

**NOTRE DAME OF MARYLAND
UNIVERSITY**



2012-2013

STUDENT HANDBOOK

WWW.NDM.EDU

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IMPORTANT CAMPUS NUMBERS

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Note: If off-campus, dial 410-532 and the extension number.

COMMUNITY LIFE

UNIVERSITY MISSION STATEMENT

Notre Dame of Maryland University educates women as leaders to transform the world. Embracing the vision of the founders, the School Sisters of Notre Dame, the University provides a liberal arts education in the Catholic tradition.

Distinctive undergraduate and graduate programs challenge women and men to strive for intellectual and professional excellence, to build inclusive communities, to engage in service to others, and to promote social responsibility.

SCHOOL SISTERS OF NOTRE DAME MISSION STATEMENT

Notre Dame of Maryland University was founded and is sponsored by the congregation of the School Sisters of Notre Dame whose mission is the following:

We, the School Sisters of Notre Dame, are members of a Roman Catholic international community whose mission is to extend that unity for which Jesus Christ was sent. We express this mission through education, which enables persons to reach the fullness of their potential. Because we believe that the transformation of persons will transform the world, we commit ourselves to promoting human dignity, emphasizing the concerns for the economically poor, women, and youth.

HONOR CODE

The Honor Code of Notre Dame of Maryland University has been a tradition since 1936 when un-proctored tests were initiated. It is founded on a pledge each student takes to act with integrity in academic and personal life. Based on the personal integrity of the individual and an active concern for others, the Honor Code is motivated by personal values, religious conviction, good taste, and the common good. Its purpose is to establish a university community founded on personal honor and mutual trust. This combination of personal commitment and community responsibility helps to strengthen each student as an individual and helps to develop mature powers of judgment and reason, and intellectual and social honesty. The Honor Code signifies the ideal of academic and personal integrity that each student is expected to model. Living the Honor Code strengthens the entire community and cultivates an atmosphere of unity founded on trust.

Belonging to the Notre Dame community is both a privilege and a responsibility. It is a privilege to those who qualify and carry the responsibility to abide by the Honor Code. Adhering to the Honor Code is a responsibility shared by the entire campus community. Its effectiveness depends upon individual acceptance of responsibility and the reciprocal cooperation of students, faculty, staff, and administration. Ultimately, each member of the community is expected to assume responsibility for her/his own conduct and to assume reasonable responsibility for the conduct of others. This results in mutual respect and a commitment of each member of the community toward civility. Within the spirit of the Honor Code, this may mean kind and courteous admonition when one observes another's inappropriate conduct. At other times, it means cooperation when authorities are investigating allegations of violations of academic or behavioral standards or encouraging the violators to report themselves. It is the responsibility of Notre Dame students to understand and adhere to the Honor Code.

HONOR COMMITMENT

I agree to adhere to academic and social integrity in furthering my education, as well as the welfare of Notre Dame of Maryland University, my classmates, and myself. In fulfilling my obligations under the Honor Code, I agree to abide by all academic and social policies and standards at Notre Dame of Maryland University.

HONOR PLEDGE

With a keen sense of responsibility, I accept this symbol of my entrance into the world of scholarship. And I give this pledge of my purpose to wear it worthily.

I shall try to follow all truth,
I shall try to see all beauty,

I shall try to be all goodness,
and thus to come to that Eternal Wisdom
Which is the Word of God.

ALMA MATER

We raise our voices proudly,
dear Notre Dame to your name.
How rich is the heritage your students claim!
The years have made you glorious to those who seek after truth,
answering the challenge
you set for our youth.
Founded in a great tradition,
strong in wisdom's might,
You bear the colors of Our Lady-
her blue and white;
And we who share these college years,
spirited or calm
pledge our love forever to you, Notre Dame.

UNIVERSITY MOTTO

Veritatem prosequimur-
We pursue truth.

DESCRIPTION OF THE UNIVERSITY SEAL

The shield with the quartered cross, alternated with white and blue, is based on the Maryland coat of arms. The conventional rose in the upper dexter corner is the religious emblem of our Blessed Lady. **The inscription reads: Seal of Our Lady of Maryland University.**

ACADEMIC LIFE

ABSENT FACULTY

Faculty notifies the office of the vice president for academic affairs when they need to be absent for class(es). The vice president for academic affairs will post a notice in the classroom. If such notice has not been posted and the teacher fails to come, the class notifies the vice president for academic affairs by calling x5319. Classes are always held unless officially canceled by the University.

ACADEMIC GRIEVANCE PROCEDURE

In the event of an academic grievance, the student with the grievance should first confer with the instructor. If not satisfied with the decision, the student may approach the department chair. The response of the chair may be appealed to the dean of the relevant school.

ACADEMIC PROCEDURES

Students should review the University Undergraduate Catalog and consult with the office of the academic advising counselor for a full understanding of the University's academic policies and procedures.

ADVISING

Academic advising is an essential component of a student's experience. The quality of the advising she receives will depend on her willingness to engage in the process by meeting regularly with her advisor and being prepared for the meetings. Each student is expected to:

1. Collect all necessary documentation.
2. Discuss her academic progress and academic program plan with her advisor.
3. Consult with her advisor prior to each registration period and obtain her advisor's consent for her course selections, either through online approval to register or through signature on the registration form.
4. Complete the student-initiated forms for declaring a major, minor or certificate and apply for graduation by the applicable deadline.
5. Discuss her growth and development as reflected in her advising folder.
6. Follow up on suggestions, recommendations and advice provided by her advisor.
7. Maintain a copy of the degree requirement check-sheet.
8. Be aware of her graduation requirements and her progress toward their completion.

Advisors are expected to be available to students, to invite them to share their goals and plans and to help students reach these goals by making suggestions and observations.

The advising folder, maintained by the academic advisor, is one of the two major parts of the documentation used in advising. Keeping a personal academic file is the student's responsibility. Ultimately, it is the responsibility of the student to plan, register for and successfully complete the courses required in the decided major and any concentration and/or minor.

COLLEGE OF ADULT UNDERGRADUATE STUDIES

Director of Admissions for College of Adult Undergraduate Studies (CAUS): Mona Weber

Location: Fourier Hall, Room 001

Phone: 410-532-5500

Email: rweber@ndm.edu

Hours: 8:30 a.m. – 6:00 p.m., Monday-Thursday

8:30 a.m. – 6:00 p.m., Friday

8:00 a.m. – 1:00 p.m., designated Saturdays

In 2011, the University announced the opening of College of Adult Undergraduate Studies (CAUS). Utilizing the expertise in adult education programming established with the Weekend College over 35 years ago and the flexibility and convenience of the Accelerated College, CAUS brings even more options to working professionals as they explore their academic options. Students will find majors designed to meet career and personal development goals.

COLLEGE OF ADULT UNDERGRADUATE STUDIES COURSES

Women's College students are given permission to take selected CAUS courses during the fall or spring semesters only if there is a clear reason why the course cannot be taken in the Women's College. CAUS courses offered in the accelerated format to students in cohort programs are not open to Women's College students. Students may register for CAUS courses during a designated registration period. The procedure is:

1. Discuss your reasons for the request with your academic advisor. If she/he agrees, include the course on a Drop/Add form.
2. Take your registration form to the academic advising coordinator. If your request is approved, the academic advising coordinator will initial your registration form to enable you to register for a CAUS course.

When taking a CAUS class, students must attend every class. Attendance is expected. Please check course outlines on the Notre Dame web page for assignments to be completed prior to the first class meeting. Students who miss a class should contact the *course instructor and academic advising coordinator* immediately. Each

department chair regulates the attendance policy for each department. Women's College students who miss a CAUS class meeting may be asked to withdraw and risk a grade of "F" for the course. First year students are not eligible to take CAUS courses during the fall or spring semesters.

CONTINUING EDUCATION (CE)

Women ages 25 and over **at the time of matriculation** who are enrolled in the Women's College are regarded as CE students. Students are assigned a major advisor or to the academic advising counselor (if a student is undecided) and advised prior to registration. Adult matriculants may direct general academic questions about changing a major, graduation requirements, academic standing, etc., to the academic advising counselor.

The CE division also organizes periodic academic, social, and fund-raising events for CE students.

COURSE WITHDRAWAL

Students may withdraw from a course and receive a grade of "W" if they do so by the deadline published in the academic calendar and course schedule information, both of which are located online. Students who withdraw after the deadline and prior to the end of the semester will earn an "F" in the course. Tuition adjustments are applicable according to the schedule published in the online schedule information. The procedure is as follows:

1. Obtain and complete a course withdrawal form from the registrar's office.
2. Meet with your financial aid advisor to discuss how withdrawing may affect your financial aid package.
3. Discuss your intention with your advisor, obtain his or her signature on the withdrawal form, and submit the form to the registrar.

DROP/ADD COURSES

Students may adjust their schedules (drop and/or add courses) at any time after they register but before the Drop/Add deadline each semester. The exact Drop/Add deadline is published in the academic calendar and course schedule information, which are available online. No Drop/Add are permitted after the deadline. The procedure is:

1. Obtain a drop/add form and meet with your academic advisor to discuss the changes you wish to make.
2. Complete the form and obtain your advisor's signature.
3. Meet with your financial aid advisor to discuss how the change in courses may affect your financial aid package.
4. Take the form to the registrar's office. The student will be given a copy of the form, enabling the student to begin to attend the new class(es). Students can access their schedule via their WebAdvisor account.

ENGLISH LANGUAGE INSTITUTE (ELI)

Office of International Programs

Director: Theresa Cannone, M.A.

Program Coordinator: Anne Scoufalos

Location: The Feeley International Center, Room 014

Phone: 410-532-5566, 410-532-3156

E-mail: ELI@ndm.edu

Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

The English Language Institute (ELI) offers an intensive English program to women and men from around the world who seek to improve their English language skills for academic, career or personal pursuits. International students at Notre Dame are also invited to take courses in the ELI to supplement their learning at the University. Students can study full-time or part-time and take courses in listening, speaking, reading, writing, TOEFL preparation, IELTS preparation, vocabulary, pronunciation, and advanced skills through language and

culture. The ELI also sponsors the Spanish Language and Culture Program that teaches both the Spanish language and Latino culture to those who work with or will work with the Latino community.

FINAL GRADE APPEALS

Reasons for Appeal

Only final grades may be appealed. A final grade may be appealed if there is evidence that the grade was not given in accordance with the grading policies set forth in the course syllabus or announced syllabus modifications.

The principle of seeking a reasonable, fair, and speedy resolution prevails throughout the process. All information related to the appeal and the appeals process will remain confidential.

Process for Final Grade Appeal

1. When a student wishes to appeal a final grade, the student must write to the faculty member setting forth the basis for the appeal, evidence documenting the alleged discrepancy between the syllabus grading policy and the grade received, and the remedy sought. The student should also submit a copy of the appeal materials to the department chair, or in the case of an interdisciplinary (IDS) course, to the director of the program in which the course is offered. The appeal must be made within two weeks of the official posting of grades on WebAdvisor. The faculty member will respond in writing to the student's appeal within two weeks.
2. If not satisfied with the faculty member's response, the student may, within two weeks of the response, appeal to the department chair or program director. The student makes the appeal in writing, setting forth the basis for disagreement with the faculty member's response.

The chair or program director informs the dean of the school delivering the course. The chair also informs the faculty member of the student's appeal and obtains a copy of the course syllabus and the faculty member's written response to the student. The chair then reviews the written record. The chair writes a response, including a report on the steps taken in the review process. The written response of the chair is sent to the student, the faculty member, and the dean within two weeks of the conclusion of the review process.

If not satisfied with the response made by the chair, the student or faculty member may appeal in writing within two weeks to the dean of the school delivering the course. The dean then asks for a written statement and a copy of all relevant materials. Within two weeks of receiving the appeal, the dean forwards his or her decision in writing to the student, faculty member, and the department chair. The decision of the dean is final.

3. If a grade change is authorized, the Registrar will be directed in writing to make the change in grade.

GRADUATE STUDIES

Graduate Studies offers the Master of Arts in Contemporary Communication, Education, Liberal Studies, Management, and Non-Profit Management and the Masters of Science in Knowledge Management and Nursing. A Ph.D. in Instructional Leadership for Changing Populations is also offered. The application fee is waived for Notre Dame graduates. If students are interested in learning more about graduate program opportunities, they may attend our information sessions or contact our office for an appointment. Please contact Graduate Admissions at 410-532-5313.

