, which is on the south side. From the second floor of Graber, you can exit by using the southwest emergency exit (wheelchair-bound individuals can exit through this door from second floor), northwest emergency exit, or down the south stairs and out the main door.
- San Jose Pool: Exit the building through the west main entrance, northeast exit in the pool area, south hall (east or west) emergency exits and if need be, go down the spiral staircase (located near the west door to the pool) and exit through the north maintenance door. From the lower-level exit the north emergency exit doors. Note: A hall connects both Graber and San Jose together. The north/northeast exits from Graber and the hallway east emergency exit lead into a small grassy area separating Graber Arena from San Jose Pool. This area has a fence that is secured so that no one from the street can get into the buildings; however, it is also a barrier for people trying to get out. For this reason, these exits will not be listed as emergency evacuation routes.

### *Tornado*

In the event of a tornado, Campus Safety and/or Residence Life will inform students of the impending emergency. Students should go to the lowest part of the building away from any windows or the designated storm shelter area. Students are responsible for their own evacuation. If students fail to seek shelter, the College relinquishes all responsibility for them.

### *Important Parking Information*

Loras College is private property and assumes no liability or responsibility for any theft or damage to any vehicle parked in or on College property. The College does not guarantee parking space by sale of a permit. Parking is always on an "as available" basis. Using vehicles and parking at Loras is a privilege, not a right. Campus Safety does not sell more permits than spaces available on campus. All drivers should use proper care and caution while operating vehicles on campus.

The purpose of the Loras College traffic and parking regulations is to provide guidelines for safe and uncongested movement and parking of vehicular traffic on the Loras campus. For the accomplishment of these purposes, the rules and regulations contained herein have been formulated and are in effect 24 hours per day/365 days per year. These regulations will be always enforced, including the week of final exams, both semesters.

All persons who wish to park in any of the Loras College parking lots provided throughout campus must register their vehicle with the Campus Safety Office, display a current parking sticker on their vehicle and abide by the rules and regulations that govern campus parking. Parking permits and regulations can be obtained online at <https://www.permitsales.net/LorasCollege> or from the Information Desk, 24 hours per day. Only one parking permit per student will be allowed. Vehicles must be registered with the Campus Safety to obtain a permit. Permit fees cover the academic school year and subsequent summer session. Please note: Students living in a campus house do not need to obtain a permit to park at their campus house; however, students without a permit may not park in other Loras College parking lots.

*Permit Fees*

- All full-time students—\$150 per year.
- Long term parking—\$75 per year.

*Temporary Permits*

Temporary parking permits are available at the Campus Safety Office. The cost of these permits is \$5 per week. Temporary permits will not be issued for longer than two weeks in a row without approval from the Director of Campus Safety. Persons receiving temporary permits are responsible for all rules and regulations pertaining to traffic and parking on the Loras campus and will be held responsible for citations received.

*Visitor Permits*

All visitors to campus must park in designated visitor parking during the week (McClellan Family lot [also called Keane lot], Glen Conry lot [also called Cox Street lot], AWC Lot, the West 17th Street and San Jose/Graber Sports Center lots). They should obtain a temporary parking permit available from the Campus Safety Office if visitors will be on campus for more than a day or if no parking is available in the visitor spaces. The \$5 fee for this permit may be waived at the discretion of the Director of Campus Safety. Students and employees may not park in any visitor stalls on campus.

*Medical Permits*

Medical permits must be issued by your state of residency. Law enforcement as well as Campus Safety can issue citations for any handicap parking violation.

*Open Parking*

Loras College will allow “open parking” on weekends. Visitors to campus will not be ticketed for parking in student or employee parking if they have obtained a valid visitor parking permit from the Campus Safety Office. A weekend is defined as after 3:00 p.m. on Friday night through 11:59 p.m. Sunday night.

*Parking Lots*

All parking lots on campus are considered the private property of Loras College. A permit must be obtained to park in these lots at all times. All individuals on campus who wish to park in these lots should abide by the appropriate regulations that govern these facilities.

*Upper Campus Lots:*

- McClellan Family Lot— (commonly called Keane lot) located across from Keane Hall at the intersection of Loras Boulevard and Alta Vista Street. This parking lot is available to students, faculty, staff, and visitors. A valid permit is always required.
- Hennessy Lot—located north of Hennessy Hall with entrance from Alta Vista Street. This parking lot is reserved for faculty and staff only from 7:00 a.m.–3:00 p.m., Monday through Friday. A valid permit is always required.
- Rohlman/Graber Lot—located west and east of Rohlman Hall. This parking lot is available to students. A valid permit is always required. There are designated faculty/staff parking spaces in this lot as well.
- Byrne Oaks Lot—located north of Byrne Oaks with entrance from Kirkwood Street. This parking is available to students. A valid permit is always required.



- San Jose/Grabber Sports Center Lot—located north of this sports complex with entrance from Cox Street. This parking lot is available to students, faculty, staff and visitors. A valid permit is always required.
- West 17th Street Lot—located at the corner of Cox Street and West 17th Street with entrance from 17th Street. This parking lot is available to students, faculty, staff and visitors. A valid permit is always required.
- Alumni Campus Center Turnaround—located between the Alumni Campus Center and the Miller Academic Resource Center with entrance from Loras Boulevard. This driveway and turnaround is a fire lane and should not be parked in for any reason without prior clearance from the Director of Campus Safety.
- Glen Conry Lot— (commonly called the Cox Street lot) located south of the Alumni Campus Center at the intersection of Loras Boulevard and Cox Street with entrance from Cox Street. This parking lot is reserved for faculty, staff, and visitors only from 7:00 a.m.– 3:00 p.m., Monday through Friday. A valid permit is always required.
- Athletic and Wellness Center Lot—located at the intersection of Cox. St. and West 17th Street with access off West 17th Street only. This lot is for use by Loras employees and visitors to campus between the hours of 7:00 a.m.–3:00 p.m., or by special permit. Students with a valid permit can utilize this lot after 3 p.m. until 7 a.m. daily and on weekends.
- Long Term Parking Lot— (commonly called the lower Keane lot) located in the western most tier of the McClean Family lot. This lot is restricted to long-term parking permitted vehicles only. A valid permit is always required.

#### Lower Campus Lots:

- Prairie Street Lot—located on the corner of Loras Boulevard and Prairie Street, this parking lot is available to all students and Loras employees. A valid permit is always required.
- Binz/Beckman Lot—located in the front of Binz and Beckman halls, this parking lot is available to all students and Loras employees. A valid permit is always required.
- Hoffmann Lot—located in front of Hoffmann Hall, this parking lot is available to Loras employees only from 7:00 a.m.–3:00 p.m., Monday through Friday. A valid permit is always required.
- Henion Lot—located on Henion Street off Loras Boulevard, this parking lot is available to all students and Loras employees. A valid permit is always required.
- Henion Street—is owned by Loras College from Pickett Street north to the New Apartments. This street is considered a no parking area.
- Lynch McCarthy Lot—located in front of the New Apartments with an entrance from Henion Street, this parking lot is available to all students and Loras employees. A valid permit is always required.
- Loras Parkway – 3 parking spaces are located directly in front of Einstein Bros. Bagels. Authorized college vehicles only are allowed to park along the Loras Parkway.

#### Campus Houses:

- Campus houses that offer off-street parking are considered student parking for those residents assigned to reside in that house. Legitimate garages and/or driveways are to be used at all times. Parking in grassy areas or on sidewalks is considered a violation of fire-zone regulations and is subject to the Loras traffic and parking regulations fine schedule. A permit is not required to park in the driveway or off-street parking areas for college owned houses; however, a permit will be required for all other campus parking areas.

## Student Organization Policies & Procedures

Loras College recognizes student organizations that complement the mission of the College, enhances the quality of education, and adds to life at Loras. Furthermore, involvement in student organizations offers students an outlet to have fun while learning how to work within an organizational setting.

There are more than 50 student organizations on campus, including organizations relating to academic majors, national honorary and professional societies, student government, interest groups, Greek Life and recreational interests. The Student Life office oversees training for students, organizational advisors, provides resources for program development, maintains the minimum institutional standards for students to remain eligible to serve in leadership positions and assists students with their organizational problems and concerns. The office helps students apply theoretical knowledge gained in the classroom to the practical world by offering programming, leadership, and involvement opportunities. These experiences assist students to develop a sense of belonging, acquire skills and knowledge and develop informed attitudes that ultimately lead to active learners, principled thinkers, ethical decision makers and responsible contributors.

### *Student Life Offices*

Location: Alumni Campus Center, Suite 590.

Email: [studentlife@loras.edu](mailto:studentlife@loras.edu)

Phone: 563.588.7731

### *Forming a Student Organization*

At Loras College, we have a wide variety of student organizations on campus that are a vibrant part of campus life. Any person or group wishing to start and maintain a student organization must meet all requirements in the approval process. In addition, organizations must register annually with Student Life for continued recognition.

Clubs and organizations must be established for purposes that are legal, consistent with the educational aims and the mission of the college, and in accordance with the regulations, guidelines, and policies of Loras College, City of Dubuque, and State of Iowa. Recognized clubs and organizations are expected to maintain their own budgets and must be fiscally responsible. Recognition does not imply college endorsement of the organization's purposes, nor does the college assume sponsorship of any activities of the club or organization on or off its property.

### *Becoming a Recognized Organization*

Student organizations must be started by students. Faculty and staff serve as advisors, but the paperwork and groundwork must be started/completed by students. To begin the process of becoming an officially recognized student club or organization, the following must be completed and submitted:

- Petition for Recognition Form on DuConnect.
- Signed Advisor Agreement on DuConnect (filled out by the advisor).
- List of Officers emailed to the Director of Student Life (president and treasurer positions required)
- Roster of interested students emailed to the Director of Student Life

- Constitution and Bylaws emailed to the Director of Student Life (membership requirements must be outlined in this document).

Once the above information is submitted, the 6-week pending period begins for your organization. Fraternities and Sororities are required to be connected to national or international organizations. The national/international organizations must have risk management and insurance policies in place that the college deems acceptable. The national/international approval process may take multiple years for approval depending on national/international requirements. These organizations will not be recognized until recognition by the national/international organization is complete.

### Organizational Pending Period

To form a student organization, organizations must complete the following during a 6-week probationary process:

- Hold a minimum of 3 meetings during the six-week period
  - Meetings must be entered and approved on DuConnect.
  - Send attendance sign in sheets to Director of Student Life after each meeting.
- Upload to DuConnect a of minimum 10 active members (members should be from multiple class levels – senior, junior, sophomore, freshman). A minimum of 10 members is a requirement to become an official organization.
- List of the events/activities held during the six-week period.
  - Must be entered and approved through DuConnect.
- List of events/activities that the club plans hold in the future should be emailed to the Director of Student Life.
- Sustainability/recruiting plan (how the students plan to continue functioning beyond the current year).
- Student club leaders meet with a Student Engagement Coordinator to learn how to use DuConnect.
- Read the policy form to all members and complete the form on DuConnect.

### Organizational Pending Period Privileges

During the 6-week pending period, organizations will receive the following privileges:

- Participation in campus events to recruit new members only.
- Access to posting on campus monitors.
- Access to audiovisual equipment.
- Ability to solicit membership only on campus under the organization name (in accordance with college policies).
- Ability to reserve facilities.
- Receipt of relevant publications by the Student Life Office.
- Access to workshops and services that are developed for student organizations.
- Access to a DuConnect page to develop a roster and enter events on the campus calendar and reserve facilities.

### Full Recognition

Once an organization completes the six-week pending period and all probationary documents are received by Student Life, paperwork is forwarded to Student Government. Student Government will reach out to the organization to set up an approval meeting.

During the approval meeting, be prepared to discuss your organization, purpose and goals. If you do not hear from student government within a week of all document submissions, reach out to the Director of Student Life.

Once your student organization is fully approved, the organization will also receive the following additional privileges:

- Inclusion in College publications
- Ability to establish an account with the business office (Off campus financial accounts of any kind are not permitted)
- If funds exist withing club business office account, ability to charge/use student organization P-card
- Fundraising is permissible if approval is received in advance by Advancement and Student Life
- Eligible to receive appropriations from student government
- Ability to travel as a student organization (must attain approval and follow College travel policies and procedures)
- Campus Organization Email
- Use of social media for your organization (all organization social media must be attached to the campus organization email).

### *Recognized Organization Benefits and Requirements*

Affiliation with the College has its privileges, and with those privileges comes additional responsibilities. Failure to meet expectations can lead to probation or removal of recognition for your student organization. It is each student organization's responsibility to understand and follow all requirements, policies and procedures.

Recognized groups are those which have a purpose related directly to the academic mission of the College as demonstrated through their affiliation with a larger College organization.

### Benefits

Registered student organizations who are in good standing have several benefits including:

- College tax exempt status.
- Access to campus monitors as available and approved by the Student Life office
- Access to audiovisual equipment.
- Ability to solicit membership on campus under the organization name when such solicitation is in accordance with established College policies.
- Ability to use College facilities for meetings and activities.
- Access to student organization storage room as available and approved by the Student Life office.
- Privilege of being in College publications.
- Receipt of relevant publications and inclusion in mailings by the Student Life office.
- Access to special services for organizations, such as student organization workshops and any and all other services and activities developed for the benefit of recognized organizations.
- Access to limited use of campus vehicles in accordance with the Physical Plant policies and procedures.

- Ability to establish a college business account (no off campus financial accounts are permitted).
- Ability to charge supplies, equipment, food, etc., to Loras College departments.
- Recognized student organizations are eligible to receive appropriations from Loras Student Government.
- Access to the Student Organization Resource Room (the Nest), supplies and equipment.
- An organization page on DuConnect with the ability to enter events on the campus calendar.
- Promoting your Student Organization on social media.

### Student Organization Registration Process

All organizations are required to register annually with the College. Registration provides for official identification as an affiliated group, use of designated College facilities and services and the coordination and communication of the group's activities to the campus administration and other organizations.

Organizations must be established for purposes which are legal, consistent with the broad educational goals of the College and in accordance with the regulations, guidelines and policies of the College. However, registration does not imply College endorsements of an organization's purposes nor does the College assume sponsorship of or responsibility for any of the group's activities on or off the property of the College.

### Student Organization Recognition Requirements

Officers and members must be currently enrolled students. This certifies that the students are currently enrolled, not on academic probation and have a cumulative GPA of 2.0 and above. Furthermore, members of student organizations may not be on disciplinary probation.

The organization must maintain all financial accounts with the Loras College Business office and must conduct all financial transactions through this office. Student and campus organizations may not hold accounts outside of the College unless authorized by the Business office and the Director of Student Life or their designee.

Nonstudents may not be considered a member or have voting privileges.

Grievances within or among the student organizations shall be reported to and monitored by Student Life.

Officer lists for Fall semester must be updated for the next school year by April 15 every year.

### Annual Re-Registration for Recognized Organizations

Once a Student Organization is recognized by the college, the group is required to re-register annually. This process must be completed by September 10 every year. Annual re-registration requires the following:

- Update your organization's registration information using the registration form on DuConnect
- Advisors must complete the Advisor Agreement Form on DuConnect.
- Update the roster of organization active general members on DuConnect by September 20 each year.

- Review, sign and submit the Student Organization Policy Form.
- Student organization officers must attend required trainings as outlined by Student Life.

## *Organizational Status and Policy Violations*

### Organizational Status Definition

#### Active

An active organization is fully functional and has access to all the benefits of being a student organization on campus.

#### Frozen/Inactive

A frozen or inactive organization is not currently active on campus. To restart an inactive student organization, registration paperwork must be submitted, and the organization must have a minimum of 10 members.

After two school years (4 semesters) of being in frozen/inactive status, a student organization will automatically be moved to termination status.

#### Probation

Probation occurs when a student organization is active but has had limitations put on their benefits as an active student organization. Probation occurs when student organizations are in their startup process and can also be implemented when they are not following College policies and procedures.

#### Termination

A student organization that has been terminated loses all benefits on campus. Termination can occur as a sanction or if a student organization has been frozen/inactive for two school years.

Terminated student organizations with business office accounts will have all funds transferred to student government for reallocation and the student organization account will be closed. If the organization re-forms in the future these funds are not accessible and the organization will have to request new funding from student government.

Once a student organization is terminated, students will need to go through the 'Forming a Student Organization' process and restart the organization.

## *Procedures for Policy Violations*

Any student organizations violating the standards and/or policies and procedures of the Loras College Student Handbook may be subject to disciplinary action.

A representative of the Office of Student Life will meet with student organizations to discuss policy violations. Sanctions issued may include probation, educational sanctions, restitution, loss of privileges and/or warning. For cases that are more serious and/or when there have been repeated policy violations, the organization could be terminated.

## **Filing a Complaint**

Any student, faculty, or staff member of Loras College or member of the public may file a complaint against a recognized student organization with the Student Life office.

Complaints should be in writing and include the following information:

- Detailed description of alleged violation of policy/procedure
- Date, time, and place of alleged policy violation
- Name of organization(s) involved in alleged policy violation
- Name of individual(s) involved in alleged policy violation

All complaints need to be filed with the Student Life office within forty-five days (excluding breaks) of when the complainant knew of the alleged violation.

Student Life will gather any additional information needed regarding the complaint.

Depending on severity of policy violation, Student Life will determine sanctions required. If a policy violation is severe, a review board made up of 2 students, 2 faculty, and 2 staff will review and investigate the complaint and determine sanctions.

Student life will inform parties involved of sanctions handed down.

## **Sanctions**

Written warning: notice that the conduct was not appropriate and should not be repeated. Warning will be placed in the student organization file. A written warning signifies an understanding that any further violation may result in Disciplinary Probation, Suspension or Termination.

Disciplinary Probation: Organization is placed on Disciplinary Probation as a result of a violation. Disciplinary probation may or may not be accompanied by sanctions and a timeline for return to good standing.

Disciplinary Suspension: The student organization continues to be recognized, but the rights and Benefits of recognition are suspended. Any violation during the suspension may be grounds for the immediate removal of recognition. At the conclusion of suspension period the student organization must REAPPLY for recognition.

Restitution: Organization may be required to pay for damages

Community Service: This would require the organization to organize, fund, and or participate in specified community service activities or events

Educational Program: Attendance at educational events may be required, or sponsorship of educational events may be required.

Termination: The organization loses all benefits and is dissolved.

### Termination of Organization Recognition

Termination is granted and governed by the Director of Student Life and Assistant Director of Student Development. Recognition may be terminated for any of the following reasons:

- The submission of material for registration is known or determined by the Student Life office to be false.
- Failure to re-register annually by the stated deadline.
- Failure to follow regulations and policies governing organizations.
- Failure to follow College regulations and policies and municipal, state or federal laws.
- Failure to maintain adequate financial accountability.
- Failure to comply with its organization constitution and bylaws
- Failure to hold any meeting for one year.
- Failure to submit reports and required forms.

### Appeal Change of Status

Any group subject to reduction of status as disciplinary action may appeal that decision to the Loras Student Government by filing a request with the Loras Student Government President within five (5) school days. Loras Student Government may or may not render a judgment on the adequacy of due process or the sanctions imposed. The Loras Student Government also has the authority to (1) reduce, (2) sustain or (3) dismiss disciplinary action. The actions of the Loras Student Government Committee will be reported to the Loras Student Government President and the Director of Student Life.

### Appeal to the Dean of Students

Under extraordinary circumstances, the Dean of Students or his/her designee can act to protect the College. If the normal procedures and processes pertaining to student organizations are determined by the Dean of Students or his/her designee to be inadequate for the situation or not appropriate at the time, they may take such actions including temporary denial of further activity, temporary suspension of the group's College privileges or similar sanctions. These actions may be imposed until the review board can address the situation through its hearing procedure.

### Requests for Advisory Opinions and Policy Changes

It is not possible to list every potential situation which might result in a determination that a student or student organization has violated the policies of the College. This is perhaps particularly so where potential cases of hazing may be at issue.

In order to aid in the dissemination of information and knowledge regarding activities which might potentially be viewed as violating College policies, any student organization may submit requests to the designee of the Dean of Students for advisory opinions regarding whether a certain activity or set of facts constitutes student organization misconduct, including "hazing" or violations of the Campus Abuse Policy. The Dean of Students shall maintain a copy of all such advisory opinions issued under this provision for inspection and viewing by any student or student organization and shall make reasonable attempts to see that copies of all such opinions are disseminated to relevant student organizations. Provided, however, that the fact that copies of a particular advisory opinion have not been disseminated as set forth in this provision shall not constitute a defense to a charge of misconduct nor shall such fact constitute grounds for negating enforcement of College policies that might be applicable to a case.



## *Organization Policies and Procedures*

All student organizations must adhere to all policies and procedures of Loras College and the Student Handbook.

### Alcohol Policy (Student Organizations)

The Student Life Office must approve presence of alcohol at all Loras student organization functions. The sponsoring organization is responsible for ensuring compliance with local and state laws and these regulations. The advisor and officers of the organizations or persons arranging the event take responsibility for planning and supervising the event and for the safety and welfare of their guests.

Events or activities with Alcohol must be approved by Student Life via DuConnect ([the alcohol application is part of the event submission form](#)).

Alcohol Application Submissions must:

- Be submitted at least 2 weeks in advance of the proposed event date.
- Demonstrate that alcohol will not be the focus of the event.
- Demonstrate that the event is open and at least half of the guests present are of legal drinking age.
- Demonstrate that food will be provided at the cost of the organization when alcohol is present.
- Demonstrate that non-alcoholic beverages will be available for the duration of the event.

Additional Requirements:

- Students may not purchase alcohol beverages with college funds or organization funds. Individuals present at the event must purchase their own alcohol.
- Students and/or their guests under 21 years of age may not possess or consume alcoholic beverages.
- If any guests are not 21 years of age or older, Student Life will determine if bracelets need to be administered by deputies to those who present a valid ID and are of legal drinking age. The cost of the bracelets and the cost of the deputies will be funded by the organization sponsoring the event.
- When alcohol is present the Campus Safety Office must be notified. Deputies are required at any event with alcohol present. Cost of deputies will be charged to the group or organization hosting the event.
- Promotions of an event with alcohol present may not advertise the dispensing or presence of alcohol at the event and must be approved by the Student Life Office.
- If the event is held off – campus, the establishment must be licensed to sell alcohol.

All sales of alcoholic beverages upon Loras property are to be scheduled, managed, and supervised by staff and area deputies. Alcoholic beverages may be served only for a four-hour period and may not be served after 1:00 AM. Sale or service of alcohol must cease one half hour before the event is scheduled to close.

### Apparel & Promotional Items/Logo Usage

The College encourages students to be creative in designing logos, posters, apparel, and other marketing items for their organizations. We also encourage organizations to celebrate their connection to Loras College with their designs.

Keep in mind, many of the Loras College logos and graphics are trademarked and have specific guidelines about who can use them and how they can be used. These logos and graphics are an important part of the Loras College brand.

By following the guidelines, you can avoid unnecessary delays and ensure your designs positively represent your organization and Loras.

Current Apparel & Promotion guidelines and approved vendors student organizations can use to purchase products can be found on DuConnect in the Links section.

### Event Procedures

Student organizations should refer to the Facility Usage Policies and Procedures section of the student handbook.

### Financial Procedures/Business Office

For a complete listing of Business Office policies and procedures, review the [Business Policy Manual on Inside Loras](#).