HONOR SOCIETIES

Membership in honor societies is open to students with extraordinary academic performance in a subject area. A complete list of honor societies can be found on page 31 of the Student Handbook.

INDEPENDENT STUDY

A student who wants to register for an independent study should already have discussed a project with the supervising faculty member and agreed on the nature of the work to be done, the timing and frequency of meetings, the pace of the work and the nature of the final product. The student and supervising faculty member

must complete a Request for Independent Study form. The advisor should not sign the registration form unless the student has obtained the Independent Study form and had it signed by the supervising faculty. Both the registration form and Independent Study form must be submitted to the registrar at the same time. Only students with junior or senior status may take an independent study course.

Morrissy scholars are permitted to do one honors independent study with the permission of the director of the Morrissy program. Prior to registering for the independent study they must consult with the Morrissy director and then develop a proposal with a faculty advisor, following the usual independent study procedure.

REGISTRAR'S OFFICE

Associate Vice President for Enrollment Management/Registrar: Sharon Bogdan

Location: Gibbons Hall, Room 125

Phone: 410-532-5327

E-mail: registrar@ndm.edu

Hours: 8:30 a.m. – 4:30 p.m., Monday, Wednesday and Friday

8:30 a.m. – 6 p.m. Tuesday and Thursday

The registrar's office is also open for extended hours on selected Friday evenings and Saturday mornings during the semester for registration. Please check the Registration Information section on the Records and Registration webpage for those dates and times.

This office handles registration; all academic records; grades; adding, dropping and withdrawing from courses; declaration of major and minor; transfer of credits, including Advanced Placement and International Baccalaureate credits; and all transcript requests. The office also provides verification of enrollment for students who need it for insurance, financial aid or loan deferment purposes. The registrar's office completes certification of VA Benefits to eligible students and also helps with any questions concerning classes or academic records. The office also handles all graduation applications and completes the final official verification for graduation. (Note: Certification for Education students is handled through the education department and posted to the transcript by the registrar staff.)

NOTRE DAME (ND) EXPRESS

Location: Gibbons 125 (within the registrar's office)

Phone: 410-532-3600

Hours: 8:30 a.m. – 4:30 p.m., Monday, Wednesday and Friday

8:30 a.m. – 6 p.m. Tuesday and Thursday

ND Express is a one-stop student service location for all students - providing information on registration, billing, financial aid, graduation, and much more! Students may pay bills, check on receipt of required documents (e.g. FAFSA, VA forms, etc.), register for classes, ask questions, and get answers!

REGISTRATION

Pre-registration for continuing students usually follows this schedule:

Late October - Early November Winterim and Spring Registration Week

Late March - Early April Summer and Fall Registration Week

The procedures to register for classes are:

1. After the course schedule is posted on WebAdvisor, make an appointment to meet with your academic advisor to discuss your plan for the next term. For fall and spring registration, most advisors post a sign-up sheet indicating times when they are available for appointments. If you are not able to meet during one of these times, it is your responsibility to contact your advisor and request an appointment at another time. A student who knows she has very little flexibility in her daily schedules should begin early to arrange a meeting with her advisor.
2. Meet with your advisor and agree on a course schedule for the next semester. Faculty advisors will provide an "approval to register" by signing the hardcopy registration form and/or submitting an electronic permission to register via WebAdvisor.

3. Register online through your personal WebAdvisor account or fill out the registration form and bring it to the registrar's office.
4. For each registration period, each class (senior, junior, sophomore, first year) is assigned a registration day and hour, beginning with the seniors. Individual students may register on or after the day for her class year, but not before.

RENAISSANCE INSTITUTE

Director: Diane Finlayson

Location: Fourier Hall

Phone: 410-532-5351

E-mail: dfinlayson@ndm.edu

Hours: 8:00 a.m. – 4:00 p.m., Monday-Thursday

The Renaissance Institute is a learning community of mature adults (age 50 and older) established under the auspices of the University. In addition to enrolling in fall and spring non-credit courses, Renaissance members have the opportunity to plan the curriculum and teach in the program. They may also audit one Notre Dame course each academic year on a "space available" basis. Privileges are also extended to use of the Loyola-Notre Dame Library.

STUDY ABROAD

Office of International Programs

Director: Astrid Schmidt-King, J.D., LL.M.

Location: The Feeley International Center, Room 016

Phone: 410-532-3183

Email: aschmidtking@ndm.edu

Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

The University is committed to providing all students with an educational experience that is truly international. Students are encouraged to study abroad while attending Notre Dame. The University participates in student exchange programs with universities in Japan, Australia, Mexico, South Korea, and Taiwan and sponsors multiple semester and summer study abroad programs in more than two dozen countries through its membership in the Academic Consortium of the Council on International Educational Exchange and affiliation agreements with other institutions. In addition, Morrissy scholars may participate in research programs at any of 12 European universities through the EuroScholars program. Education majors may do one of their student teaching experiences on any continent through Global Student Teaching or take advantage of our education internship abroad in Austria and Hungary where students teach English. Students interested in performing community service abroad can participate in our Service Abroad programs in Peru or Brazil. Those students who prefer a shorter experience abroad may participate in short-term study abroad programs led by Notre Dame faculty and offered during the winter and summer terms. Most short-term academic programs abroad are 1-3 weeks in length and are offered for academic credit.

CRITERIA FOR SEMESTER STUDY ABROAD

1. Have 30 credits at the time of application
2. Declared major
3. Cumulative GPA of 2.75; some programs require a GPA of 3.0

DEADLINES FOR STUDY ABROAD APPLICATIONS

Winter and Spring Semester	September 15
Summer and Fall Semester	February 15

THE ELIZABETH MORRISSY HONORS PROGRAM

Director: Jeana Del Rosso, Ph.D.

Location: Morrissy House

Phone: 410-532-5738

The Elizabeth Morrissy Honors Program provides an opportunity for students in the Women's College who are selected as Morrissy Scholars to experience the challenge and excitement of learning in special honors courses. Admission to the honors program is available by application or invitation. A faculty selection committee reviews student's records during the admission process and invites students to the honors program. Students are appointed annually. For further information, consult the Undergraduate Catalog or call the director.

WITHDRAWAL/LEAVE OF ABSENCE

A student who wishes to withdraw from the University or to take a leave of absence may do so by contacting the office of the academic advising counselor. For a student who withdraws during the semester, tuition adjustments are made only if the formal request for withdrawal is filed by the deadlines indicated in the University catalog.

When a student leaves after the Drop/Add period and prior to the end of the withdrawal period, a grade of W will be recorded for each course for which she was registered. If a student withdraws from the University after the official withdraw from courses deadline and prior to the end of the semester, she will earn a grade of "F" in each of her courses.

While on leave of absence, a student may not take courses at another institution. Students who are on leave of absence may return to the University by contacting the academic advising counselor and registering for the next semester. Students who withdraw from the University and wish to return must reapply through the office of admissions.

CAMPUS LIFE AND SERVICES

A CHILD'S PLACE

Location: LeClerc Hall

Phone: 410-532-5399

Fax: 410-532-5160

Email: mashton@ndm.edu

Operating Hours: 7:30 a.m. – 5:30 p.m., Monday-Friday

Office Hours: 9 a.m. – 3 p.m.

A Child's Place (ACP) is a preschool and kindergarten program approved by the Maryland State Department of Education. An academic program is provided from September through May and a summer camp is in operation from June through mid-August. Sixty students ranging from three years to six years old attend the school. Priority enrollment is given to Notre Dame faculty, staff and students, but ACP also accepts children from the surrounding Baltimore community.

ACADEMIC AND CAREER ENRICHMENT CENTER

Director: Diane MacKenzie McCann

Location: Theresa Hall 022

Phone: 410.532.5387 Email: ace@ndm.edu

Website: www.ndm.edu/student-services/career/

Hours: 8:30 a.m. – 4:30 p.m., Monday – Friday

8:30 a.m. – 8:00 p.m., one evening per week

The Academic and Career Enrichment Center (ACE) is a comprehensive center designed to enhance student success and retention by providing students with a full array of support services essential to their academic and professional success. The mission of ACE is to support students in their efforts in becoming highly effective and active learners. ACE provides an all-inclusive suite of services to increase student achievement and

confidence; to help students assume responsibilities for their own success; and to foster their commitment to life-long learning.

Career enrichment services include individual and small group career counseling; assistance in selecting a major; administration and interpretation of personality, interest and skill assessments. ACE also provides support for students seeking internships for academic credit through a 2, 3 or 4 credit seminar class. The ACE Center offers online career development support services including a database of employers and internship sites. ACE provides job search assistance to students and alumnae through resume preparation/review, mock interviews, informational interviews, coaching regarding professional appearance and attire, and information on local career fairs. The ACE Center provides links to other student communities across the greater Baltimore area through coordination with the Maryland Career Consortium (MCC), a network of 14 area private and public colleges and universities, and with the Selected Liberal Arts Consortium (SLAC), a network of 8 of the most selective liberal arts colleges and universities in Maryland and Virginia.

ACE's academic enrichment services include individual and small group tutoring to assist students in acquiring a command of a subject. Students may receive assistance with a specific assignment, prepare for an exam, or develop more effective study strategies. Tutoring is available to all students and is free of charge. Tutoring is provided by appointment and may take place in the ACE Center, at the Loyola/Notre Dame Library, in Residence Halls, or at other mutually convenient designated areas on campus. ACE collaborates with Academic Affairs and Advising to provide academic skills workshops and resources, as well as mentoring and academic support for students on probation. In addition, the ACE Center collaborates with the Counseling and Disability Support Services office to provide support for students with disabilities.

ACE also works with faculty members to enhance the academic service-learning experience for students. Service-learning provides opportunities for students to apply theories and knowledge learned in the classroom into real life applications in the community. Service-learning courses are available in diverse disciplines. ACE provides faculty development, technical assistance, and material support for faculty as they develop their service-learning programs.

ALUMNAE RELATIONS

Coordinator: Faith Towner

Location: Noyes Alumnae House, Third Floor

Phone: 410-532-5542

Website: www.ndm.edu/alumnae

Email: ndmalum@ndm.edu

Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

Over 19,000 have received degrees from Notre Dame of Maryland University. Our graduates live throughout the 50 states, the District of Columbia, Guam, Puerto Rico, the Virgin Islands, and 34 other countries. All graduates of the University are members of the dues-free Alumnae Association. The Association's purpose is to promote, support and advance the welfare of the University and to stimulate a spirit of cooperation and loyalty among its members. Alumni work with students through the admissions office, student development, student life, and the Academic and Career Enrichment (ACE) Center. As an alumna, you are entitled to many benefits, such as on-campus rental discounts, access to the library, fitness center and career services, as well as home, life and medical insurance and hotel, auto, and entertainment discounts.

ATHLETICS

Director of Athletics: Erin Foley

Location: MBK Complex, Second Floor

Phone: 410-532-3588

E-mail: efoley@ndm.edu

Office Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

In addition to the athletic department, the MBK Complex houses the gymnasium, swimming pool, fitness center, dance studio, locker rooms, racquetball courts and a walking track. The facilities are open when the

University is in session and available for use by Notre Dame faculty, staff and students. For a listing of the current hours, please check the website at www.ndm.edu/student-services/wellness. Hours are subject to change without notice. Open gym activities are scheduled throughout the year and advertised in conjunction with the office of student activities and orientation. Notre Dame of Maryland University sponsors eight Division III intercollegiate athletic teams. Basketball, field hockey, lacrosse, soccer, softball, tennis and volleyball are members of the Colonial States Athletic Conference (CSAC) while swimming is a member of the Old Dominion Athletic Conference (ODAC).