Information on the following financial procedures for student organizations can be found in the links section on DuConnect:

- Cash Box Request
- Student Organization Check Requests
- Deposit Form
- Purchasing Card (P-Card) Information and Guidelines
- Transfer Funds (Journal Entry Request)
- W-9 Form

Student Organizations cannot hold bank accounts off campus. All finances and financial transactions must be processed through the college Business Office.

### Tax Exempt

Loras College, as a non-profit educational institution, is exempt from the payment of Iowa sales tax on the purchase of goods and services in the State of Iowa. See Student Life or the Business Office if you need the College employer identification number.

### Prizes

All prize winners must be reported. Information should include the prize received, student ID and signature for the student who received the prize. Information should be sent to the office of Student Life and Business Office within two business days of the prize being received.

## Funding Requests (Financial Request of Student Government)

In order to make a request of Student Government, student organizations must be recognized and in compliance with all Loras College Policies and Procedures. Requests are handled by the Student Government Finance and Appropriations Committee (FAC).

The current Funding Request process and paperwork can be found on DuConnect in Links.

## Fundraising Policy

Only registered student organizations and official Loras College entities\* may engage in fundraising/solicitation activities- to sell products or services or collect donations in the name of Loras or an organization. Whereas such activities do not conflict with the educational purpose of the College and whereas such activities do not conflict with already planned and approved activities, all requests for *on-campus* and *off-campus* fundraising activities need to be approved by the Advancement office and Student Life office by submitting the Event Submission Form on DuConnect. The request form must be completed at least two weeks prior to the event.

All organizations wishing to conduct any type of on-campus and off-campus fundraising must familiarize themselves with and abide by all College policies in addition to all local, state, and federal laws and regulations. Student groups and other Loras' entities\* who wish to raise funds on behalf of a legal, non-profit, tax-exempt organization will be permitted to do so however, it is understood that the only money which may be forwarded to an outside organization (Children's Miracle Network, Service Trips, Red Cross) is the profit from the fundraiser. Therefore, all expenses associated with the fundraiser must be paid from the proceeds of that fundraiser and not from the organization's or department's fund/account. The only exception to this would be if the fundraiser is financially unsuccessful and the expenses are greater than the proceeds. Then the expenses would be paid from the organization's or department's fund/account.

Fundraising policies and procedures can be found in the Links section of DuConnect and must be followed for all fundraisers on and off campus.

## Raffles

Loras' entities\* interested in conducting a raffle on campus are required to be approved through the Event Submission form and also complete the [Gambling/Raffle Event Recap Form](#) and submit a copy to the Business Office and Student Life. The Iowa Department of Revenue requires completion of this form upon conclusion of the raffle for tax purposes. The form must be submitted within one week following the event. This form can be found in Links on DuConnect. Electronic fund transfer apps such as Venmo cannot be used for raffles.

## Merchandise Sales

Loras' entities\* planning to sell merchandise must complete and receive approval through the Event Submission Form on DuConnect. Electronic fund transfer apps such as Venmo cannot be used for merchandise fundraisers.

Please consult the Apparel & Promotional Items policy in this manual if you are planning to sell attire for your fundraiser.

### Sale of Food Items

Sale of food items on campus must be approved by Aramark and through the Fundraising Form/Event Submission form on DuConnect.

If a food sale is to be held off campus, all organizations must follow the Dubuque Health Code and the individual organization must obtain a Temporary Food License to sell.

### Mobile Payment Services (Venmo, etc)

No personal mobile payment services, including but not limited to Venmo, are to be used for fundraisers or merchandise sales.

### Organizational Dues

Payment portals can be set up to collect dues for recognized student organizations. To setup a payment portal, email [studentlife@loras.edu](mailto:studentlife@loras.edu) information that would go into the portal webpage including a brief description of what monies are being collected for and the dollar amount. Once student life reviews the information, it will be sent to the business office to set up. All information must be submitted a minimum of two weeks prior to needing the portal setup.

### Mail Room Services

All recognized student organizations can charge postage to the Alumni Campus Center Mail Room, if the organization has an account in the Business office and the account is in good standing. For current information and instructions on mail pickup and delivery, how to manage a large mailing, bulk mailing and mailbox stuffers, please contact [studentlife@loras.edu](mailto:studentlife@loras.edu) or visit the Campus Mailroom.

### Mascot Reservation Process (Dewey)

Student organizations wishing to request the use of the Dewey Mascot should reach out to Student Life at [studentlife@loras.edu](mailto:studentlife@loras.edu) to request usage of the mascot costume.

### Programing and Promotion

For all decorating, publicity, promotion, tabling and posting guidelines review the Programing and Promotion section of the student handbook.

### Risk and Liability

All student organizations must submit events, activities, and travel for approval through DuConnect. It is important to note:

- Loras College reserves the right to deny an event due to risk and liability.
- If the College requires a waiver for an activity, event or travel, it may take additional time to produce these forms. If you are planning an event or activity that may have some form of risk, reach out to student life to determine if you will need a waiver.
- Some groups and activities are not covered (i.e. skydiving club).
- Loras clubs should exercise reasonable care with events.
- The policy will not cover medical payments for any student.
- Currently, Loras College does not endorse a specific student health insurance plan.

## Social Media Guidelines

Student clubs or organizations wishing to create a new social account—or currently has one in existence—must provide Student Life with the name and contact information for the individual(s) who will be authorized to create, operate, monitor, and edit the social media account during the registration process each year.

- The account administrator must use club or organization email addresses with any social media account.
- Understand that by creating a club or organization account that's affiliated with the College (Loras College, LC, Du, etc. in the name), the account is subject to the College's social media policy.

Before you start a new account, consider:

1. Who is your audience?
2. What are your communication goals?
3. Who will manage your account?

Social media accounts include, but are not limited to, Facebook, LinkedIn, Twitter, YouTube, Instagram, Pinterest, Tumblr, WordPress, Flickr, TikTok etc.

Social media best practices and additional information can be found on DuConnect under Campus Links.

## Social Media Accountability

Loras College reserves the right to:

- Request the deletion of posts that it deems slanderous, obscene, soliciting, threatening or in conflict with the College social media policies and guidelines.
- Ask clubs and organizations to remove Loras College (or a common variation) from their name
- Request the deletion of an account if it has not been active in the excess of one semester (four months).
- Request the deletion of an account if social media guidelines are violated.

## Tailgating Policy

Loras College encourages tailgating in a fun and family-friendly environment. The goal is to provide an opportunity to unite the Duhawk community of past and present to socialize and celebrate Loras College together. We ask that those participating in pregame tailgating be respectful of those around you by being mindful of language and activity. The tailgating area will be monitored by local law enforcement and those choosing to be disrespectful of appropriate behavioral expectations will be asked to leave and subject to arrest.

The Loras College tailgating area will be designated in the Athletic and Wellness Center parking lot located by the tennis courts at the corner of West 17<sup>th</sup> and Cox Streets.

Tailgate hours will be strictly enforced and run 3 hours prior to game time. Tailgaters will be asked to leave promptly at kickoff.

Alcoholic beverages may be consumed by those of legal drinking age only. Those in violation are subject to arrest.

Alcoholic beverages must be in aluminum or non-glass containers, must be consumed in the parking lot area. Those wandering off the concrete parking deck with alcohol will be subject to arrest.

Grilling is allowed but only propane grills are acceptable as we do not have hot coal receptacles. Tailgaters are required to clean their area upon completion of the tailgate at game time.

## Travel

It is each student, advisor, and organization's responsibility to abide by the policies set within the Student Handbook, Loras College Policies and Procedures and all state and national laws. Any violations may result in individuals being referred to the student conduct process or the student organization being referred to the student organization conduct process.

All student organization travel must be approved before a student organization can spend money on travel, make reservations and leave for a trip. All recognized student organization travel is approved by the Student Life Office.

Student organization travel must be consistent with the organization's mission. Travel must be planned so as not to create an undue interference with academic responsibilities. Student organization travel does not constitute an excused absence from class; each traveler is responsible for notifying their faculty members and arranging to make up any work that is missed.

All travel for student organizations must be entered in DuConnect through the Event Submission Form and approved by the organization advisor and student life. When filling out the Event form in DuConnect, you should make sure to select "Organization Members" in the Event Visibility section of the form.

## Student Organization Travel Requirements

Any recognized student group wishing to conduct or sponsor a trip must obtain prior approval from Student Life and their organization advisor.

To obtain authorization, you must submit an Event Submission form through DuConnect and note that you will be traveling. Upon completion of the form, Student Life may request a meeting with the organization. If a meeting is requested, it is the organization's responsibility to make the meeting arrangements.

All traveling participants must carry their Medical Insurance Cards. Each participant must review, understand, and complete the College Requirements to Travel form. This form will require that each student/staff member provide updated emergency contact information.

It is each student's responsibility to understand and follow all policies and procedures.

Travel is automatically revoked for any students who do not submit the appropriate paperwork. It is the student's responsibility to make sure that all paperwork, policies, and guidelines are followed.

### Travel with Advisor/College Employee Supervision

Advisors are responsible for traveling with the organization unless approval is received to travel without an advisor.

Authorization from Student Life is required 3 weeks prior to the conference. Advisors must review and confirm the Student Organization Travel form is understood and completed for each student traveling. All forms must be submitted to Student Life within 2 business days of travel.

If students are driving, Advisors must make sure students understand the requirements and fill out the Personal Vehicle Usage form.

### Approval Process for Traveling without an Advisor/College Employee

Traveling without an Advisor will be limited. Complete the Event Submission Travel Form submitted on DuConnect 4 weeks prior to travel.

When traveling without an advisor, each student must individually receive approval for travel. Factors such as conduct record and grade point average will be considered when determining individual student travel approval. Traveling without an advisor is limited to academic and leadership purposes.

If approval is received by Student Life, the following is required:

- The organization must designate a “trip leader” if more than one student is traveling. The trip leader is the main contact and is responsible for ensuring that the group follows all established policies and procedures. The trip leader will work closely with the organization advisor in the planning process.
- A professional contact that will be in attendance at the conference/event must be arranged and established by the student organization. The College must have the ability to reach out to this contact during travel. This professional contact must be provided to student life 2 weeks before travel.
- Each student traveling without an advisor, or a college designee must meet with Student Life to review expectations. It is the student(s) responsibility to schedule this meeting.

### Personal Vehicle Usage

- If personal vehicles are used, the owner of the vehicle is responsible for maintaining insurance on that vehicle in accordance with minimum statutory insurance requirements.
- The College’s insurance does not cover use of personal vehicles.
- Any student using their personal vehicle for College business must review and sign a personal vehicle use agreement. Failure to sign and submit this form results in automatic revocation of any approved travel.

### Policies for the use of College-Provided and Rental Vehicles

Full Policies and Procedures can be found on Inside Loras, Business Office, Business [Policy Manual](#). All policies and procedures must be followed.

Drivers of College Vehicles must be approved by the College. This includes but is not limited to providing an annual copy of the driver's Motor Vehicle Record and completing the Safe Driving Practices Statement.

### DuConnect

DuConnect is the software Loras uses to manage campus organizations. Instructions using specific features of DuConnect can be found in the Links section. All students and staff can access DuConnect at: [loras.campuslabs.com/engage](https://loras.campuslabs.com/engage)

## Campus Resources

### Academic Affairs

120 Keane Hall, 563.588.7107

Descriptions of academic programs and policies are contained in the Loras College Undergraduate and Graduate Bulletins. Further information may be obtained from the office of the Provost and Academic Dean, 120 Keane Hall or the Registrar, 121 Keane Hall. Information concerning procedures and policies for students having academic grievances may be obtained in the Office of the Provost and Academic Dean.

### Miller Academic Resource Center

The Miller Academic Resource Center opened in fall 2002 and is the home of the Loras College Library. Offering beautiful views of the city, this multimillion-dollar structure serves as the intellectual heart of the College. For additional information about the programs and services available in the Miller Academic Resource Center, please visit <http://catalog.loras.edu/content.php?catoid=4&navoid=252#miller-academic-resource-center>

### Alumni Campus Center

The Alumni Campus Center includes dining services, a snack bar, large social areas, a ballroom, meeting rooms, Post Office, Campus Safety, Health Center, Spiritual Life, Center for Experiential Learning, Center for Student Empowerment and Success, Student Life, Residence Life, Counseling Center, Dean of Student's Office, Student Engagement Center, College Activities Board (CAB), Student Government and Student Organizations.

### Dewey's Perch Campus Spirit Store/Textbook Pick-Up

Second Level, Miller Academic Resource Center, 563.588.7130, [deweys.perch@loras.edu](mailto:deweys.perch@loras.edu)

Monday–Friday ..... 9:00 a.m.–4:00 p.m.

Saturdays.....10:30 a.m.–1:30 p.m.

(while classes are in session)

### SUMMER HOURS

Monday–Friday ..... 9:00 a.m.–3:00 p.m.



For the convenience of its students, faculty, and staff, Loras College maintains a Campus Spirit Shop where clothing, gifts, supplies, books, paper, sundries and other items may be purchased. At the beginning of each term, any textbooks mailed to campus will be stored at the store for pick up prior to classes. The mailroom can assist with any questions as well. MasterCard, Visa, Discover, American Express, and Apple Pay are accepted.

*Business Office*

150 Keane Hall, 563.588.7335

Monday–Friday.....8:00 am – 4:30 pm  
 Cashier Window (student payments, questions) .....9:00 a.m. – 3:00 p.m.

Students employed on campus must complete a W-4 (Employee’s Withholding Allowance Certificate) form, State (Iowa or Illinois) W-4 form, and an I-9 (Employment Eligibility Verification) form before a paycheck will be issued. The I-9 form requires a student to provide proper identification, such as an original social security card and a valid driver’s license. When school is in session, students are allowed to work a total of fifteen (20) hours per week (Monday through Sunday), regardless of the number of positions employed. When school is not in session, students are allowed to work a total of forty (40) hours per week (Monday through Sunday), regardless of the number of positions employed. For example, a student who works during the summer on campus can work twenty (20) hours as a custodian and twenty (20) hours in admissions for a total of forty (40) hours in a week. Students are paid monthly during the academic year and bi-weekly during the summer. Any other payroll questions can be directed to Rose Bakey in the Business Office. A Loras ID is required to receive a paycheck. Midwest One Bank will cash Loras College checks for students if they show a driver’s license for identification.

*Athletic Facilities*

*AWC Fitness Center*

Josh Edwards – Director of Fitness Center/Head Strength & Conditioning Coach  
 Office, 563.588.7210 Fitness Center front desk, 563.588.7641

ACADEMIC CALENDAR SCHEDULE:

Monday–Thursday..... 6:00 a.m.–10:00 p.m.  
 Friday ..... 6:00 a.m.–9:00 p.m.  
 Saturday .....7:00 a.m.–9:00 p.m.  
 Sunday.....12:00 noon–9:00 p.m.

\*AWC Fitness Center will be closed during Convocation and Commencement.

AWC schedule is subject to change. Please check door to facility to see most up to date schedule.

The AWC Fitness Center has a cardio facility on the upper level with a weight room located on the lower level. Users must show their Loras ID to enter the facility.

*San Jose Pool*

San Jose Pool Director Nick Wyllie, 563.588.7525

The San Jose Pool is 25-yards long, six lanes wide, with a separate 12-foot diving area. The diving board is CLOSED during open swim times. There is a one-meter diving board in this area. The

minimum depth in the shallow end of the pool is 4-1/2 feet and the maximum depth in the deep end is 12 feet. In addition to the pool, San Jose includes four regulation handball/racquetball courts on its lower level.

#### SCHEDULE OF HOURS FOR SAN JOSE POOL:

Monday–Friday ..... 8:15 a.m. – 1:00 p.m.

Sunday ..... 12:00 noon–4:00 p.m.

\*There are occasional weeknight (Tuesday or Thursday) closings for Wahlert High School home swim meets.

\*\*Except during home football games and home swim meets. Special open hours will be posted.

#### *Graber Sports Center*

Graber Sports Center, located on Cox Street at the northeast corner of the Rock Bowl, contains more than 48,000 square feet and is connected to the San Jose Pool by an enclosed walkway. The first floor of the structure features three basketball courts on an all-purpose surface, which can be converted to volleyball, tennis, or badminton courts. These are encircled by a 150-meter track. The first floor also houses three locker rooms and shower facilities, storage, and equipment rooms, three offices, a classroom, and an Athletic Training Lab. The second floor is a mezzanine area, which includes a wrestling room, a classroom and five offices.

Rules and regulations for use of Graber Sports Center and San Jose Pool will be announced at the start of classes in the fall. A copy of the schedule of hours, as well as any changes in the schedule, will be posted on Inside Loras.

#### *Fieldhouse*

No open hours in Fieldhouse. Contact Information Desk in ACC to schedule times. 563.588.7100.

Hours for all athletic facilities are subject to change – please check schedules posted on entrance doors. Loras ID is required for entrance to all facilities.

#### *Campus Dining Services*

Alumni Campus Center, 563.588.7131

Loras Campus Dining works with the College to provide a pleasant atmosphere and dining experience. The Café, Pub, Duhawk Market and Einstein Bros Bagels serve as important gathering places for members of the Loras community to come together to enjoy meals and conversation. For service times and Café menus check out [Loras.Campusdish.com](http://Loras.Campusdish.com).

#### *Meal Plan Requirements and Options*

Meal plans purchased for the first semester of the academic year are automatically renewed for the second semester and the student will be billed for the same. Students desiring change, discontinuance, or exemption at the end of the semester should consult Residence Life. Students who fail to notify the Residence Life Office of their desire to discontinue for the second semester may be assessed a processing penalty and/or may have to pay a meal plan charge through the effective date of their discontinuance.

A student with a special dietary need should have their physician submit the prescribed diet to the Health Center and/or Loras Campus Dining. If possible, the food service will prepare the diet in accord with the physician's instructions. A student who needs a boxed lunch because of an unavoidable absence or scheduling conflict should contact Loras Campus Dining.

There are currently five meal plans available to Loras College students. Meals are not transferable from one student to another. Any unused meals at the end of each semester are not transferable and are nonrefundable. All students residing in a traditional residence hall must be on a meal plan. The meal contract entitles students to meals only when classes are in session. Meal plans cannot be changed after the first week of classes each semester without exceptional circumstances.

All plans include dollar amount (Duhawk Dollars) available for use in the Café, Pub, the Duhawk Market, Einstein Bros Bagels, or Concessions. Additional dollar amounts (minimum of \$25) may be added throughout the semester; however, such amounts are not transferable from one student to another or one semester to another. Please contact Residence Life to add dollars to your meal plans.

All students residing in traditional housing are required to have a traditional meal plan. All students residing in houses, apartments, and Smyth Hall receive the Loras Meal Plan included in the cost of their housing option. These students may choose to upgrade to any other meal plan.

Students requiring a change to their meal plan for medical reasons must submit to the Health Center an Application to Change Required Meal Plan form that has been completed, signed, and stamped by their physician. Approval is granted for extreme medical circumstances only.

#### *Traditional Meal Plans*

All students living in a traditional residence hall (Beckman, Binz, and Rohlman) are required to have the traditional meal plan. The traditional meal contract entitles students to meals when classes are in session. Meal plans cannot be used during academic breaks (i.e., spring break, winter break, etc.). The plans are not transferable from one student to another, and any meals not eaten at the end of the semester are not transferable and are nonrefundable. Meal plans cannot be changed after the last day of the first week of classes in a semester. Meals are available on campus during the times that January term classes are in session.

**Dewey's Daily Meal Plan:** The plan features 18 meals per week. The plan also features \$250 per semester in Duhawk Dollars to be used in the Café, The Pub, The Duhawk Market, Concessions, or Einstein Bros. Bagels. This plan also features 3 guest passes per semester to dine in the Café. Any remaining points or meals not eaten or not transferable from one semester to the next and are nonrefundable. Additional Duhawk Dollars can be purchased in increments of \$25 through Residence Life.

**Dewey's Dining Plan:** The plan features 14 meals per week. The plan also features \$200 per semester in Duhawk Dollars to be used in the Café, The Pub, The Duhawk Market, Concessions, or Einstein Bro. Bagels. This plan also features 3 guest passes per semester to dine in Café. Any remaining points or meals not eaten or not transferable from one semester to the next and are nonrefundable. Additional Duhawk Dollars can be purchased in increments of \$25 through Residence Life.

*Alternative Meal Plans*

All students living in alternative housing (Byrne Oaks, McCarthy-Lynch Apartments, and Smyth Hall, Visitation Apartments or College- owned houses) will be provided the Loras Meal Plan in the cost of their housing option. However, they may choose to be on a traditional or alternative meal plan.

Available Alternative Meal Plans include:

**Dewey's On-The-Go Plan:** This plan features 8 meals per week. The plan also features \$200 per semester in Duhawk Dollars to be used in the Café, The Pub, The Duhawk Market, Concessions, or Einstein Bros. Bagels. The plan also features 3 guest passes per semester to dine in the Café. Additional Duhawk Dollars can be purchased in increments of \$25 through Residence Life.

**Duhawk Plan:** This plan features \$650 per semester to be used in the Cafe, Pub, Duhawk Market, Einstein Bros Bagels, or Concessions. While balances are transferable from fall to spring semester if you renew your plan second semester, any remaining balance at the end of spring semester is nonrefundable. Additional Duhawk Dollars can be purchased throughout the semester (minimum of \$25); however, dollars are not transferable from one student to another. This plan is NOT available to students living in traditional residence halls, cannot be used during academic breaks, and will automatically be reassigned for the spring semester unless the Residence Life Office is notified via the Meal Plan Change form (accessible by logging in to your Residence account).

**Loras (Commuter) Meal Plan:** This plan features \$300 per semester to be used in the Cafe, Pub, Duhawk Market, Einstein Bros Bagels, or Concessions. While balances are transferable from fall to spring semester if you renew your plan second semester, any remaining balance at the end of spring semester is nonrefundable. This plan cannot be used during academic breaks.

*ID Cards*

Identification of students on a meal plan is necessary to prevent unauthorized persons from entering the dining area. All students are required to show their identification card to the cashier in any given service area before proceeding through the service line to ensure their valid participation in a meal plan.

*Behavioral Expectations in Dining Areas*

Meals must be paid for in advance, at the door upon entry to the Café. To provide a pleasant dining experience for all, it is an expectation that students act respectfully toward others in the dining areas. Students are to refrain from throwing or wasting food, using dishes as spittoons, and removing food, china, glasses and tableware from the dining areas. Students engaged in these activities will be subject to disciplinary action. Students are responsible for placing dirty plates, glasses and silverware on the tray returns before departing from the Dining Room.

Overt misconduct, forgery and theft may constitute grounds for removal from the dining service contract without a refund. Out of respect for others, students are required to dress in accord with standards of good taste. Shirts and shoes must always be worn in the dining areas. Dining service personnel, Campus Safety, and the Residence Life staff reserve the right to deny admission to a student into the dining areas and the right to remove a student from the dining areas.

*Meals for Ill or Injured Students*

Students who are ill or injured may contact the Health Center to request meals from the cafeteria. If the Health Center is closed, students can contact their Area Coordinator.