BALTIMORE COLLEGETOWN NETWORK (BCN)

Director: Kristen McGuire

Assistant Director: Darcy Accardi

Student Outreach Assistant: Kristen Guy

Location: Doyle 138, 139, 140

Phone: 410-532-3038

Shuttle phone: 410.532.3035

Email: info@BaltimoreCollegetown.org or shuttle@BaltimoreCollegetown.org

Baltimore is a thriving college town with 14 institutions and over 120,000 students. Visit the Baltimore Collegetown website (www.BaltimoreCollegetown.org) to learn about the Collegetown Shuttle, half price tickets, restaurant listings, things to do, neighborhoods, volunteering, and more. When you're ready to get an internship, visit the website's online internship board to find hundreds of positions in the area. Baltimore Collegetown also runs free student leadership workshops, civic engagement projects, and other region-wide events as well as the Baltimore Collegetown LeaderShape program for students interested in civic leadership. To get around town, Notre Dame students can use the Collegetown Shuttle, a free service with stops at Notre Dame, Goucher College, Towson University, Loyola University, Johns Hopkins University, the Maryland Institute College of Art and Morgan State University. The Collegetown Shuttle connects with the Charm City Circulator at Penn Station allowing you to reach the Inner Harbor, Mount Vernon, Federal Hill, Fell's Point and other downtown destinations. Track the shuttle online or on a phone using NextBus, a real-time predictor that tells how many minutes until the next bus will be at a stop.

Check the Baltimore Collegetown website for more information – www.BaltimoreCollegetown.org/shuttle.

BOOKSTORE-BARNES & NOBLE

Location: Gibbons Hall, Lower Level

Phone: 410-532-5395; www.ndm.bncollege.com

Hours: 9 a.m. – 5 p.m., Monday-Thursday

9 a.m. – 2 p.m., Friday and Saturday

The mission of the campus bookstore is to provide goods and services that support the academic mission of Notre Dame of Maryland University. Bookstore services include year-round textbook buyback, Barnes and Noble gift cards, logo clothing and gifts, textbooks, convenience items, greeting cards, school supplies and graduation regalia.

Students may return non-text merchandise in new condition up to 90 days after the purchase with a receipt. Textbooks may be returned within one week of the first day of class; for courses which last only one week, textbooks can only be returned within the first day of the class. Textbooks must be returned in their original condition and accompanied by a receipt.

CENTER FOR CAMPUS MINISTRY AND COMMUNITY SERVICE

Director: Melissa Lees

Chaplain: Rev. Robert Kennedy

Coordinator of Liturgical Services: Mary Roy Weiss, SSND

AmeriCorps VISTA: Jamie Gordon

Location: Doyle Hall, Room 130

Phone: 410-532-5574

Email: MLees@ndm.edu

Witnessing to the Gospel values of Jesus, the Center for Campus Ministry and Service offers opportunities for cultivating the spiritual well-being of the campus community and a commitment to social justice. By grounding the educational and social experience within a spiritual framework, the Center for Campus Ministry and Service fosters these primary values: growth in the knowledge and living of one's faith; the building of inclusive community; the development of leadership and service in today's world; and service to others in order to form a just society. Faithful to our Catholic heritage, the Center for Campus Ministry and Service embraces people of all faiths and welcomes the richness that religious diversity brings.

SCHEDULE FOR EUCHARISTIC LITURGY:

Sunday-11a.m.

Monday–Friday–12:15p.m.

The Sacrament of Reconciliation is available upon appointment.

COMMUNICATION

The main form of communication on the Notre Dame campus is through e-mail. Every student is given a Notre Dame e-mail account. All Notre Dame e-mail can be auto-forwarded to a personal e-mail account. Directions on how to do this are available at <http://email.ndm.edu>.

Important information is regularly sent to students via e-mail. All students are expected to become familiar with University policies, deadline dates and information posted in various publications, on our website and through informational e-mails sent to the ndm.edu student accounts.

Students should refer to the information located in this handbook, the undergraduate catalog, WebAdvisor and the Notre Dame website (www.ndm.edu) for important information regarding registration, graduation application dates, policies/procedures, online payment options, extraordinary news and updates from the University community.

COMMUTER STUDENT INFORMATION

Road Scholars-Commuter Student Organization

The director of student activities and orientation advises the commuter student organization, Road Scholars. Road Scholars provide a voice for commuting students as well as a social outlet as an Inter-Organization Council organization. The Road Scholars meet twice per month, hold social events twice per month and elect officers every fall. All Road Scholars meetings are open.

Food

Commuters can eat lunch in the commuter lounge, Gator Alley or the Dining Hall (all located in Doyle Hall). Microwave ovens are located near vending machines in the lower level of Gibbons Hall and in Doyle Hall. They can also purchase dining plans as described in the **Dining Services section under Meal Options.**

Commuter Student Lockers

Lockers are available in the lower level of Doyle Hall and the Marion Burk Knott Complex. To claim a locker, a locker agreement form must be obtained from the office of student life. As soon as the locker agreement is received, a locker number will be issued for the academic year. You must provide your own lock, which must be removed at the end of the academic year.

COMPUTING, ACADEMIC AND ADMINISTRATIVE

Director: Warren Szelistowski

Location: Virginia Kelly Rice Hall

E-mail: wszelistowski@ndm.edu

The University's main computer center is located in Virginia Kelly Rice Hall and serves as the core facility for the University's network, telecommunications and telephone systems, and campus-wide applications and databases. The center supports the Joule application and other instructional applications; the University's Datatel Colleague ERP system as well as all other database applications; and a host of auxiliary systems that include the University's one-card system, security applications, ID system, and Internet and Extranet systems. It also serves as the center for the Information Technology staff and the IT Help Desk.

COUNSELING CENTER

Director: Dr. Amy Provan

Location: Theresa Hall, Room 016

Phone: 410-532-5384

Email: aprovan@ndm.edu

Website: <http://www.ndm.edu/StudentServices/Counseling>

Hours - variable Monday-Friday, evening options

The counseling center serves as a resource for all students enrolled in the Women's College, CAUS and Graduate Studies, and the School of Pharmacy. The center fosters academic success by supporting personal growth and psychological wellness. Students typically discuss concerns related to personal, social, and academic issues. Confidential counseling is provided in a safe setting to enhance academic performance, personal development and interpersonal relationships.

Students can turn to the counseling center for a wide range of issues, including but not limited to the following:

- Adjustment to college
- Anxiety, depression and anger
- Concern about the well-being of others including friends and roommates
- Family problems
- Eating disorder, overeating or body image concerns
- Fear of public speaking or test anxiety
- Grief or loss
- Lack of social support
- Self-esteem and self-confidence
- Stress management or time management
- Relationships with friends, roommates, parents, romantic partners or spouse
- Physical or sexual abuse
- Problems encountered in a college setting
- Trauma and sexual assault

Services provided

- Individual, couples, group counseling
- Short-term, long-term, crisis intervention
- Workshops, consultations and outside referrals

Cost

Counseling services are free of charge for all students.

Schedule an appointment

To request an appointment with a counselor, go to

<http://www.ndm.edu/StudentServices/Counseling/MakeAppointment.cfm>. Appointments may also be made by calling ext 5384 (on-campus) or 410-532-5384 (off-campus). If no one is available to take your call, please leave your name, number and times you are available; your call will be returned within the next business day.

For an urgent mental health issue, call public safety at ext 6666 (on-campus) or 410-435-0100 (off-campus) and ask for a counselor to be paged. In the event of a mental health emergency, go to your nearest hospital Emergency Room or dial 911.

DEAN OF STUDENTS

Dean of Students: Pauline Williamson

Location: Doyle Hall

Phone: 410-532-5733

Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

The office of the dean of students is responsible for providing overall supervision of a comprehensive student life program. The Dean of Students collaborates with the offices of student development, academic affairs, enrollment management, business and finance and other representatives on and off campus to create and implement programs/services designed to enhance student retention and success.

DINING SERVICES

Food Service Director: Sherry Cohen

Location: Doyle Hall

Phone: 410-532-5726

Email: scohen@ndm.edu

Catering Director: Sherry Cohen

Location: Doyle Hall

Phone: 410-532-5726

Email: scohen@ndm.edu

While nothing can compare to home cooking, SAGE Dining Services strives to satisfy each individual's taste. The Doyle Dining Hall is located on the first floor of Doyle Hall. Gator Alley, the snack bar, and convenience store, is located on the lower level of Doyle Hall.

Other noteworthy items:

- No a la carte items are available in Doyle Dining Hall.
- No dishes or glassware can be removed from Doyle Dining Hall.
- You may use your Notre Dame ID card with declining balance points or meal plan or purchase meals using cash or credit card in Doyle Dining Hall.
- Specials and monotony breakers are done regularly to prevent the "board plan" from becoming a "bored plan." These specials are offered to meal plan participants at no extra charge.
- Dining facilities may close for class break periods. These closures will be posted in advance. If open, meal plans are not in effect.
- Bag meals may be ordered if you know you will be missing a meal in the Dining Hall. Just fill out an order form with your signature and student ID card number. Three (3) business days notice is required.
- If you are part of a meal plan and work off campus, a bag meal can be provided for you; please provide three (3) days notice.
- Meal plans may be changed only during the first two weeks of each semester.
- Unused dining dollars ***DO NOT*** carry over from the first to second semester. Any unused dining dollars will be forfeited.
- For those choosing the 14, 10 or 7-meal option, the Dining Services week starts with Friday breakfast and ends with Thursday dinner.
- Meal plan students attending catered functions on campus may have their food credit from Doyle Dining Hall applied toward the cost of the catered function.

DOYLE DINING HALL

Monday-Friday

Breakfast: 7:30 a.m. – 9:30 a.m.
Lunch: 11:00 a.m. – 1:30 p.m.
Dinner: 4:45 p.m. – 6:30 p.m.

Saturday & Sunday

Lunch: 11:00 a.m. – 1:30 p.m.
Dinner: 5:00 p.m. – 6:00 p.m.

MEAL PLAN OPTIONS

Residents must choose one of the following meal plans:

Doyle Plan – 19 meals per week and \$125 in points each semester that can be used to purchase guest meals in the Doyle Dining Hall or a la carte purchases in Gator Alley.

Knott Plan – 14 meals per week and \$175 in points each semester that can be used to purchase guest meals in the Doyle Dining Hall or a la carte purchases in Gator Alley.

Gibbons Plan – 10 meals per week and \$225 in points each semester that can be used to purchase guest meals in the Doyle Dining Hall or a la carte purchases in Gator Alley.

MBK Plan – 7 meals per week and \$275 in points each semester that can be used to purchase guest meals in the Doyle Dining Hall or a la carte purchases in Gator Alley.

All resident students are required to have one of the four resident meal plans. All residents will be put on the 19-meal option unless a different meal plan is requested in writing to SAGE Dining Services, within the first two weeks of a new semester. There are no refunds for unused meal plan dollars at the end of each semester.

The Block Plan – The Block Plan is designated for commuters, Renaissance Institute, faculty, and staff. A block of 25 or 45 meals is offered each semester. One meal or block can be used to purchase breakfast, lunch, or dinner in Doyle Dining Hall, resulting in up to a 36% savings over the price at the door. Sign up at the registrar's office.

COSTS IN DOYLE DINING ROOM

Flex Dollars:

Breakfast \$6.50
Lunch \$7.50
Dinner \$8.50

Cash Price with Valid University ID Card:

Breakfast \$7.50
Lunch \$8.50
Dinner \$9.50

Cash Price without University ID Card:

Breakfast \$8.50
Lunch \$9.50
Dinner \$10.50

All prices include Maryland sales tax (where applicable)

GATOR ALLEY HOURS

Updated hours of operation will be posted by the beginning of the fall semester.

COSTS IN GATOR ALLEY

All items are sold a la carte. Cash, credit cards, dining dollars and flex dollars are accepted.

SPECIAL DIETS AND SICK TRAYS

Request for special diets, due to medical reasons, may be directed to the Director of SAGE Dining Services. Requests must be submitted in writing two weeks prior to the start of classes for each semester. Please provide a letter from your physician detailing the diagnosis and special dietary requirements.

If you are ill and unable to get to the Dining Hall, SAGE Dining Services can provide a Bag Lunch. You must give a signed, dated note with your ID card to your RA who will bring a meal to you.