*Campus Ministry/Spiritual Life*

460 Alumni Campus Center, 563.588.7056

The Office of Spiritual Life is committed to helping all students to grow holistically—with a greater understanding of their own spirituality and faith, a sense of the human community and a responsibility to offer their gifts and talents in service to their community and world. Spiritual Life invites all students to be involved in:

*Worship and Faith Formation Opportunities*

- Daily Mass and Reconciliation
- Serve as a liturgical leader such as being a musician, lector, Eucharistic and hospitality minister, etc.
- Daily Eucharistic Adoration
- FOCUS Bible Study or Faith Sharing Group
- Retreat offerings—Antioch, Journey, Welcome Retreat, Contemplative, and Men’s and Women’s
- FOCUS annual SEEK Conference
- RCIA (Rite of Christian Initiation for Adults)

*Peace, Justice, and Service Opportunities*

- Sustainability—join LEAF (Loras Environmental Action Forum) or the Green Team
- Du-Peace and Justice student group
- TREC (Think, Reflect, Engage, Connect) Trips that engage in service
- Fair Trade Movement
- Interfaith Engagement with the Better Together Student Group and Children of Abraham
- Local service opportunities
- Fr. Ray Herman Peace and Justice House

*Leadership and Community Building Opportunities*

- Paid internships in Spiritual Life Office
- FOCUS student leader
- Antioch Team
- TREC Trip student leader
- Social activities put on by the Peace and Justice House and FOCUS team

*Campus Safety*

540 Alumni Campus Center, 563.588.4973

The Campus Safety Office has the responsibility for the custody and protection of buildings, registration of student and faculty motor vehicles, student ID/access cards, traffic and parking control, fire-prevention measures, detection and correction of hazards, key and lock control

measures and the security control for all athletic, academic, and social events on campus. For more information about services and disclosures offered by Loras College Campus Safety, please visit the Campus Safety section of the Loras College Student Handbook available online at [www.loras.edu](http://www.loras.edu).

### *ID Cards*

Contact the Campus Safety Information Desk at 563.588.7100 or in person on the Fourth Floor, Alumni Campus Center. Students are to always carry their Loras College identification card on their person and must show the card upon the request of any authorized person. IDs are valid only for the term of enrollment and remains the property of Loras College. There is a \$10 replacement charge for a lost ID. Student is wholly responsible for use. Students who misrepresent their identification, including falsifying the ID card, or who lend the card to another may be subject to disciplinary action. Please note: Students must provide at least two forms of identification, including one photo identification, to receive a student ID.

### *Access Fobs*

Access fobs are valid only for the term of enrollment and remain the property of Loras College. There is a \$15 replacement charge—contact the Campus Safety Information Desk in person. Student is wholly responsible for use for the use of their fob.

### *Lost and Found*

Lost articles may be claimed or turned in to the Campus Safety Office, 530 Alumni Campus Center. Note: The College assumes no responsibility for loss or damage to student property in any of the College buildings or on the campus due to fire, theft or any other cause.

## *Counseling Center*

473 Alumni Campus Center, 563.588.7085

The goal of the staff at the Counseling Center is to help students identify barriers interfering with success at Loras and develop strategies to overcome them. The focus is to help students use the skills they already have as well as develop new approaches to situations. The Counseling Center staff is made up of professional counselors who can provide individual and group counseling, workshops, classes and testing to address issues such as:

- Depression and anxiety
- Financial management
- Communication skills
- Family problems
- Adjustment to college and adult life
- Relationship difficulties
- Anger Management
- Sexual assault and trauma
- Test-taking or other study problems
- Eating disorders
- Grief and loss
- Vocational concerns

The Counseling Center can provide services for students who are struggling academically. The Center works closely with The Lynch Office Disability Resources and Cultural Center as well as

Learning Commons, the Office of Resources and Retention on campus. Counselors can assist in facilitating tutoring, conducting groups to improve social skills or other needs to improve the student's overall experience at Loras College. Students can be assessed to identify a possible learning disability or attention disorders and referrals can be made to physicians in the community when a more extensive diagnosis may be indicated. The Counseling Center also works closely with the Health Center and other areas of Student Life to address physical and mental health issues that may interfere with student success.

Counseling Center staff members are obligated to strictly follow state laws concerning confidentiality. Unless the student or someone else is in imminent physical danger, or the information concerns a minor who is being abused, no information concerning a client of the Counseling Center can be shared with anyone without the client's consent.

The Counseling Center provides information about emotional problems and screening tools to assist students to identify when they need help. More information as well as useful links to on-line assessments can be accessed on the Counseling Center website within Loras.

#### *Absence Due to Psychological Issues*

When a student is absent from class or the College due to psychological issues that seriously interfere with academic performance such as depression, anxiety, or another problem, it is the responsibility of the student to seek assistance from the Counseling Center or other qualified professional and communicate with his/her professor concerning the absence. Students must follow the requirements of the professor regarding the course work missed. If requested by the student, contact with faculty may be made by the Counseling Center; the student must give permission to speak to a professor before the Counseling Center staff can do so. To arrange this notification the student must be in treatment with the Counseling Center or other mental health or health professional who can verify the need to be absent, and a release must be provided to allow notification. If the absence is extensive the student should consider withdrawal from the class or classes. If the last withdrawal date is past, students should talk to the Counseling Center Director to discuss administrative withdrawal.

#### *Absence Due to Psychological Hospitalization*

When a student has been hospitalized for mental health reasons, whether voluntary or involuntary, the student is encouraged to notify the Counseling Center staff so that the college can be involved in discharge planning upon release of the student back to campus. A behavioral contract may be initiated to foster continued improvement in health and safety.

#### *Administrative Withdrawal Due to Psychological Issues*

When a student is unable to complete a term due to significant medical/psychological issues a medical withdrawal may be considered. Please see the academic calendar and/or your advisor for important withdrawal dates. The student must contact the Health Center and/or Counseling Center and may be required to submit additional documentation from off-campus health care providers. This process should be initiated a minimum of two weeks before the last day of classes. The Health Center and/or Counseling Center will collect and review the information provided and make a recommendation to the Vice President for Student Development/Dean of Students. The Vice

President for Student Development/Dean of Students will submit a decision approving or denying the withdrawal request.

If a withdrawal is granted, the student will receive a “W” on their transcript for the entire term. A partial withdrawal will not be granted. Refunds and/or charges from the college will be calculated from the student’s finalized withdrawal date. The complete process must be finalized by the last day of classes. Once a semester ends, a medical withdrawal cannot be granted retroactively. Loras College reserves the right to decide if a student will be allowed readmission to the college. If the student is readmitted, Loras College may also establish parameters for the return to campus/classes. Prior to returning to campus/classes the student must contact the Health Center and/or Counseling Center for an assessment and may be required to submit documentation from their health care provider.

### *Center for Experiential Learning (CEL)*

140 Miller Academic Resource Center, 563.588.7922

The Center for Experiential Learning (CEL) expands the dimensions of a Loras education by working with students to integrate their knowledge, experience, skills, and capacities. Through structured learning experiences in other countries, cities, communities and working environments, students are encouraged to design and pursue their learning objectives outside the traditional classroom. The CEL works with students to help coordinate opportunities in the following areas: academic internships, education abroad, service learning, study away and career exploration and planning.

### *Center for Student Empowerment and Success*

560 Alumni Campus Center, 563.588.7664

The Center for Student Empowerment and Success works to build a Loras Community for All through student empowerment and success. The Office fulfills this mission by providing leadership in education that celebrates the individuality of people within the Loras and Dubuque community by providing support for the tapestry of ideas and experience to which each person contributes to its overall environment. In facilitation of such endeavors, the Office especially encourages students to participate in its support effort focused on mentoring and leadership development to strengthen their overall educational experience.

### *Dean of Students Office*

540 Alumni Campus Center, 563.588.7060

The Dean of Students serves as the senior student development officer and is responsible for the delivery of student services. The office administers student life and residence life policies and procedures and serves as student advocate to the faculty, administration, and other College constituencies. In addition, the Dean of Students advises students, parents, faculty, and others concerning campus life issues and the character of students’ out-of-class activities.



## *Event Coordinator*

591 Alumni Campus Center, 563.588.7212

The Student Life Office is responsible for coordinating facility usage for all activities, meetings, and events for Loras College. All facilities requests should follow the policies and procedures outlined in this handbook and must be submitted through DuConnect.

Postings, banners, flyers, table tents, easels, bulletin boards, sidewalk chalk and all other on-campus marketing must be approved by the Student Life Coordinator.

In addition, the Student Life Office is responsible for the coordination and planning of all non-Loras-related or external functions. If you wish to host an activity, meeting or event on campus that is external to Loras, please contact the Student Life Coordinator at 563-588-7212.

## *Financial Planning*

100 Keane Hall, 563.588.7136

Students are encouraged to visit with the Financial Planning officers whenever they have a financial problem or desire information about available aid. Loras has many types of financial aid for students, including scholarships, loans, and campus employment.

The Office of Financial Planning recognizes that all students are entitled to receive professional and courteous service when making application for financial assistance. The staff also recognizes that each student has certain rights which are inherent to the financial aid application process. They want each student to understand that there are certain responsibilities which are a part of the application process as well. The following information describes the rights and responsibilities of students as they relate to the College financial assistance programs and the Office of Financial Planning.

### *Access to Consumer Information*

All students have the right to know what financial assistance programs are offered by Loras College and the criteria used to determine eligibility. In addition, students have the right to the following information upon request:

- What federal programs are available to the student at the institution.
- What aid programs are available through the institution itself and through private agencies.
- How the institution distributes aid among students.
- The rights and responsibilities of the student receiving financial aid at the institution.
- How and when financial aid will be disbursed.
- The terms and conditions of any employment that is part of the financial aid award.
- The terms and schedules of repayment of student loans.
- The criteria the institution uses in determining whether a student who has failed to meet satisfactory academic progress may reestablish eligibility for federal aid.
- The names of associations, agencies or governmental bodies that accredit, approve, or license the institution and its programs.

- The cost of attending the institution including tuition and fees, books, and supplies; estimates of typical room-and-board costs or commuting costs and any additional costs associated with the program in which the student is enrolled or has expressed an interest.
- The institution's policy regarding funds and on distributing financial aid information.

### *Access to Financial Aid File*

The Office of Financial Planning keeps all financial records collected in support of a student's application for financial assistance on file. This information is considered by the office since the documents can include copies of federal income tax transcripts of the student and/or parents. Students have the right to review documentation in their files with the following exceptions:

- Students who are by federal definition dependent are not permitted to review or request photocopies of their parent's financial records, i.e., federal income tax transcripts, social security statements etc., without the written consent of their parent(s).
- Students who are independent by federal definition are assured of not having their financial records, i.e., federal income tax transcripts social security statements, etc., released to their parent(s) without their written consent. It should also be noted that each student has the right to request, in writing, that financial information be released to governmental agencies, scholarship programs, etc. In addition, the student aid applicant must realize that the Office of Financial Planning can and in many cases must release directly, upon request, financial information that is held in common by other agencies. For example, if a student applies for financial assistance through Loras College and a state grant agency, it is legal for the agency and the office to share and compare application data without the prior consent of the student or the parents where applicable.

### *Access to a Professional Counselor*

The Office of Financial Planning recognizes that the application for financial assistance is highly complex and paper intensive. Therefore, the office believes that it is the right of every applicant to be able to speak with a professional counselor on an appointment basis or by telephone. It is not, however, the right of any student to be seen "upon demand" by any professional staff member.

### *Understanding the Appeal Process*

As noted under Part One (1) (Consumer Information) students have the right to know what constitutes satisfactory academic progress and the mechanism by which eligibility can be restored if students fail to make progress at any point in time. If a student does not meet the conditions of the progress policy and is in fact determined to be ineligible in a given term, the student has the right to a written appeal. The appeal must be submitted by the student within thirty (30) days of the date of the notice of academic suspension. The appeal is reviewed by the staff, and a final decision is made. Within ten (10) days the student is notified in writing of the decision concerning the appeal and his/her financial aid status.

### *Student Responsibilities*

It is the responsibility of all student aid applicants to be responsive to requests that are made by the Office of Financial Planning. It must be understood the Office of Financial Planning provides quality services to those students who take an active role in their own financial matters and who are willing

to comply with all rules and regulations relative to the various assistance programs. Some of the responsibilities a student must assume to ensure an efficient and timely reply to a request of financial assistance or information are:

#### *Compliance with Request for Information*

It is the responsibility of each student aid applicant to respond in a timely manner to all information requests that are made by the Office of Financial Planning. Requests can include but are not limited to applicable federal income tax transcripts, document of self-support (independent applicants) and household size verification. Once a request for documentation is made, the office does not continue to process the student's application until the information is received.

#### *Avoid Submitting Fraudulent or Intentionally Misleading Information*

It should also be noted that if upon review of a given student aid applicant's file, fraudulent or intentionally misleading information is found by the office, the following actions are taken:

- Loras College Campus Safety is consulted. If Campus Safety, in agreement with the Dean of Students, feels that a criminal investigation is warranted, they act accordingly.
- In extreme and clear-cut cases where the action of the student and/or parents is intentionally fraudulent and may involve multiple federal agencies, i.e., the Internal Revenue Service or The U.S. Department of Education, Health and Human Services, etc., the Office of Financial Planning contacts the United States Inspector General's Office. The Inspector General's Office then determines if criminal investigation is warranted and follows up accordingly.

#### *Adherence to Place Application and Dates*

It is the responsibility of the student aid applicant to be cognizant of the application priority dates and deadlines specific to each aid program that Loras administers. The Office of Financial Planning awards funds in the College work-study, supplemental grant, and Perkins Loan programs on a first-come, first-served basis; therefore, it is to the applicant's advantage to begin the process early (after January 1 and before April 15 of each year). The office strives to process all applications in a timely manner and is not responsible for the deferment of college debts owed by financial aid applicants.

#### *Proper Use of Federal Financial Assistance*

It is the student's responsibility to use all federal financial assistance received for educationally related costs. Educationally related costs include tuition, fees, room, board, books, supplies, transportation (this does not include car payments or the purchase of a car) and personal expenses (this does not include the accumulation or servicing of consumer debt). Students are encouraged to consult with a Financial Aid counselor if they have questions regarding the use of federal student aid.

#### *Responsibilities Specific to Student Borrowers*

Most student aid recipients at Loras College are funded by one or more subsidized educational loan programs. It is the responsibility of all student borrowers to understand the payment provisions of the various loan programs as well as other requirements, such as interest rates, promissory notes and deferment and forbearance options. It is also the responsibility of the student borrower to obtain from the lender all policies and regulations that pertain to any loan program from which the student is receiving funds. The Office of Financial Planning is available to answer loan questions Monday through Friday, 8:00 a.m. to 4:30 p.m.

## *Health Center*

474 Alumni Campus Center, 563.588.7142; Fax 563.588.7659  
Monday–Friday 8:00 a.m.– 3:00 p.m.

Our mission is to enhance the academic environment by providing health care and health education services to students and employees of Loras College in a caring, cost-effective, and convenient manner. The services are provided by professional registered nurses, who have an ongoing collaboration with the campus and community. The nurses will assess, offer treatment, provide over-the-counter medication, and/or a referral to another health care provider if needed. Most services are available at no charge to Loras students.

## *Air Conditioners*

Due to safety restrictions and electrical load limitations, a limited amount of air conditioners will be approved based on physician documentation of medical necessity. Students requiring an air conditioner must submit an Air Conditioner Application completed by their healthcare provider to the Health Center. Students must submit this documentation each academic year. Past air conditioner approval does not guarantee the continued use of an air conditioner.

The students will provide their air conditioner, which must have a maximum of 5200 BTUs, complete with side curtains and appropriate angle stops to facilitate installation. Window modifications are not allowed. Loras College does not provide air conditioners.

The students may install their air conditioner. To ensure the unit is secure in the window, the student should submit a request via email to [fixmyroom@loras.edu](mailto:fixmyroom@loras.edu) asking the maintenance department to check the air conditioner. If requested, the maintenance department will install the air conditioner for the student. The student should submit an installation request via email to [fixmyroom@loras.edu](mailto:fixmyroom@loras.edu).

The Student Health History Form and vaccine record showing proof of receiving two MMR (Measles, Mumps, and Rubella) immunizations at least 30 days apart after 12 months of age OR laboratory evidence of immunity (Rubeola and Rubella titers and Mumps IgG immune status) must be on file in the Health Center before the air conditioner request can be approved.

Air conditioners must be removed by October 30 unless the healthcare provider authorizes a request for an extension. During the spring semester, contact the Health Center for air conditioner approval. Students must submit the completed air-conditioner request form by July 31 to the Health Center. The Health Center will email the students if their request is approved or denied.

## *Confidentiality*

All patient records maintained by the Health Center are private. Only authorized Health Center personnel may release patient records, and then only with written authorization from the patient. Parents of patients eighteen years and older, parents or spouses of emancipated minors and other next of kin will not have access to the medical record without the student's written consent.

## *Elevator Keys*

Residence hall elevator keys are issued through the Health Center after healthcare providers written documentation indicates the student's need for elevator access due to injury or illness. Misuse of the

elevator or key will result in losing elevator privileges, regardless of injury or need. Unreturned or keys returned after the deadline will be subject to a fine and lost future privileges.

### *Health Requirements for Students*

Loras College follows the American College Health Association immunization guidelines:

Students registered for more than seven credit hours must submit a Student Health History Form and documentation of 2 MMR (Measles, Mumps, and Rubella) by the first day of classes to the Health Center. The vaccine record must show proof of receiving two MMR immunizations at least thirty days apart after 12 months of age or laboratory evidence of immunity (Rubeola and Rubella titers and Mumps IgG immune status).

Students may submit their Student Health History Form, vaccine record and copy of insurance card (if applicable) to the Loras College Health Center via the Application Status Portal, mail, fax, or email. The student's healthcare provider, high school or state health department may have a copy of their vaccine record. Domestic students are encouraged to submit health insurance information. The Health Center will assist students to schedule immunizations or laboratory work as needed. Students will be required to pay for these services.

International students must complete a TB (Tuberculosis) screening in the Health Center upon arrival to campus. The Health Center will assist the students in scheduling a QuantiFERON Gold or T-Spot TB Test. The student must pay for the test their insurance does not cover the TB test. If a student previously tested positive for TB or has been treated for active TB disease, the student must attach test and treatment documentation with their health records. A healthcare provider referral will occur for students with positive TB tests. Students must pay for these services.

International students must have health insurance designated by Loras College unless their home embassy provides it. The Loras College Health Center will enroll the student into the health insurance plan, and the plan fee will be placed onto their Loras College student account. The student must contact the Health Center before arrival and designate which plan will be used. To be eligible to register for the next semester's classes, the student must meet the above requirements. All documentation must be in English. Please note: Student athletes have additional athletic forms.

### *Medical Withdrawal*

When a student cannot complete a term due to significant medical/psychological issues, they may consider a medical withdrawal. Please see the academic calendar and your advisor for important withdrawal dates. The student must contact the Health Center and Counseling Center. The student may be required to submit additional documentation from off-campus health care providers. This process should be started at least two weeks before the last day of classes. The Health Center and Counseling Center will collect and review the information provided and make a recommendation to the Vice President for Student Development/Dean of Students. The Vice President for Student Development/Dean of Students will submit a decision approving or denying the withdrawal request. The student will receive a "W" on their transcript for the entire term if a withdrawal is granted. The College does not grant a partial withdrawal. Refunds and charges will be calculated based on the student's finalized withdrawal date. The process must be finalized by the last day of classes. Once a semester ends, a medical withdrawal will not be granted retroactively. Loras College reserves the right to decide if a student will be allowed readmission to the college. Loras College may also establish parameters for the return to campus and classes. Before returning to campus and classes, the student must contact the Health Center and Counseling Center for an assessment. The student may be required to submit documentation from their health care provider.

*Missed Class Policy*

When a student is absent from class, it is their responsibility to communicate with their professor. The student should follow the requirements of the professor regarding the course work missed. Penalties for absenteeism depend on the professor's policy and discretion as outlined in their course syllabi.

*Medical Verification*

Written documentation from a healthcare provider verifying that a student missed class due to illness, injury or hospitalization may be required. This documentation can be emailed, faxed, or brought to the Health Center. If a student missed classes for three or more days, the Health Center will relay this information via email to the Vice President for Student Development/Dean of Students, the student's professors, coaches, and appropriate personnel.

Professors wishing to verify other cases of student absence due to illness, injury or hospitalization may call the Health Center. The dates the student received care can be verified. Other health information remains confidential unless the student grants permission to share it.

Sometimes a healthcare provider may indicate that a student may attend classes as tolerated. In these instances, the student must contact the Health Center with a condition report if they are not able to attend class. The student must also keep in communication with their professors.

Verification of illness, injury or hospitalization does not exempt the student from the policies and penalties for absenteeism identified in the course syllabi.

*Transportation*

Loras College does not provide transportation to class or to healthcare facilities for medical appointments, therapy, pharmacy, etc. Information including bus schedules, taxicabs and maps are available next to the ACC mailroom.

*Information Technology Center*

Lower Level, Christ the King Chapel, 563.588.4949

Monday – Friday ..... 7:30 a.m. – 4:00 p.m.

*Exceptions will be posted in advance.*

The Technology Center offers Loras College students, faculty and staff a variety of computing facilities and services. Several Microsoft, Linux and IBM servers provide general interactive and instructional computing for the academic and administrative community. Access to the systems is provided via networked computers and the Internet.

In addition to the servers, all full-time undergraduates are issued a Loras-owned laptop. Graduate students may choose to obtain a Loras-owned laptop. Software and hardware support is provided via the Help Desk, extension 4949. The Help Desk is in the lower level of Christ the King Chapel and offers telephone and walk-in support during the times stated above. Public printing is offered across campus in the following locations: In the Library (ARC), the IRC in Hoffman Hall, both color and black-and-white printing is available in the student lounge in the ACC, and both color and black-

and- white printing is offered at the Help Desk located in the lower level of Christ the King Chapel. Printers have also been installed in most of the residence halls.

The College network is connected to the Internet. All students are assigned email, e-Learn, IQ and Network accounts. Upon opening the account, each user is responsible for understanding and abiding by the Loras College Computer Ethics Policy found in the “Policies and Procedures” section of this Handbook.

### *Technology Initiative*

All full-time undergraduates will receive a laptop computer for their use during the academic year. Part-time and graduate students have the option to pay the full-time technology fee and receive a laptop. Students may use the laptop computers in many places, including residence hall rooms, the library and off campus. Every building on campus is connected to a fiber-optic network. Residence hall rooms will have wired access capabilities as well as wireless, and wireless technology is used in classrooms and common areas on campus.

### *Technology Fees*

All students are charged a technology fee each semester. This fee provides:

- Loras provided laptops are replaced every two years.
- Warranty and Accidental Damage Protection included on Loras College owned laptops.
- All Loras College laptops and systems are standardized with updates automatically received making it easy to share documents.
- Microsoft Office 365 software featuring access anywhere, anytime, on any device.
- Access to the campus-wide fiber optic network and Internet.
- Cable TV from on-campus and off-campus housing.
- Software required for academic efficiency.
- Help Desk Support: walk in, phone and email.
- On-call Network Support: 24 x 7 for emergency outages by phoning the ACC Information Desk.
- Loaner Laptops offered while repairs are made.
- Major Specific labs.
- Public desktop computers available in the Miller Academic Resource Center and ACC.
- General Purpose Printing with \$25 free print pages per semester.
- Audio/Video Equipment in all classrooms for student and faculty presentations.