DISABILITY SUPPORT SERVICES

Director: Dr. Amy Provan
Location: Theresa Hall, Room 016
Phone: 410-532-5379
Email: aprovan@ndm.edu
Hours: variable Monday-Friday

Coordinator of Disability Services: Elizabeth Scott
Location: Theresa Hall, Room 017
Phone: 410-532-5434
Email: escott@ndm.edu
Hours: variable Monday-Friday

The goal of the University's office of disability support services is to maximize student potential so that students may derive the greatest benefit from their educational experience. The coordinator of disability support services works with students to ensure that they may participate as fully as possible in campus life. Students seeking accommodations must identify themselves to the coordinator of disability services, request an appointment to discuss their needs, and when appropriate, provide current documentation of their disabilities. The University is committed to providing equal access to its programs and services for students with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Under section 505 and the ADA, a person with a disability is anyone who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. Disabilities can include, but are not limited to learning impairments.

Services provided

Depending on a student's disability and needs, the University can provide a wide range of reasonable accommodations, including but not limited to auxiliary educational learning aids, course and examination taking modifications, and housing.

Students who believe that the University has not or is not accommodating their needs appropriately may bring their complaints to the vice president for student development and to the vice president for academic affairs who will address the matter. Their decision will be final and will hold no precedential value.

Schedule an appointment

To request an appointment, go to <http://www.ndm.edu/StudentServices/Disability/MakeAppointment.cfm>.

Appointments may also be made by calling ext 5434 or ext. 5379. If no one is available to take your call, please leave your name, number and times you are available; your call will be returned within the next business day.

FINANCIAL AID

Director: Zhanna Goltser
Location: Theresa 120
Phone: 410-532-5735
Email: zgoltser@ndm.edu
Hours - 8:30 a.m. - 4:30 p.m., Monday-Friday.

Financial aid is offered to help students meet their educational expenses. Aid consists of scholarships, grants, loans, and paid employment which may be available to students singly or in combinations called “packages.” The sources of such funds are the federal government, state agencies, private foundations, corporations, educational institutions, community organizations, and Notre Dame of Maryland University. Scholarships and grants do not have to be repaid. Loans are offered at low interest rates on the condition that they be repaid. Payment is extended over a long-term period. Paid employment is an earning program. The amount students are offered is the amount they may earn. They are paid an hourly rate for work actually done.

Students receiving financial aid **are required** to check their Notre Dame emails for communications from the office of financial aid. Students must reapply for financial aid each year by February 15 by completing FAFSA at www.fafsa.gov; the University’s code is **002065**. In addition, students must maintain satisfactory academic progress (as listed on the financial aid website). Other factors which could have a bearing on the receipt of financial aid and the amount awarded include course load, grades, program length and resident or commuter status. Students should schedule an appointment with the office of financial aid to discuss any questions or changes in status. The office of financial aid encourages students to visit the financial aid website at www.ndm.edu/admissions/financial-aid to view financial aid policies, deadlines, important announcements, external scholarships and to use a financial aid calculator. Financial aid information is available live 24/7 on WebAdvisor (<https://advisor.ndm.edu>).

HEALTH SERVICES

Director: Jeanne Lombardi

Location: Loyola University Maryland, 4502A North Charles Street in Seton Court

Phone: 410-617-5055

E-mail: jlombardi@loyola.edu

Hours: Monday-Friday, 8:30 a.m. – 5 p.m.

After-hours service is available by calling Sinai Hospital at 410-583-9396.

Notre Dame of Maryland University and Loyola University Maryland collaborate to provide high quality health care services for students. The Student Health Center provides outpatient primary care in a confidential setting. The Center is designed to provide continuous management of both long-term and short-term medical problems, as well as preventive medical care.

Physical examinations, immunizations, laboratory tests, confidential HIV testing and counseling, on-site pharmacy, allergy clinic, acne treatment, consultations, and specialty referrals are provided.

Health promotion and education services including educational materials, health consulting visits, nutrition consultation, special events, outreach presentations, and patient education are provided by professional staff and Student Health Educators (SHE).

Students who are too ill to walk to the Student Health Center may call the office of public safety at 410-435-0100 (**at least two hours prior to the appointment**) to arrange transportation. Please call the Student Health Center first to let them know when you are coming.

For after-hours medical care or advice, call Sinai Hospital at 410-583-9396. Leave your name and telephone number. Please keep your line available; a doctor or nurse practitioner will return your call within the hour.

All information in student medical records is confidential and access to records is limited to authorized Health Center personnel only. A written release *must be signed* by the student receiving care in order to have information released. This is a legal requirement. You may obtain a consent form from the Loyola Student Health Center.

INFORMATION TECHNOLOGY HELP DESK

Help Desk Manager: Ed Boston

Location: Virginia Kelly Rice Hall

Phone: 410-532-5200

Email: helpdesk@ndm.edu

Virtual Help Desk: <http://portal.ndm.edu>

Hours: 8 a.m. – 8 p.m., Monday – Friday

9 a.m. – 2 p.m., Saturday

Closed Sunday

Hours are for fall and spring semesters.

The Information Technology Help Desk is available to answer campus technology questions from students, faculty or staff. Other services provided by the Help Desk include production and distribution of the official Notre Dame ID card, distribution of e-mail accounts and assistance with phone mail.

INTERNET AND E-MAIL ACCESS

The University provides student e-mail accounts for students at no cost. Windows Live@ ndm.edu will allow students to access e-mail from any computer with Internet connectivity. New students are issued a personalized letter identifying the student's e-mail account name and password as well as instructions regarding the use of the University's e-mail system.

All Women's College students are responsible for checking their campus e-mail address on a daily basis. Your campus e-mail address is the **official method** of communication through which the university delivers information to you. This includes important information from student life, the associate vice president for academic issues, the registrar's office, and many other offices with information crucial to your success. The residence hall directors send out emails and voicemails to all residents concerning very important residence life matters (including fire alarm testing, power outages, water main breaks and security issues) that you need to be informed of in a timely manner.

Students may gain access to the Internet and e-mail from the campus computer labs located in Rice Hall, Doyle and Meletia Lounges and Gator Alley, Internet-accessible classrooms, and the student residence hall rooms. Students may also gain access to the Internet via the University's wireless network in Doyle, Meletia, Theresa, LeClerc, MBK and Knott Science Halls.

Resident students who wish to gain access to the Internet and the University's local network may contact residence life for a "Get Connected" brochure. This brochure provides student-friendly instructions on how to connect a personal computer to the University's network. A student who requires additional assistance or technical support may contact one of the local vendors listed in the "Get Connected" brochure at the student's own expense. Students are responsible for contacting the vendor and obtaining their current rates before contracting for services. Contact residence life for more information.

CAMPUS VIDEO SERVICES

The campus video network is comprised of two separate networks – an "outbound" network used for viewing by students, faculty, and staff, and a "return" network used for campus-produced video production and editing.

The outbound network currently includes over 60 channels of the most popular instructional and entertainment stations like TNT, MTV, VH-1, E!, ESPN, C-SPAN, etc. There are also twelve channels used to support academic programs: three education channels and one satellite channel originating from the Loyola/Notre Dame Library, two channels that originate from the Communications Arts TV Studio (WCND Radio and the WCND campus TV Station), and six Notre Dame channels.

The video return network is designed to give the University the ability to produce its own studio-quality video from locations around campus, including 14 technology-enhanced classrooms.

Students can view 77 channels from any location on campus where a video port is present. Ports are located in all classrooms, most general use areas, residence hall rooms, designated lounges, and Gator Alley.

TELEPHONE SERVICES

Resident students in the same room share one phone, but each student has a personal phone mailbox. This allows each student to record her own personalized greeting and capture phone calls while away from the room. Calls can then be retrieved, saved, forwarded, and deleted from anywhere on or off campus. Students may build their own distribution lists and send broadcast messages to individuals or groups of students. For details regarding the use of the system, students should contact Information Technology's Help Desk at 410-532-5200.

COMPUTER LABS

Instructional Services Manager: Janice Jones
Instructional Services Assistant: Bryan Blum
Location: Virginia Kelly Rice Hall
Phone: 410-532-5596
Email: jjones@ndm.edu, bblum@ndm.edu
Hours: 9 a.m. – 1 a.m., Sunday
8 a.m. – 1 a.m., Monday-Thursday
8 a.m. – 6 p.m., Friday & Saturday
Hours are for fall and spring semesters.

The networked computer labs feature 50+ PC workstations and 20 Macs. All PC and Mac workstations support current computer applications including word processing, databases, graphics, multimedia and many specialty applications. Both networks include laser printers, scanners and DVD drives. Using the latest web tools, students may browse the Internet, access the Loyola/Notre Dame electronic library system, as well as send e-mail to and receive e-mail from other users around the world.

HELP DESK ASSISTANTS ARE AVAILABLE TO ASSIST STUDENTS IN THEIR USE OF THE COMPUTER EQUIPMENT AND SOFTWARE APPLICATIONS.

PHOTOCOPYING

Coin operated photocopying machines for student use are located in: Gibbons Hall lower level and the Loyola/Notre Dame Library. Direct questions or problems with the coin operated machines to the Document Center located in Gibbons Hall, 410-532-5310.

ID CARDS (CAMPUS ONE-CARD)

Each enrolled student is provided with an official identification card. Students should carry their ID card at all times. This card provides door access to classroom buildings and the residence halls, and access to the resources in the Loyola/Notre Dame Library, Rice Hall Computer Labs, and the Fitness Center. Students are required to use their ID to print in the Rice Hall Computer Labs. Resident students should contact Residence Life for problems with access to the residence halls.

ID cards are printed and distributed at the Technology Help Desk located in Rice Hall. Report lost or stolen ID cards to the Help Desk by calling 410-532-5200. There is a \$15 charge to replace an ID.

INTERNATIONAL STUDENT SERVICES AND INTERNATIONAL EDUCATION

Office of International Programs
Associate Dean for International Education: Astrid Schmidt-King, J.D., LL.M.
International Student Advisor and Immigration Specialist: Val Smith, M.A.
Location: The Feeley International Center, Room 016
Phone: 410-532-3183, 410-532-5561
Email: aschmidtking@ndm.edu, vsmith@ndm.edu
Hours: 8:30 a.m. – 4:30 p.m.

The office of international programs serves as the focal point for international information, immigration and visa services, study abroad, and specific programs and activities for both international and domestic students.

LANGUAGE LEARNING CENTER

Supervisor: Kyle Hopson
Location: Feeley International Center, 040
Phone: 410-532-5120

Email: khopson@ndm.edu

Notre Dame's Language Learning Center is a digital multimedia learning environment, which is used to help students become more proficient in a foreign language. Using the latest technologies, it allows students to have complete control of the learning environment as they interact with audio, video, and multimedia presentations used for the instruction of classical and modern foreign languages, as well as English as a second language.

Students have access to online Internet-based language activities (web sites, newsgroups, etc.). Free peer tutoring is available for a variety of languages. Additionally, within the lab there is a Resource Room where students can find books, magazines, and other materials pertinent to their language of study. Hours are posted outside the lab and on the University website.

LOYOLA-NOTRE DAME LIBRARY

Director - John McGinty

Phone - 410-617-6811

E-mail: jmcginty@ndm.edu

Hours - During fall and spring semesters:

Monday - Thursday 8:00 a.m. - 2:00 a.m.

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

Saturday 8:00 a.m. - 8:00 p.m.

Sunday 12:00 p.m. - 2:00 a.m.

Students are encouraged to make extensive use of the Loyola-Notre Dame Library. Through the Library's shared catalog books from four other college libraries can be requested online and will be sent within 48 hours; students have access to over 1,000,000 volumes. The Library also has 55,000 online and print periodical titles, and 18,600 media DVDs, videos, and CDs. The Library's website (www.loyola.edu/library) provides a gateway to a world of information that includes numerous periodical/newspaper article databases (such as JSTOR, Project Muse, CINAHL, PsycArticles, Business Source Premier, Lexis-Nexis Academic Universe, Oxford Journals Online, and ScienceDirect) and informational databases (such as the Oxford English Dictionary, Lexi-Comp Online, and Gale Virtual Reference Library). A discovery service called *Seeker* enables students to find books, articles, and other resources on a topic with a single search. Library workstations allow full access to the Internet and the Microsoft Office Suite; in addition, the library is wireless accessible. Students can also log on to Library databases from off-campus.

The Library completed a major building project in 2008, resulting in a spacious addition as well as a complete renovation of the existing building. New facilities include an auditorium, digital media lab, seminar rooms, cyber café, DVD browsing area, and expanded group study space.

Librarians in the Research and Instruction Department assist students in selecting and using various information sources. The Library offers research assistance in person or by phone, email, 24/7 web chat, IM, or text messaging. Books and articles not owned by the Library can often be requested through interlibrary loan. Customer Services Department staff are available to assist students with reserve material (much of which is now digitized) and printing/copying.

The Library is closed on Labor Day, Wednesday through Friday of Thanksgiving week, Christmas/New Year's Break, Martin Luther King Day, Good Friday, Easter Sunday and Monday, Memorial Day, and Independence Day. Changes in service hours during vacations, the summer, and January will be posted.

Students are responsible for all Library materials checked out on their ID cards.

PUBLIC SAFETY

Director of Public Safety: Jeffrey Munchel

Location: Gibbons Hall, Room 002

Phone: 410-532-5324

Email: jmunchel@ndm.edu

Hours: 8:30 a.m. - 4:30 p.m., Monday-Friday

The office of public safety works with the campus community to provide a safe environment that is conducive to learning. Public safety officers patrol the campus 24 hours a day, seven days a week. The public safety staff is trained to respond to emergencies and student needs. Contact public safety through the Communications Center immediately by calling 0 or 5360 for non-emergencies and 6666 for emergencies. There are emergency phones indicated with a blue light located throughout the campus.

All students are encouraged to exercise the following safety precautions:

- Use the escort service provided by public safety if you plan to travel alone at night on campus.
- Do not prop open any exterior door.
- Report all incidents immediately.
- Keep your car and room doors locked at all times.
- Program the Communication Center telephone number into your cellular telephone, 410-532-5360.
- Report to public safety, as soon as possible, any unescorted strangers, male or female, you encounter on campus. If possible, maintain visual contact of the person until a public safety officer arrives.

CAMPUS EMERGENCY NOTIFICATION PROCEDURES

In the event that it becomes necessary to notify the entire campus of a **significant emergency or dangerous situation** involving an immediate threat to the health or safety of students, faculty and staff, the University has developed a campus alert procedure. This procedure will be utilized, unless issuing a notification will compromise efforts to contain the emergency as determined by law enforcement, emergency management and University officials.

To further expand on the procedure, alerts may include but are not limited to notifications for campus closings or delays due to inclement weather, campus wide power or utility failure, fire, or similar emergencies.

In the event of an emergency or other dangerous situation, the Director of Public Safety shall be responsible for issuing an emergency alert/notification. Such alerts may include, but are not limited to:

- A campus wide mass notification via the e2 Campus Alert System to alert students, faculty, and staff of the emergency situation. This is limited to those who have signed up for this free service. *This system sends text messages and e-mails to subscribers.
- Patrol vehicles may be used to drive through the campus, sounding sirens, and making appropriate Public Address announcements. In some situations, this method may not be desirable.
- The campus communications network may also be used to send out an e-mail and/or voicemail messages to the entire campus community.

* Notre Dame of Maryland University offers a state-of-the-art mass notification system. The system sends messages instantly and simultaneously to registered text-message-capable cell phones, PDAs, Blackberrys, pagers, smart or satellite phones, and e-mail addresses. **Students are strongly encouraged to register.** The University can quickly send information critical to the campus directly to you, such as campus emergencies, closings due to weather, etc. Signing up is easy. To sign up, have your cell phone with you and log on to: <http://www.ndm.edu/offices-and-services/public-safety/e2campus/>.

NOTE: Registration is FREE. Standard text messaging fees apply to all messages sent to your cell phone. You may register two email addresses and two devices. Alerts from the campus will appear 'From: **NDMTxt**'. For questions regarding the Campus Alert System, please contact Public Safety at 410-532-5324 or email Security@ndm.edu.

EMERGENCIES

In the event of a fire or other crisis, call the Communications Center at 6666 for assistance and Public Safety will call 911.

EMERGENCY BLUE LIGHTS

Emergency blue light stations may be used for any emergency situation. Press the red button and a public safety officer is immediately notified of your location and you are in immediate voice contact with the public safety dispatcher. Push the call button and use the keypad to call for an escort.

ESCORTS

During evening hours, students should call 410-532-5360 if off campus, or ext.5360 if on campus to request an escort to and from anywhere on campus and the library. The call button and keypad on the Emergency Light poles may also be used to call for an escort.

LOST AND FOUND

Any article lost or found should be turned in to the public safety office. Pertinent information should be recorded in the public safety office, i.e., article lost or found, general location, brief description, and name and phone number of person to contact. All items will be kept for 90 days. Contact the office of public safety to inquire about lost items.

MOTOR VEHICLE REGULATIONS FOR OUT-OF-STATE STUDENTS

Students with out-of-state residency who attend school in Maryland and who operate a vehicle which is registered outside of Maryland must obtain a non-resident vehicle permit from the Motor Vehicle Administration if the vehicle will be operated in Maryland for more than 30 days. Failure to do so may result in a fine of up to \$1,000. Forms are available in the public safety office.

PARKING AND DRIVING REGULATIONS

DRIVING REGULATIONS

The office of public safety regulates traffic and driving patterns on campus. Driving and parking on campus is a privilege and students are expected to be aware of and honor these regulations for the safety of University faculty, staff and students as well as those in the University's surrounding neighborhoods. For example, only right turns are permitted onto North Charles Street from the southern entrance/exit when leaving campus. Failure to follow campus driving policies and restrictions may result in a citation or, for repeat offenders, an Honor Board hearing and sanctions which could include suspension of driving privileges on campus. For a detailed map of driving patterns as well as parking, please visit the University's website at www.ndm.edu/admissions/visit-campus/maps-directions-and-parking/.

PARKING REGULATIONS

The office of public safety regulates parking on campus. Parking regulations are available from the office of public safety in Gibbons Hall, Room 002. Students are responsible for knowing and upholding parking regulations.

PARKING AT NOTRE DAME OF MARYLAND UNIVERSITY IS BY PERMIT ONLY!

All students must register their vehicles with public safety and affix a Notre Dame registration decal to their vehicle by the first day of classes for the semester. Registration is FREE. Vehicles which are not properly registered and displaying a valid permit may be removed from campus at the owner's expense. Public safety officers may authorize a tow company to remove from the University's property a vehicle that is unregistered, is unoccupied and presents a hazardous condition, is abandoned, or is parked in a reserved handicap area without a handicap permit. Repeat offenders who receive four (4) traffic violations within the academic year (June 1 through May 31) will be subject to an Honor Board hearing and sanctions which could include towing and loss of future parking privileges. Vehicle owners will be responsible to pay all towing and storage fees.

Signs are posted to assist drivers with traffic flow and to indicate the appropriate parking areas, such as visitors' parking, employee parking and no parking. Curbs and roadways are painted in certain areas to give directions for flow of traffic. **There is no parking permitted in areas with white painted curbs.**

PARKING CITATIONS APPEALS PROCEDURE

Appeals Board

The Appeals Board for parking citations reviews all requests for appeal of a parking citation issued to faculty, staff, student, or guest. Appeal forms are available in the Department of Public Safety and on the University's website. All appeals must be submitted to the Parking Appeals Board on the Traffic Violation Appeal Form

and forwarded to the office of public safety in Gibbons Hall, Room 002. Appeals received after fifteen (15) calendar days from the ticket date will not be honored.

The membership and composition of the Board is: director of public safety chair, faculty representative, staff representative, human resources representative, and Student Senate representative. The Board will vote to determine final disposition of the citation appealed. **This is the final appeal.**

The Appeals Board meets once a month. All results will be sent to the person appealing. If the appeal is granted, the ticket will be voided and the process is concluded. If the appeal is denied, an individual pays any outstanding fines. Any fines not paid will be added to the student's account in the Business Office. These outstanding fines will result in a "hold" being placed on grades, transcripts, and/or graduation.

PROJECT ID

The office of public safety will assist all members of the community in recording serial numbers on expensive equipment. More information is available in the public safety office. Use your driver's license number when engraving personal property. An engraver is available in the public safety office.

THEFTS

All thefts occurring on campus should be reported immediately to the office of public safety. Do not create an opportunity for crime to occur! Use the suggestions below to protect yourself and the community:

- Do not keep large amounts of cash in your room or on your person.
- Keep valuable equipment locked in your closet over short breaks and take them home during longer breaks.
- Report any suspicious behavior to a Resident Assistant or Public Safety
- Don't flaunt valuable jewelry or expensive items.
- Keep valuables locked in the trunk of your vehicle.
- Use an anti-theft device on your vehicle.

RESIDENCE LIFE

Residence Hall Director, Doyle Hall

Location: Doyle 122A

Phone: 410-532-3173

Residence Hall Director, Meletia Hall

Location: Doyle 122B

Phone: 410-532-3174

The philosophy of residence life is to provide students an opportunity to live and learn in a community which fosters personal and academic growth. The residence halls are an excellent place to meet new friends, participate in activities, develop new interests, and learn to live in a community rich in diversity.

Housing and Board Agreements

Only those individuals enrolled and attending Notre Dame of Maryland University are eligible to enter into this agreement.

The University requires all full-time undergraduate students to live on campus until they complete 60 credit hours (junior status) unless they satisfy one of the following exceptions: (1) living with parents or legal guardians in Baltimore City or any other location which is not more than 30 miles away from the University; (2) over 21 years of age; (3) married or have dependent children; and/or (4) are a military veteran. Students are required to provide formal documentation acceptable to the University to verify their exception to the residency requirement, and if living with a parent or legal guardian, an affidavit will be required from both the student and the parent/legal guardian confirming the living arrangements and confirming that any change in those living arrangements will be immediately reported to the Residence Hall Director.

This Residence Life Housing and Board agreement (housing contract) is a legally binding agreement for the full term of the agreement. Any request to cancel the contract must be made and submitted in writing to the

office of Residence Life with all documentation required to verify the stated reason for the request. Housing and Board agreement (housing contract) cancellations are not automatic, and all requests are subject to review and approval by the office of Residence Life which will make all decisions regarding approval or denial in writing. If cancellation approval is given, it will only be where there is a (1) change in status with the University (i.e. graduation at end of fall semester, change to part-time status, transfer, withdrawal, suspension, studying abroad) or (2) change in marital or dependent status (i.e. marriage, birth or adoption of dependent children). A student must receive written approval of her/his requested cancellation before moving out of the residence hall.

Housing Extensions

Housing extensions may be granted during Thanksgiving, Spring Break, and Easter Break; however, students must pay an additional room and board fee, as this is not covered under the regular housing agreement. The residence halls are closed between Christmas and New Year's. Housing is available for Winterim and summer sessions for an additional fee.

Residence Halls

Doyle and Meletia Hall are the two residences for students who live on campus. They are equipped with lounges, kitchenettes, laundry facilities, telephone, computer, cable, and Internet access. To reserve a room, new students who indicate an interest in on-campus housing are sent an application in the "New Student Information Packet." Students should submit the completed application to the office of residence life and the housing deposit to the Business Office.

Residence Life Staff

Residence life staff includes two full-time Residence Hall Directors, an office administrator and six Resident Assistants (RAs), sophomore, junior and senior resident students who have exceptional maturity, social skills, enthusiasm and desires to serve the campus community. Creating environments where we support and encourage individual student growth and the development of personal relationships is an essential component of residence life. The RA is a part-time, para-professional staff member in the office of residence life. The RA lives on a floor with 40-80 residents and assumes the responsibility for responding to the personal needs of floor members, for shaping an environment that supports academic and personal development and for managing critical administrative tasks for her floor and building. RAs play an important role in helping students create a sense of community by promoting a group experience that encourages a sense of belonging as a member of the floor, the facility and campus. To accomplish this, RAs are expected to organize a wide range of educational, cultural, recreational and social activities and contribute actively to them. Increasing a sense of community also includes encouraging residents to assume responsibilities for their actions. Staff members are responsible for interpreting, explaining, and enforcing residential life regulations.

Resident Student Standards/Expectations

Living on campus is your community. Residents have both rights and responsibilities. Students who responsibly exercise their rights while respecting the rights of others play an integral role in facilitating a healthy environment. The Residence Life Handbook is available to all residents and outlines expected conduct and provides information about the residence facilities. This may be found online at www.ndm.edu/student-life/residence-life/.