All users are encouraged to maintain only active, frequently used emails.

### *Acceptable Use*

While extensive efforts are being made to keep the computer facilities at Loras open and accessible, there must be reasonable limits on the types of activities which can be permitted. Improper activities include: the intentional damaging of computing equipment, facilities or software; the unauthorized use, deletion or alteration of accounts or files belonging to other users; using the

servers or access to any internal or external network service to harass or intimidate individuals or interfering with their reasonable and normal use of the system; creating personal copies of licensed, proprietary software; deliberately altering system files or operating system software in any way that would prevent or interfere with the intended use of the computer system by others. The Technology Services staff will suspend all computing privileges of any individual who engages in any of these improper computing activities—serious cases will be referred to the appropriate disciplinary body and, where violations of state or federal law are involved, to the proper civil authorities.

### *Student Expectations*

With the Technology Initiative, students will not necessarily be asked to use their laptop in every class that they are taking. Some classes and disciplines will lend themselves more easily to the integration of technology in the classroom than others, and students will use technology outside the classroom for academic purposes extensively. Students will gain valuable experience in using technology to assist in their education.

### *Intercollegiate Athletics*

Athletic and Wellness Center (AWC), 563.588.7112

Loras maintains a broad program of intercollegiate athletics. The purpose of intercollegiate athletics is multidimensional. The intercollegiate athletic program provides students with an opportunity of becoming self-actualized by successfully participating in an extremely visible co-curricular learning environment. The intercollegiate athletic program is designed to provide students with an appreciation and understanding of fitness, mental as well as physical, and with many other related helpful benefits of exercise. Intercollegiate athletics also has as a purpose to instruct students in developing a degree of proficiency in athletic skills in their respective sport beyond that ordinarily gained in intramurals.

Loras is an affiliated member institution with the National Collegiate Athletic Association (NCAA) Division III. Loras also is a member of the American Rivers Conference (ARC), Midwest Women's Lacrosse Conference (MWLC) and College Conference of Wisconsin & Illinois (CCIW). We have 24 athletic programs: men's and women's golf, men's and women's basketball, men's and women's track & field, men's and women's cross-country, wrestling, men's and women's soccer, men's and women's tennis, baseball, football, men's and women's swimming and diving, softball, men's and women's volleyball, women's lacrosse and cheerleading. A student in good standing, enrolled in and carrying a minimum of twelve (12) semester hours, is eligible to participate in intercollegiate athletics. Students transferring from four-year institutions and junior colleges are eligible to compete in intercollegiate competition once they have fulfilled the transfer requirements as stipulated by the NCAA.

Each year a number of students have the opportunity to render an important service to the Loras intercollegiate athletic program as student managers. Any student who is interested should contact the head coach of that sport. Additionally, each year students get involved with sports medicine as student athletic trainers. Any student who is interested should contact the Director of Athletic Training Education Program for information regarding the academic requirements. Student athletic trainers function under the direct supervision of the Head and Assistant Athletic Trainers.



### *Recreational Sports*

The Loras College Recreation Program is more interested in participation than in ability level. The activities of recreational sports at Loras College program provides for active competition for individuals and teams.

Loras College is dedicated to the total development of the student. The College Activities Board Intramurals program strives to develop the student through a variety of recreational activities where participation is more important than winning. Intramurals complements the student's development in Christian character, leadership, and service.

Since Loras College and the Recreation program are not responsible for injuries incurred during recreational activities, it is strongly recommended that participants have satisfactory health status and appropriate medical, accident, disability or life insurance coverage for any injury that might occur during participation.

There are many activities to choose and are determined by the feedback from students. Past activities have included: archery; badminton; baseball: accuracy, speed pitch, tee ball and home-run derby; basketball: basketathon, co-rec free throw, co-rec 2-on-2, 1-on-1, "21", d.u.h.a.w.k., beat the clock, finger-spin, five player, free throws (50), free throws (100), outdoor free throws (25), hot shot, pass-dribble-shoot, round-the-world, outdoor, 3-on-3, 3-pointer, under 6-ft. and super shot; bocce; bowling and co-rec bowling circus; croquet; darts; football: accuracy, field goal kick, flag (6 player) and pass-punt-kick; Frisbee accuracy; fun-n-fit; golf: chipping, regular (18 holes) and putting; hacky sack; horseshoes; hula hoop; juggling, obstacle run; pickle-ball; power weightlifting; pumpkin roll; racquetball: cut throat and regulation; royalty-pong; shoe kick; shuffle-board; softball: 12-in. and 16-in. all- size tourney, 12-in. and 16-in. home-run derby; super racquets; table tennis: glo-in-the-dark; tennis and tennis serving accuracy; track and field; volleyball: 4 player, 6 player; 4 player, 6 player glo-in-the-dark, sand, service accuracy and snow; ooof ball (hoover ball); wallyball; water basketball; whiffle ball and wrestling. Some activities are offered both semesters.

Students should regularly check the College Activities Board Intramurals page on DuConnect for entry dates, deadline dates, rules and regulations for all activities sponsored.

### *Learning Commons*

2<sup>nd</sup> Floor, Miller Academic Resource Center, 563.588.7349

The consultants in the Writing Lab assist students, faculty and staff in becoming more independent writers by focusing on the process of writing. Instruction is available in understanding an assignment, identifying possible topics, composing a thesis statement, generating supporting material, revising an initial draft, and editing a final draft. The Writing Center also assists students and staff with career documents like résumés and cover letters. We can help create these documents, give advice on content, and proofread for final copy. The Writing Center assists students who are applying to grad school by providing feedback on application letters, personal statements, and essays. We can help prepare for GREs, MCATs, LSATs and other graduate school entrance requirements.

You can find us on the first floor of the library. Go down the red stairway, go straight past the classroom and the elevators and look for the hidden doorway on your right, beneath the Headwaters banner. Our normal hours of operation are Monday–Thursday from 10:00 a.m. to 9:00 p.m. and

Fridays from 10:00 a.m. to 2:00 p.m. Drop in then or set up an appointment by calling 7349. The Writing Center serves all members of the Loras community. Every writer needs feedback on written projects. We can provide that careful critique of your work that makes every writer a better writer.

Loras provides many opportunities for assistance with classes. Individual tutors are available for one-on-one support. The SI program targets traditionally difficult courses and provides regularly scheduled, out of class, peer-facilitated study sessions.

## *Library*

Miller Academic Resource Center, 563.588.7189

Monday–Thursday ..... 7:45 a.m.–11:00 p.m.

Friday ..... 7:45 a.m.–4:00 p.m.

Saturday .....10:00 a.m.–4:00 p.m.

Sunday ..... 12:00 noon–11:00 p.m.

The Library's hours can be found here: <https://library.loras.edu/hours>. The Library's digital resources are available 24/7 at <https://library.loras.edu>.

The Loras College Library is central in supporting student learning and academic success. It provides an extensive collection of print and electronic books, journals, films, Special Collections, and United States and Iowa government publications as well as online access to numerous databases and full-text academic journals. Librarians offer individual research assistance in-person or online, and work closely with faculty to teach students the research abilities necessary for intellectual achievement and lifelong learning. The library supports students and faculty as innovators and creators by providing expertise and equipment for digital media projects. Students can take advantage of numerous group and individual study spaces and a variety of seating options.

The Library Services Desk is located on the main floor near the entrance. Students may check out most materials for up to six weeks by presenting their student identification card. Books can be returned to the Library Services Desk, or the book return located outside of the MARC entrance doors. Magazines, newspapers, books in special collections, other selected items and reserve books may be used only in the library. The library also offers a variety of equipment, games, and useful items in the Library of Things. The library catalog lets you know if we hold the item you are trying to locate.

The library's online catalog can be used to search our collection of books, journals, articles, e-books, DVDs, and government documents. The library provides access to numerous online periodical databases which index articles and often include the full text of those articles. In addition, there are librarians available to assist students with their research needs. The librarians create research guides to provide a starting point for students to begin their research if a librarian is not immediately available for assistance. Interlibrary loan is a cooperative venue where libraries agree to share their resources with one another. If there is a book or other material that is not available in our collection, the library will try to borrow or obtain a copy of the item for you from another library.

All these services and more are available on the library's website <https://library.loras.edu/home>.

## *Lynch Center*

130 Miller Academic Resource Center, 563.588.7134

Monday–Friday ..... 8:00 a.m.–4:30 p.m.

The Lynch Learning Center (LCC) provides supports for students with diagnosed disabilities. Options for students include Enhanced Program, ARCH Program (Autism Resources for Career and Higher Ed), and Reasonable Accommodations. Students selected for the Enhanced Program attend a two-credit Learning Strategies class both semesters of their first year. Students enrolled in the ARCH program attend a Transitions to College class during their first year, along with the option of taking specialized one credit courses after the first year that highlight components of employment after graduation. In addition, all students (first year and upper class) in either program attend weekly individual sessions with LLC personnel, receive tutoring as needed and reasonable accommodations that their documentation supports. Accommodations may include textbooks in alternative formats, assistive technology tools and extended time testing/testing in a distraction-reduced environment. An additional fee is charged for both the Enhanced and ARCH programs. Accommodations (extended time tests/testing in a distraction-reduced environment, textbooks in alternative formats and assistive technology) are approved for students with disabilities if they submit current documentation supporting the need for accommodations. No fee is charged for Accommodation Services.

## *Mailroom*

Fourth Level, Alumni Campus Center, 563.588.7730

Monday–Friday ..... 7:30 a.m.–2:00 p.m.

Upon registration at Loras College, the student authorizes the College to process and handle his/her mail. Each student living in College housing is assigned a mail number on a shared basis. Off-campus students who desire a campus mail number must stop at the Mailroom window and request one. Books of stamps or individual stamps may also be purchased.

U.S. Post Office mail addressed to students should be as follows:

*Student's Name*  
*Loras College Mail #*  
*1450 Alta Vista Street*  
*Dubuque, IA 52001*

## *Registrar's Office*

121 Keane Hall, 563.588.7779

The Registrar's Office is responsible for maintaining students' academic records and is the official source of information for the academic record. Services provided by the office include publishing the schedule of classes, maintaining the registration system and all student class schedules, issuing of academic transcripts and verifying full-time enrollment.

## *Residence Life*

540 Alumni Campus Center, 563.588.7060

[Residence@loras.edu](mailto:Residence@loras.edu)

Residence Life provides learning opportunities in a residential setting that values community connections and contributions and responsible, respectful relationships. Services offered include residence life programming, housing services, off campus housing support, student conduct, and meal plan support.

## *Student Life*

590 Alumni Campus Center, 563.588.7731

Student Life provides students opportunities that foster knowledge and personal development to assume leadership on campus, in society and in the global workforce. The following services and involvement opportunities are offered:

- Student activities
- College activities board
- Leadership development programs
- Clubs and organizations
- First-year experience
- Parent and family services
- Greek life
- Dance marathon

## *Title IX Coordinator*

Nancy Fett

563.588.7029 or [Nancy.Fett@loras.edu](mailto:Nancy.Fett@loras.edu)

The Title IX Coordinator will coordinate all matters related to sexual misconduct at the College and will coordinate the efforts of the College to comply with Title IX Law. The Title IX Coordinator is responsible for:

- Ensuring both the individual filing the complaint and the individual accused of discrimination, harassment or retaliation are aware of the seriousness of the complaint.
- Explaining Loras College's sex discrimination policy and procedures.
- Exploring various means of resolving the complaint.
- Making referrals to the counseling center and other referral services if appropriate.
- Discuss with the complainant the option of notifying police if criminal activity was involved.
- Conducting/arranging an investigation of the prohibited conduct.
- Preparing or overseeing any reports, recommendations, or remedial actions that are needed or warranted to resolve any prohibited conduct.
- Assess each complaint individually.