Room Selection

Room selection is created based on a lottery system, which is a non-discriminatory manner of assigning rooms. Each student that makes a housing deposit will be randomly assigned a room selection lottery number by academic class year. Whenever possible, mutual requests for roommate preferences are honored; however, the University reserves the right to make room assignments and room changes. All resident students are required to be on the University's board plan.

For more information regarding residence life, please see the Residence Life Handbook online at www.ndm.edu/student-life/residence-life/.

SCHOOL AGE DROP-IN ACTIVITIES

Location: A Child's Place in LeClerc Hall

Phone: 410-532-5399

Fax: 410-532-5160

Email: mashton@ndm.edu

Operating Hours: BY RESERVATION ONLY

5:30 p.m. – 10:00 p.m., Monday-Thursday

8:00 a.m. – 6:00 p.m., Saturday

School Age Drop-In for children ages 5-12 years is now offered evenings and Saturdays for students of the College of Adult Undergraduate Studies (CAUS), graduate students, and faculty. The Drop-In program is designed to provide support for students and faculty who have children in need of supervision while their parent attends or teaches class since children may not be left unattended or accompany their parent to class. Parents must contact *A Child's Place* at least 24 hours ahead of time to register their child for Drop-In care.

SERVICE OPPORTUNITIES

Notre Dame of Maryland University provides ongoing opportunities for service and volunteerism to all members of the University's community. These opportunities also support the University mission "to build inclusive communities, to engage in service to others and to promote social responsibility." The volunteer and service opportunities offered are designed to stretch the individual and are consistent with the School Sisters of Notre Dame's belief that the transformation of persons will transform the world. Long and short term volunteer experiences are available in the Baltimore community and off-campus as well as Alternative Spring Break trips.

STUDENT ACTIVITIES AND ORIENTATION

Director of Student Activities and Orientation

Location: Doyle Hall

Phone: 410-532-3158

Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

This office coordinates the activities calendar and ensures diversified programs, provides continuous support to student organizations and leaders and advises the Student Activities Board, Inter-Organization Council and Road Scholars. The office of student activities and orientation also oversees the Activities Resource Center (ARC), providing resources for student organizations, leadership development resources, program idea files, etc. In addition, the office coordinates all new student orientation programs. They also publicize events both on and off campus and network with area colleges and universities.

STUDENT EMPLOYMENT

Financial Aid

Location: Theresa Hall, Room 122

Phone: 410-532-5749

Email: lbrown17@ndm.edu

Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

Any student is eligible to apply for student employment. Students who have been awarded Federal Work-Study as part of their financial aid package will be given preference. Each semester a listing of positions is available through the office of financial aid. Many types of positions are available, including clerical assistants, computer lab assistants, and day-care assistants. You must apply online. Students are paid monthly. Please apply on-line for all positions at <http://www.ndm.edu/FinancialAid/TypesOfAid/WorkStudy/joblistings>.

The student employment program is managed by two offices, the office of human resources and the office of financial aid. If you have questions about available jobs or Federal Work-Study information, please contact financial aid. If you have questions about payroll matters, please contact Jennifer Morrow in human resources.

STUDENT LIFE INFORMATION CENTER (SLIC) DESK

Phone: 410-532-5725

Hours: 9 a.m. – 12 a.m., Sunday - Thursday

9 a.m. – 2 a.m., Friday – Saturday

The Student Life Information Center (SLIC) Desk is located in the first floor lobby of Doyle Hall. SLIC Student Assistants are responsible for greeting and assisting guests when they first enter Doyle Hall and directing them to Doyle Hall staff members as needed. In addition, they distribute student mail, sign guests in, verify IDs, and handle important confidential information.

STUDENT PUBLICATIONS AND MEDIA

COLUMNS

The student-run newspaper, *Columns*, is published regularly during the academic year. The staff is responsible for editorial content, advertising, management, photography and layout. Students may choose to participate at any level from writing a single article to being editor-in-chief. See Jennifer Hale for more information.

WNDM-TV STATION

Station Channel - Channel 28 on the campus television cable system

Location: Gibbons Hall, Room 420, Video-Editing Lab

Station Phone: 410-532-5171

WNDM-TV is the campus television station. This station is open to all students and is operated as a lab by the Communication Arts Department. There are elected and staff positions. Academic credit is possible through COM 202 and 302, College Media Workshops. See Dr. Joseph Schaub for more information.

WNDM-RADIO STATION

Station Channel - 640 AM and Channel 27 on the campus television cable system

Location: Gibbons Hall, Room 420A, Radio Studio

Station Phone: 410-532-5533

WNDM is operated as a lab under the Communication Arts Department. It is staffed by volunteers from any department and by the Audio Production class. Positions include announcers/disk jockeys, station manager, publicity director, music director and news director. Academic credit is possible with permission of advisor. WNDM also provides audio for the NDM Message Channel. See Dr. Joseph Schaub for more information.

THEATRE

Ye Merrie Masquers

Location: Gibbons Hall, Room 500D

Phone: 410-532-5518

Advisor: Dr. Gene Farrington

Ye Merrie Masquers (YMM), the student drama organization, is a highly active student organization that has been a campus tradition for 84 years. Members of YMM work closely with the academic drama program, which focuses on student playwriting. One semester each academic year is devoted to new student written play(s) with an academic focus. The other semester a play(s) is selected by YMM members and produced by the organization. For the present all plays are produced in the Marian B. Copeland Theatre.

Actors, as well as those who like to work behind the scenes, are encouraged to participate in performances. The University's drama program focuses on and supports the work of Notre Dame playwrights and actively seeks participation by writers. The English Department offers a concentration in the major, a drama minor, a self-designed major in conjunction with Lancaster University, U.K or Universities in Australia and New Zealand. Courses are available in acting, advanced acting, directing, playwriting, computerized set design, oral interpretation and dramatic literature.

VICE PRESIDENT FOR STUDENT DEVELOPMENT

Location: Doyle Hall, Room 136

Phone: 410-532-5308

Email: vpsd@ndm.edu

Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

The Vice President for Student Development acts as an advocate for students and represents their interests to the broader University community, including the President and the Board of Trustees. The vice president is also responsible for providing leadership for the programs and services designed to enhance student retention and success. The Vice President for Student Development also provides leadership for coordinating retention programs, health services, career services, campus ministry, leadership, athletics, intramurals and wellness, counseling and disability support services, student life and activities, residence life, and A Child's Place.

WELLNESS

Wellness Coordinator: Nichole Ruppel

Location: MBK Complex, Athletic Training Room

Phone: 410-532-5385

E-mail: nrhoads@ndm.edu

Office Hours: Posted

The University offers several fitness opportunities under the Wellness Program. Students, faculty and staff have access to the MBK Fitness Center, LeClerc Pool and classes as they are offered.

WRITING CENTER

Director: Dr. William Davis

Manager: Cara Corsaro

Location: Gibbons Hall, Room 504

Phone: 410-532-5113

Hours: Monday through Saturday, posted fall and spring semesters

If you need assistance with a writing assignment, or just want to talk through ideas for an essay, please stop by. A staff of Writing Associates (peer tutors) can help you to

- come up with better essay topics
- increase the significance and depth of your presentation
- improve the support for and development of your ideas
- better organize your material
- enhance the effectiveness of your style

In addition, they will help you edit your work for clarity, coherence, precision, and correctness.

The services are free and are available to any member of the University community on a drop-in basis or by appointment. Please bring a copy of the assignment and any draft or preliminary writing (hard copy).

Appointments are strongly encouraged.

MISCELLANEOUS STUDENT SERVICES

ATM

For your convenience, an M&T Bank ATM is located across from the post office on the lower level of Gibbons Hall.

CHECK CASHING SERVICES

Students' personal checks may be cashed at the business office located in Theresa Hall for amounts up to \$25.

POSTAL SERVICES

Location: Gibbons Hall, Lower Level

Phone: 410-532-5359

Hours: 8:15 a.m. – 4 p.m., Monday-Friday

The mailroom provides U.S. Postal Service (for mail) and United Parcel Service (for shipping). Stamps and books of stamps are also available. Students may pick up and sign for incoming packages that are larger than their assigned locked mailboxes at the mailroom located in the lower level of Gibbons Hall. Students are notified via campus email when a package has been received for them. Incoming packages not picked up within 30 days from date of delivery to the mailroom will be returned to sender.

INTRA-CAMPUS MAILBOXES

Located in Doyle Hall lower level, student mailboxes are used for intra-campus communications and **must** be emptied daily. Communication placed in these boxes should be signed by an individual or approved by the office of student life. These mailboxes may not be used by individuals outside the University community.

Individual pieces of mail may be placed in the intra-campus student mailboxes or in the mail slot marked "Student Mail" at Postal Operations in Gibbons Hall. At approximately 1:30 p.m., Monday-Friday, mail will be transported to Doyle Hall and placed in the boxes.

Bulk mail, including fliers, posters, brochures, and pamphlets, should continue to be placed in student mailboxes by the originating office or organization. Postal Operations will not distribute mass mailings to student mailboxes.

The office of student life will label the mailboxes each semester. For more information on mailbox assignments, call the office of student life at extension 5733.

LOCKED MAILBOXES

Assigned to residential students each year, locked mailboxes are located behind the Student Life Information Center (SLIC) Desk in Doyle Hall and are generally reserved for first-class mail and special intra-campus mail of an official nature.

VENDING MACHINES

There are several vending machines that contain a variety of snacks and beverages on the lower level of most campus buildings, including the residence halls. In addition, snack and beverage machines are located in MBK Game Room. If money is lost in any machine, ND Express will refund your money during regular business hours.

STUDENT GOVERNANCE

The purpose of the University Leadership Council (ULC) is to provide a vehicle for every student in Notre Dame of Maryland University to participate in the life of the University, to provide students with a channel to voice concerns related to the academic and co-curricular life of the University and to work to address those concerns by advocating for productive change. Through self-government, participating in university-wide decision making, planning student life and being involved in student clubs and organizations, the ULC exists to ensure that every student can be a contributing member of the Notre Dame community.

The University Leadership Council is comprised of its executive committee (including the elected executive board) and three sister organizations. The executive committee is comprised of elected representatives from across the student body, the elected executives from the three sister organizations and the elected Board of Trustees representatives. The three sister organizations are the Inter-Organization Council (IOC), Honor Board and the Student Activities Board. The ULC is advised by the vice president for student development.

HONOR BOARD

Marianna Milkowski, Chairperson

Kirby Gaddy, Vice-Chairperson

Victoria Meadows, Secretary

The Honor Board works to educate the community about the Honor Code and hears allegations of violations of academic and behavioral standards of conduct. Honor Board student members are elected by the student body. The faculty representative to the honor board is elected by the faculty.

INTER-ORGANIZATION COUNCIL (IOC)

Shelby Carter, President;

Theresa Maseda, Vice President;

Anna Manalad, Secretary;

Takia Raneri, Treasurer

The Inter-Organization Council (IOC) coordinates programming and student activities on campus by allocating the student funds to IOC member organizations so that quality programs and services are offered to students.

STUDENT ACTIVITIES BOARD (SAB)

IOC Liason- Takia Raneri

Treasurer- Takia Raneri

Off-Campus Events Coordinator- Tasnim Choudhury

Game & Movie Coordinator- Takia Raneri

Dance & Social Coordinator-Vacant

Sports & Recreation Coordinator-Vacant

Arts & Education Coordinator- Melissa Kennedy

The Student Activities Board (SAB) is responsible for coordinating, implementing and promoting activities, entertaining and/or educational in the nature, which will best serve the interest of the student body. SAB provides leadership opportunities open to all students. Membership is open to all enrolled students and consists of an executive board and general student members.

COMMITTEE ON STUDENT DEVELOPMENT

Miya Kane

Megan Satchell

Hannah Spalding

The purpose of the Committee on Student Development is (1) to propose and review student development policy, subject to presidential approval; (2) to serve as a final hearing board in student disciplinary matters; (3) to function as a student advocacy group; and (4) to act as an advisory group to the vice president for student development.

BOARD OF TRUSTEES COMMITTEE REPRESENTATIVES

Academic Affairs: Amanda Fansler

Enrollment Management: Emily Langton

Institutional Advancement: Amber Brehon

Finance: Takia Raneri

Plant: Takia Raneri

Student Development: Queenstar Akrong

The Board of Trustees Representatives are elected by the student body and are responsible for representing the student body to the Board of Trustees.