## History and Artifacts

### Loras College History

Atop one of the Mississippi River's highest bluffs in historic Dubuque stands Iowa's oldest college. Founded in 1839 by Dubuque's first bishop, the Most Reverend Mathias Loras, a native of Lyons, France, Loras College proudly blends its future with its past. Established as St. Raphael Seminary to educate young men for the priesthood, the College also had the expressed intention of providing an opportunity for higher education to the citizens of the area. The College has functioned under several names (St. Raphael Seminary, Mt. St. Bernard, St. Joseph College, Dubuque College, and Columbia College), finally adopting its present name during its centennial in 1939. From the time of its founding, the College has devoted its faculty and facilities to an undergraduate program, but today confers both bachelors and masters degrees.

### Distinctions

- U.S. *News & World Report* national ranking as a top tier “best college” among institutions in the Midwest.
- The oldest college in Iowa and the second-oldest Catholic college west of the Mississippi River. Only seven other Catholic colleges existed when Loras was founded; that number has grown to 232.
- A mainstream, coeducational, Roman Catholic college, one of only 12 archdiocesan colleges in the country.
- One of only 100 colleges across the country to provide all students and faculty laptop computers.
- Dubuque, Iowa, served as the center for Iowa Catholicism as Catholics established their first diocese in that city. The leading Catholic figure was Bishop Mathias Loras, a Frenchman, who came to Dubuque in the late 1930s. Bishop Loras helped establish Catholic churches in the area and worked hard to attract priests and nuns from foreign countries. Dubuque has historically been a community of Catholic Democrats who are also pro-life.
- Hosted Vice President Dick Cheney during the 2000 campaign, and numerous other political figures throughout the years, including then Senator John F. Kennedy who delivered the 1956 commencement address.
- Recent visitors to campus include Bill Bennett, the late John Cardinal O'Connor, Francis Cardinal Arinze, Helen Thomas, George Will, Avery Cardinal Dulles, Jonathon Kozol, Jane Bryant Quinn, Tom Monaghan, Deal Hudson, Brian Lamb and Bowie Kuhn (former major baseball league commissioner and pro-life activist).
- Thirty-one bishops of the Catholic Church have attended Loras.
- Alumni base of 22,600; most living in Iowa and Illinois (Chicago). Among them are former Ambassador to Cambodia Kenneth Quinn; TV sports commentator Greg Gumbel; former U.S. Congressman Thomas Tauke; Harlem Globetrotter curly “Boo” Johnson; Iowa State Representative Pat Murphy; Iowa State Senator Michael Connolly; Terry Duggan, former city of Dubuque mayor; Illinois State Senator Tom Walsh and Representative William Lipinski; the Rev. Msgr. Kevin McCoy, rector of North American College, Vatican City; retired

- Rear Admiral Jay B. Yakeley, former deputy director of the military office, The White House; Archbishop John Myers, Newark, N.J.; Virginia Grebasch, assistant counsel to the Inspector General, Reserve Judge Advocate; Iowa Attorney General Tom Miller; Tony Award winning playwright David Rabe; Pulitzer Prize winning political cartoonist Richard Locher; 8th U.S. Circuit Court of Appeals Judge Michael Melloy and Chief U.S. District Judge, Central District of Illinois, Michael Mihm.
- Diatoms from the Loras College Freshwater Diatom Collection, the largest freshwater collection in the country at over 1,400, were sent into Qspace aboard two space shuttle missions and were featured on the Discovery Channel.
- Chaplain Aloysius Schmitt, a 1932 Loras alum, was the first Catholic chaplain killed in action in World War II. Loras' Christ the King Chapel was dedicated in his honor, and his memorabilia, which was recovered from the USS Arizona, are archived in the Chapel.
- Contributes \$51,000,000 to the economic picture of the tri-state community each year.
- Ranks 37th out of more than 200 U.S. Catholic colleges and universities in the number of students in the 1960s, 70s and 80s who later earn doctorates; first among the Iowa Catholic colleges.
- The Loras College library is the oldest and third largest private academic library in Iowa. It contains original parchment manuscripts dating to the twelfth century as well as 500 books belonging to Bishop Mathias Loras.
- *The Lorian* student newspaper was first published on October 11, 1924; *The College Spokesman* literary magazine was published from 1903 to 1970, and in 1974 it was succeeded by *The Outlet* magazine.

### *A Proud Heritage*

- In 1876 the first theatrical performance by students was a scene from "The Merchant of Venice", but it was not until 1932 that women portrayed female roles in campus theater productions.
- The student rulebook for 1882 stated that students must wear soft-soled shoes when walking in all corridors so as not to disturb others in the building.
- In 1947-48 the yearly room rental fees in Keane Hall ranged from \$120 to \$250 with only room #344 commanding a \$250 room rate.
- The Loras Players, founded in 1910, are the oldest amateur theater troupe west of the Mississippi River.
- Blue jeans, fatigue clothes, gym clothes and shirts without collars were not permitted except for recreational activities so stated the 1965 student handbook.
- The first organized orchestra and choir began in 1877, and the first band in 1912.
- Loras awarded its first honorary degree to a woman, Miss Roslyn Schrup, in 1959.
- According to the 1914 rulebook, students were not allowed to have any kind of food in their rooms either from the cafeteria or received through the mail.
- According to the 1935 rulebook, students residing in Loras Hall (now Keane) could not retain an automobile or motorcycle in Dubuque during the school year.

- In 1920, the College was renamed Columbia College to avoid confusion with the local Presbyterian Dubuque German College, which then became the University of Dubuque.
- Loras became co-ed in 1971, introduced women's intercollegiate athletics in 1975 and currently has over 50% female students enrolled.
- The first Student Senate was created in 1940 with the election of 16 men. Its purpose was to serve as a voice of the student body; provide cooperation between students, faculty, and administration; develop good citizenship and carry on relationships with other colleges.
- The 1874 student handbook stated that students were forbidden to stand at the study hall windows, to spill ink, write on desks or walls or throw any paper on the floor. Students were to carry in as little dirt as possible, using the scraper before entering all rooms.
- Faculty member Rev. Alphonsus Dress composed the first College song entitled "Purple and Gold" in 1912 with words by Timothy Mulligan (Class of 1913).
- The first sorority on campus was Sigma Delta Omega in 1972.
- The first Duhawk football game to be played in the Rock Bowl was in 1940 when Loras beat Upper Iowa 27-6.
- The first computer usage on the campus began in 1968.
- Permission to visit relatives was granted only twice a month and was accompanied by a written request from the parents to the President of the College according to the 1938 rulebook.
- The 1965 student handbook stated that the owner of any car found in East Dubuque after 9 p.m. or prior to 6 a.m. would lose all driving privileges.
- In 1873 Archbishop John Hennessy acquired the site of an old hospital previously occupied by the Sisters of Charity of the BVM on Loras Boulevard and opened St. Joseph's College.
- In 1874, tuition, room/board, and laundry cost \$225/year for the 35 students enrolled at St. Joseph's College. In the 2000-01 many of the 1,725 students enrolled paid \$20,951 at Loras College.
- The football team was undefeated in 1916, 1922 and 1947. Intercollegiate football was discontinued in 1959 and did not return until 1970.
- The student handbook for 1914 required students to salute all professors and visitors and noted that the regulation service uniform consisted of a cap, coat and breeches, leather shoes, leggings, white collar, white or wool gloves and an olive drab shirt.
- In 1972 the lower level of the Collan Center old dining facility became a student lounge called the "Last Draw" following a decision of the State of Iowa to reduce the minimum drinking age to nineteen.
- The 1930 student handbook prohibited the reading of newspapers or magazines in the study hall at all times and required permission of the Dean before students were allowed to make a phone call.
- The student enrollment reached an all-time high in 1948-49 with 1,489 men taking advantage of the G.I. Bill.
- The St. Joseph's College catalogue for 1911-12 required that all students take physical training classes, stating a sound mind in a sound body produces a wholesome character.

## *The Loras College Mascot*

What exactly is a Duhawk? The shortest answer would be to say that it is a hawk from Dubuque. Like many monikers, the Duhawk's humble beginning is a story in and of itself.

In 1924, an unknown writer for the Detroit Free Press was compiling a football preview story about the upcoming game between Loras (then known as Columbia College) and the University of Detroit. Columbia, however, did not have an official nickname at that time, which made for a dull story.

As it turns out, Columbia had just defeated a highly regarded Coe College, whose nickname was the Kohawks. It seems that the Free Press writer assumed that, since a team from Coe was called the "Kohawks," a team from Dubuque should, naturally, be called the "Duhawks." The name caught on and the team became known as the Columbia Duhawks, making that writer the inadvertent author of the nickname, which celebrated its 75th anniversary last fall.

While the school didn't officially recognize the term "Duhawks," to surface its own "original" nickname, a 1925 contest by The Lorian, the school newspaper, failed to win support for any number of other nickname options (despite a whopping \$5 prize!). In September of 1926, the school newspaper ran a photograph of the football squad with the caption: "1926 Columbia Duhawks." The Duhawk was here to stay and the door was opened for a long line of interpretations as to the look for the Loras College athletics' symbol, leading to the new "Dewey 2000"—a look for the Duhawks' future!

The new athletic logo features a full-body caricature of a Duhawk standing in a strong pose with its "hands" on hips and giving a confident gaze.

## *The Loras College Fight Song*

*Hail Loras Varsity  
Cheer them along the way,  
Onward to victory,  
We will win this game today.  
Let's hear a cheer for the Varsity, Long may they reign supreme,  
Shout till the echoes ring, for the glory of our team!*

## *Coat of Arms*

In 1920, Pierre de Chaignon la Rose, Massachusetts, was authorized to design a coat of arms which would be appropriate to an archdiocesan college, whose founder was Bishop Mathias Loras, whose patron is St. Joseph, and whose motto is Pro Deo et Patria, which translates to "For God and Country."

The term "coat of arms" came into the language during the age of chivalry when a coat of arms was used by knights for the purpose of identification. A knight's insignia was emblazoned on the short coat, which he wore over his armor and served as a means of recognition on the field of combat. Today, a coat of arms still performs the function of identifying the possessor, which explains why a college embodies its heraldic insignia in its seal.



The devices, colors and the motto of a college shield possess symbolic values, and they are intended to express the aims and the ideals of the institution.

The designer of the Loras College shield retained the colors of the Loras family arms, but he modified the design. To make room for the heraldic symbols of St. Joseph, the carpenter's square, and the lilies, he moved the "fess" to the top of the shield, making of it a "chief."

The devices on the shield celebrate the founder and the patron of the College. The diamond panes on the chief, which are taken from the arms of Bishop Loras, express in heraldic fashion the name of the College. The carpenter's square and the lilies on the field indicate that the College is under the patronage of St. Joseph. The colors, gold, red, silver, and blue, which are those of the Loras family arms, reinforce the suggestion of the diamond panes on the chief.

The colors of Loras' shield also suggest an archdiocesan institution in the city of Dubuque. The two colors on the chief, silver and blue, are those of the arms of Julien Du Buque, who gave his name to the city. No colors other than gold, red, silver and blue are to be used in printing the Loras Coat of Arms.

The logo for Loras College, while having its origin in the College coat of arms, will not replace it. The Coat of Arms will continue to serve as an official identification device but will only be used in color where appropriate on official documents and on other official occasions.

Publications using the official coat of arms in color need approval of the Loras Office of Institutional Marketing. Loras approved logos, graphics, and photo along with a variety of templates can be found on the Inside Loras portal at <https://lorasedu.sharepoint.com/EnrollmentManagement/Marketing>.