STUDENT REPRESENTATIVE TO THE BOARD OF TRUSTEES

Queenstar Akrong, Student Representative

The Student Representative to the Board of Trustees is elected for a one-year term by the student body and serves as a non-voting member of the University's Board of Trustees. The vice president for student development is the advisor for the BOT student representative.

IOC MEMBER ORGANIZATIONS

Alpha Phi Sigma: The criminology honor society.

Association of Women in Communication (AWC): A national organization of students and professionals who work to promote the advancement and development of women in communication fields. Open to all students interested in pursuing a career in communication, members must have above average academic records and must be accepted by both the campus chapter and national headquarters.

Beta Beta Beta (Tri Beta): The biology honor society. To be eligible for active membership, a student must be a biology major who has completed at least one semester of her sophomore year and has completed at least three semester courses in biology with an average grade of B+. Other students are invited to be associate members if they are interested in life science but are ineligible for active membership.

Black Student Association (BSA): Heightens awareness of African culture through Afro-centric programming. BSA provides a forum for expressing campus concerns and fostering communication while connecting black students with the larger community.

Business and Economics Society (BES): prepares students for the business world by developing professional skills through lectures, workshops and fundraisers.

Campus Ministry: Plans programs and prayer experiences that foster spirituality for students of all faiths.

Chemistry Club: Focuses on advanced study and research in chemistry.

Class Advisory Boards: Representatives from each class that plan and organize events for fellow students.

Columns Newspaper: The student-run newspaper, *Columns*, reports regularly on campus news, events and issues. The staff writes and edits feature, athletics and news stories, sells and manages advertising, handles photography and graphics and designs page layouts. Students can participate at any level—from writing a single article to serving on the editorial staff. Visit the *Columns* website at www.ndmcolumns.com.

Community Service Organization (CSO): Works to serve those in need through such activities as helping the homeless, spending time with senior citizens, building houses or organizing an on-campus blood drive.

Concert Choir of Notre Dame of Maryland University: Presents concerts on- and off-campus, performs music for selected events at the University and has several recordings and concert tours, both in the United States and abroad, to its credit.

Damozel: The University's literary and art magazine, featuring original poetry, plays, short stories, essays, artwork and photography. The staff of students considers submissions by any interested individual from the Notre Dame community.

The Dance Team: The Dance Team provides an opportunity to express creativity while promoting school spirit and unity among students of Notre Dame of Maryland University. The duties of the Dance Team include providing entertainment at school functions, including sporting events and all other appropriate activities. Auditions take place in the fall semester and are open to all students with or without dance experience.

Delta Epsilon Sigma: A national scholastic honor society, for students, faculty, and alumni of Catholic colleges that is open to juniors and seniors.

Delta Mu Delta: Business & Economics Honor Society

Eta Sigma Phi: The Beta Kappa Chapter of the National Classical Honor Society. Eta Sigma Phi is open to students who have at least one semester of Latin or Greek and who maintain a 3.0 grade point average.

Hall Council: Provides social activities in the residence halls and provides a forum for community building.

Hypatian Society-Kappa Mu Epsilon: Includes the Maryland chapter of the National Mathematics Honor Society and is open to students who have an interest in the study of mathematics.

International Student Organization (ISO): Open to both domestic and international student and prides itself on making connections through the sharing of different cultures. Members participate in a variety of activities such as movie nights, off-campus sightseeing, and more.

Kappa Delta Pi- Education Honor Society

Kappa Gamma Pi- A national honor society for graduates of Catholic colleges, is open to graduating seniors. The top ten percent of the undergraduate graduating class is eligible for membership in Kappa Gamma Pi.

Kouture Xpressions- A modeling and movement organization encouraging positive self-image and physical fitness through movement and dance.

Lesbians and Friends (LAF): Provides a support system for those who are gay or know someone who is gay or lesbian.

Omega Phi Alpha: A service-based sorority on campus.

Phi Alpha Theta: The Nu Pi Chapter of the International History Honor Society. Students must have a B or higher in four history courses and a 3.0 or higher grade point average.

Phi Beta Delta: International Honor Society of International Studies

Phi Lambda Sigma- Pharmacy Leadership Honor Society

Phi Sigma Iota: The national honor society for foreign languages.

Phi Sigma Tau: The philosophy honor society.

Pitch Fit: A Capella group

Psi Chi: The National Honor Society in psychology. Founded in 1929, Psi Chi encourages members to be scholars in all fields, particularly psychology.

Road Scholars: Helps commuter students engage in the Notre Dame community by supporting them and encouraging them to join student life.

Sigma Tau Delta: The Alpha Alpha Chapter of the International English Honor Society. Chartered in 1984, it is open to English majors and minors who have an overall grade point average of 3.0 or higher and have completed two English courses beyond freshman English.

Student Activities Board: Assists in the planning of large campus events, such as Spring Fling.

Student Athlete Advisory Committee (SAAC): Serves in an advisory capacity to the athletic director.

Student Environmental Organization (SEO): Promotes environmental awareness and protection through recycling and other conservation projects.

Theta Alpha Kappa: Religious Studies Honor Society

Theta Sigma Phi: Communications Honor Society

WNDM Radio Station: The campus radio station operated as a lab by the Communication Arts Department and open to all students. There are elected and staff positions and possible academic credit through COM 202 and 302.

WNDM-TV: The campus television station operated as a lab by the Communication Arts Department and open to all students. There are elected and staff positions and possible academic credit through COM 202 and 302.

Ye Merrie Masquers: Promotes theater by producing stage productions, sponsoring theater trips and hosting workshops.

TRADITIONAL CAMPUS EVENTS

Orientation (August 25-28)

Welcome, first-year and transfer Women's College students! Meet new students at Notre Dame, become familiar with the campus and discover new sights in the city. Students will also have the chance to informally meet with academic advisors and, most importantly, have fun!

Family Weekend (September 21-23)

After a whirlwind month of adjusting to new people and places, Family Weekend gives you a chance to revisit warm, familiar faces. It's a time for you and your family to enjoy each other after having some time apart. The highlight of the weekend, Honors Convocation, provides new students the opportunity to be officially welcomed to Notre Dame and returning students to recommit to academic excellence and integrity. You will also be able to enjoy family-fun activities and Mass throughout the weekend.

Community Day (October 18)

Community Day is a celebration of the campus commitment to Catholic social teaching and service to others. Workshops in the afternoon offer opportunities to learn about social responsibility to the local community and the world at large.

Holiday Celebrations (December 6)

Here's where tradition really takes hold. To ring in the holiday season, students, faculty and staff join together for the Advent Prayer Service in Marikle Chapel which is followed by the lighting of the Christmas tree in the bell tower. Then, each student organization, class, department and/or office is invited to place a decoration on the tree in Doyle Formal Lounge. Following the Tree Trim, faculty and staff serve the annual Holiday dinner to students. After dinner, each class contributes its own versions of the season's songs.

Winterim (January 2-26)

Continue your quest for knowledge in a mini-semester. Winterim (Winter Interim, nestled between fall and spring semesters) allows you an innovative outlet for learning. Take a class to satisfy a special interest. Do independent study. Go on field trips. Intern for a company you'd like to learn more about.

Notre Dame Day (February 14)

All your hard work in your first semester finally pays off on Notre Dame Day. It's a day that brings students, faculty and staff together to celebrate! We honor those who made the Dean's List during the first semester and present special awards to students for leadership, service and academic achievement.

100 Nights (February 21)

This annual event celebrates the graduating senior class by marking 100 nights until graduation day with a cocktail hour in Noyes House with faculty and staff followed by a special dinner in Doyle Formal.

Winterfest (February 23)

An annual indoor festival held in MBK gymnasium every winter that features fun, games and food that brings record crowds out of the cold!

Spring Formal (April 20)

Wrap up the end of the school year with dancing and good times at this treasure Notre Dame event. It's a great opportunity to dress up, create memorable moments of your college days and venture out for a night of fun.

Nancy Kreiter Research Day (April 26)

Named for the late Dr. Nancy Kreiter, an associate professor of biology and strong advocate for undergraduate research, our Student Research Day is a much anticipated event on campus each spring. Students in all divisions and disciplines are eligible to submit a proposal. The presentations take many forms: concerts, exhibitions of original art, poster presentations of scientific research and more. The day concludes with a picnic supper and awards to the best presentation in each division. Join us and be part of this exciting tradition on campus.

Late-Night Breakfast (December 10 and May 13)

Take a break from studying for finals by enjoying a late night breakfast. It's prepared especially for you by Notre Dame faculty and staff.

ACADEMIC AND BEHAVIORAL STANDARDS POLICIES

Every student at Notre Dame of Maryland University is obligated at all times to abide by the Honor Code, to assume responsibility for her/his actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are expected to maintain high standards of honesty and integrity and abide by the University's Honor Code. Alleged violations of the Honor Code are adjudicated in accordance with the established procedures of the conduct review process.

STUDENT CONDUCT PHILOSOPHY

In all student conduct proceedings, it is recognized that Notre Dame of Maryland University is an educational institution and not a court of law. Therefore, the concept of fair play will take precedence in all settings and the conduct philosophy shall be one of an educational approach. It is hoped that most conduct incidents can be settled early in the process. If a student is found to be violating the behavioral or academic expectations of the University, we work with the student to a) assist the student in confronting value questions surrounding the behavior, b) assist the student in understanding the causes for the behavior, and c) help the student understand the importance of considering the consequences of the behavior, in advance, so that she/he will make more sound decisions in the future.

In all proceedings regarding a student's behavior, the student must be treated fairly. To assure this, the student has the following rights:

- to be notified of the charges
- to be heard

- to know the identity of those who filed a complaint (for violations of behavioral standards)
- to be notified of sanctions (if any) in writing
- to be notified of the appeals process.

The University reserves the right to determine the method (Honor Board Hearing or Conduct Review Committee) of adjudicating alleged violations of the academic and behavioral expectations policy.

ACADEMIC AND BEHAVIORAL STANDARDS

I. Academic Standards

- A. The Honor Code expects academic honesty. It assumes that all work submitted is one's own. Therefore, it is agreed that:
1. Examinations and tests may be un-proctored except those administered to first year students prior to Honors Convocation.
 2. A signed pledge on quizzes, tests and papers affirms the student's pledge of academic honesty. Faculty may request that students write: "I hereby affirm that I have neither given nor received unauthorized help on this exam, paper, or assignment." (Signature)
 3. All new students will sign the Honor Pledge in preparation for the Honors Convocation. This document will be kept on file in the office of the associate vice president for academic affairs.
 4. To safeguard the student, all class materials will be left in designated areas, and whenever possible, adequate space will be left between students' seats.
 5. Cellular telephones and other electronic devices, such as personal data assistants (PDAs), are not allowed to be used in testing locations. Laptops may not be used except when permitted by the instructor as part of the testing process.
 6. When a student leaves an exam room while taking the exam, she/he is to indicate this and the length of the absence on the examination paper.
 7. All exams are handed directly by the student to the faculty member in charge of administering the exam.
 8. No conversation is permitted during the testing period.
- B. Violations of the Academic Standards include:
1. Cheating on tests, examinations, or other class or laboratory work.
 2. Plagiarism – unacknowledged appropriation of another's work, thoughts or ideas, and the unacknowledged incorporation of that work in one's own written work. This includes submitting work that was created, researched or produced by someone else.
 3. Falsification of Records or Data – knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects and other academically related work.
 4. Unauthorized Reuse of Work – turning in of substantially the same work to more than one class without consent of the instructor involved.
 5. Misrepresentation in bibliography and footnotes.
 6. Dishonest use of computer facilities – unauthorized or unacknowledged use of a computer file, program, account or login name or password.
- C. Students taking courses at other colleges are required to acquaint themselves with the academic regulations of that university. Students from cooperating colleges taking a course from Notre Dame of Maryland University must sign the Honor Pledge and abide by the policies set by the University.
- D. Faculty members are expected to clarify the policy for dealing with Honor Code violations in their syllabi and to include in their syllabi the Honor Pledge.

II. Procedures to be followed for Suspected Academic Standards Violations

- A. A student who believes that an Honor Code violation has occurred should report the violation to the faculty member teaching the course. A student who reports a suspected violation shall not reveal the identity of the reported student to anyone else. A student who believes that an Honor Code violation has occurred should do at least one of the following:
 1. Encourage the suspected student to report herself/himself,
 2. Tell the suspected student that she/he is going to report the suspected student to the faculty member, and/or
 3. Report the alleged violation to the faculty member with or without notifying the alleged violator.
 - a.) Alleged violations reported anonymously will not be followed up.
 - b.) The identity of the reporting student will not be revealed.
- B. The faculty member, suspecting that a violation has occurred, should speak to the student about the situation and keep an original copy of the work, if available. If, in the opinion of the faculty member, an infraction has occurred, the instructor may impose an appropriate sanction up to and including an "F" in the course. A student who is accused of academic dishonesty in a course may not withdraw from that course while the matter is being investigated. If found guilty of the violation, the student will be held to the sanction imposed by the faculty member. The option of withdrawing from the course with a "W" grade is only open to the student who has been exonerated. The faculty member will report any incident of academic dishonesty to the chair of the department of the course in which the incident took place and to the dean of the corresponding school. The faculty member will file all supporting documentation in the office of the dean of students. This record will be purged from the student's confidential file five years after the disposition of the case.
- C. For flagrant violations of the University's Academic Standards, the faculty member may also refer the matter directly to the Honor Board.
- D. If the student wishes to appeal the finding of the faculty member, she/he will report the incident and provide accompanying documentation to the chair of the department; within seven calendar days of receipt of the documentation, the chairperson (or the associate vice president of academic affairs if the chairperson is the faculty member reporting the violation) will write to the student and uphold or modify the original decision and file the decision in the office of the dean of students.
- E. The student may appeal the finding of the chairperson (but not the sanction) by contacting the associate vice president for academic affairs, who will convene a meeting with the faculty member, the chair of the department, and the accused student.
 1. If resolved at this level, a letter outlining the result of the meeting will be sent to the student and to her/his advisor and filed in the student's confidential record in the office of the dean of students. This record will be purged from the file five years after the disposition of the case.
 2. If not resolved at this level or if the severity of the case warrants further sanctions, the accused student, the faculty member, or the associate vice president for academic affairs may request that the matter be brought before the Honor Board.
- F. Students who commit second or subsequent violations of academic standards during their tenure at the University will be brought before the Honor Board.

3. Behavioral Standards

The Honor Code is also concerned with social accountability and assumes that all students are responsible for themselves, other students and their guests on the Notre Dame campus.

Violations of the behavioral standards include:

- A. Not cooperating or complying with directions of University authorities acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- B. Violations of published university policies, rules or regulations, including, but not limited to, the Student Handbook, Student Organization Handbook, Residence Life Handbook, Undergraduate Catalog, Graduate Catalog or Student Association Constitution.
- C. Violating local, state, and federal law on University property or at University sponsored or supervised activities:
 - 1. Attempted or actual theft of, damage to, and/or trespassing on University property, property of a member of the University community or other personal or public property.
 - 2. Theft or other abuse of computer time, computer equipment or facilities, including illegal or unauthorized downloading of files.
 - 3. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for those purposes of initiation, admission into affiliation with, or as a condition for continued membership in a group or organization.
 - 4. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises. Weapons of any kind are prohibited on university property.
 - 5. Unauthorized gambling, defined as playing games of chance for money.
 - 6. Sexual assault, which includes all forms of sexual contact--rape, inappropriate touching, etc.—carried out against the will of and/or without the consent of the victim(s). Also, assaults include both the actual use of force and/or the threat of force upon the victim. Rape is forced, manipulated or coerced sexual intercourse.
- D. Disruption of the Educational Process:
 - 1. Disruption or obstruction of teaching, research, administration, and other University activities.
 - 2. Participation in campus demonstrations which disrupt the normal operations of the University and infringe on the rights of other members of the community.
- E. Personal Conduct:
 - 1. Conduct which is indecent, or encourages others to be disorderly or indecent, or creates a disturbance.
 - 2. Physical abuse, hate crimes, verbal abuse, sexual abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, or is lacking respect for the worth or dignity of a person. (This includes racial, ethnic or sexual harassment or abuse.) For allegations involving sexual harassment, the procedures spelled out in the University's Sexual Harassment Policy will be followed.
- F. Abuse of the University's conduct review process, including but not limited to:
 - 1. Failure to obey the notification of a conduct review committee or University official.
 - 2. Falsification, distortion or misrepresentation of information.
 - 3. Attempting to discourage participation in, or use of, the conduct review process.
 - 4. Attempting to influence the impartiality of a member of a conduct review committee.
 - 5. Harassment and/or intimidation of a University conduct review committee member prior to, during, and/or after the conduct review proceeding.
 - 6. Failure to comply with any sanction(s) imposed.
- G. Violation of Law and University Standards:

If a student is charged with an off-campus violation of federal, state, local laws or University Policy, the conduct review process will be initiated and ,if found responsible, sanctions will be imposed for the misconduct that demonstrated flagrant disregard for the University community.

4. Procedures to be followed for Suspected Violations of Standards of Behavior

- A. Individuals are encouraged to discuss the offending behavior with the student involved and ask her/him to stop and/or report the violation to University officials who should report it to the dean of students. Anonymous tips/reports will not be followed up.
- B. If there is sufficient information regarding the allegation, a letter is sent to the student informing her/him of the specific allegation. This letter provides the time, place and date of a meeting with the dean of students.
- C. The initial meeting is used to
 - 1. Review the situation, to determine whether the behavioral standard was violated, and to determine if the matter can be resolved administratively by mutual consent of the parties involved.
 - 2. Explain the conduct review process, review options and discuss possible sanctions and consequences.
 - 3. If the allegation cannot be resolved, the student is notified in writing of the specific alleged violation, and the time, place and date of an Honor Board hearing. The time for the hearing shall be no less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling hearings may be extended by the dean of students or her designee.

5. University Conduct Review Procedures for Due Process for All Alleged Violations

The goal of the University's conduct review process is to ensure full, fair and timely response at the lowest level possible. If the matter cannot be resolved between the parties or by a conduct review process, then an Honor Board hearing will be convened by the dean of students.

- A. The purpose of the Honor Board hearing is to use a peer review process to determine whether the student(s) are responsible for violating the behavioral or academic standards, and, if responsible, assess/recommend a sanction(s).
- B. Both a student accused of violating the behavior or academic standards or an individual reporting an alleged violation may request that an Honor Board member not participate if either feels that the vote may be biased or prejudiced. Substantiation of the claim may be required and final decision rests with the dean of students and/or the associate vice president for academic affairs.
- C. The hearing will be conducted according to the following guidelines:
 - 1. Hearing will be conducted in private.
 - 2. Admission to the hearing by any other person shall be at the discretion of the dean of students and/or the associate vice president for academic affairs.
 - 3. If the alleged violation involves more than one student, the hearing of all students may be heard jointly. However, the dean of students and associate vice president for academic affairs may permit individual hearings.
 - 4. The individual bringing the alleged violation or the student accused of violating the academic or behavioral standards may be assisted by an advisor, who may be a student, administrator, faculty or staff member from Notre Dame of Maryland University. The advisor is not permitted to speak or to participate directly in the hearing. The party must notify the dean of students at least 48 hours prior to the hearing with the name of the advisor and if the advisor will be in attendance at the hearing. It is also the responsibility of the party bringing the advisor to notify the advisor of the hearing's time and location.
 - 5. The individuals involved and the Honor Board shall have the privilege of presenting witnesses. The party bringing forth witnesses must notify the dean of students at least 48 hours prior to the hearing with names of the witnesses and if witnesses will be present at the hearing. It is also the responsibility of the party bringing forth witnesses to notify the witnesses of the hearing's time and location.

6. Pertinent records, written statements, and any other evidence may be accepted for consideration by the Honor Board.
7. All procedural questions are subject to the final decision of the dean of students and the associate vice president for academic affairs.
8. After the hearing, the Honor Board shall determine, by a majority vote, whether the student has violated the behavioral or academic standards.
9. The Honor Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the behavioral or academic standards.
10. There will be a complete recording of the hearing, which is the property of the University. Deliberations will not be recorded.
11. Failure to appear for a hearing will result in the hearing proceeding in the student's/students' absence. A student(s) will not automatically be found to have violated the behavioral or academic standards because the student(s) did not attend the hearing.

D. Sanctions

1. The following sanctions may be imposed on a student found to have violated the behavioral standards:
 - a. Disciplinary Warning – A notice in writing to the student who violated University policies and/or rules warning that future violations may result in more severe sanctions. This may include special conditions that are related to the particular violation.
 - b. Disciplinary Probation – This sanction places the student on probationary status for a specified period of time, during which further violations of the Honor Code may result in Suspension or Expulsion. There may be special conditions that are related to the violation.
 - c. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - d. Fines – Established and published fines may be imposed.
 - e. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions – Work assignments, service to the University, or other related assignments.
 - g. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
 - i. Disciplinary suspension from the University held in abeyance as per an established University Behavioral Contract – A Behavioral Contract indicates that the student has been suspended from the University; however, the suspension has been held in abeyance as long as the student abides by the specific details of her/his signed contract. The student is not in good standing with the University while on the contract. Suspension can be invoked immediately if further violations of the academic and behavioral standards occur.
 - j. Disciplinary Suspension – Separation of the student from the University for a definite period of time, after which the student is eligible to return.
 - k. Disciplinary Expulsion – Permanent separation of the student from the University.
 - l. Notice Against Trespass – Notice that a student will be arrested if found on specified University premises. The student is no longer in good standing with the University. Suspensions, dismissals, and expulsions carry an automatic “Notice Against Trespass” on all University premises or as specified.

2. Students who are found to have violated academic standards will be held to the sanction imposed by the faculty member or chair of the department. Additionally, the Honor Board may impose discretionary sanctions. These may include work assignments, service to the University or other related assignments, such as taking a course on proper research methods at the Library.
 3. More than one sanction may be imposed for a single violation.
 4. Other than disciplinary suspension or expulsion, disciplinary or academic sanctions shall not be made part of the student's permanent record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary action other than residence hall suspension, or expulsion, upon application to the vice president for student development.
 5. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section V, D-1, a through f.
 - b. Deactivation-Loss of all privileges
 6. In each case where the Honor Board determines that the student has violated the behavioral or academic standards, the sanctions V, D-1, a through f, shall be determined by the Honor Board.
- E. Appeals
1. A decision reached by the Honor Board may be appealed by either party to the Committee on Student Development within five consecutive days of the decision. Appeals shall be in writing and should be given to the vice president for student development in the case of a behavioral standards violation or the vice president for academic affairs in the case of an academic standards violation.
 2. An Appeals Board, comprised of two students from the Committee on Student Development, two faculty members, and the vice president for student development (behavioral standards violation) or the vice president for academic affairs (academic standards violation), will hear the appeal.
 3. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the recording of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly and in conformity to the prescribed procedures.
 - b. To determine whether the sanction(s) imposed were appropriate for the violation.
 - c. An excessive sanction when sanctions for similar violations under similar circumstances.
 4. The charged student(s) may appeal a decision based on E-3, a through c. The individual bringing the charge may appeal a decision based on E-3, b.
 5. In cases involving appeals by students accused of violating the behavioral standards, review of the sanction by the Committee on Student Development may not result in more severe sanction(s).
- F. Any student not following through on a sanction in the time frame allotted will be referred to the dean of students for a behavioral standard violation or the vice president for academic affairs for an academic standard violation.
- G. Interpretation and Revision
1. Any question of interpretation regarding the Honor Code and behavioral standards shall be referred to the vice president for student development or to the vice president for academic affairs for academic standards.
 2. On-going review of the Honor Code shall be made by the vice president for student development and the Committee on Student Development.

H. A disciplinary file is established for each student referred for disciplinary action. This file is maintained for five years from the last date of activity as a means of tracking the student's disciplinary status. In cases resulting in probation, behavioral contract, University suspension, dismissal, expulsion, and residence hall suspension, the disciplinary file will be maintained as a discipline record. Information from the record will be released upon the student's authorization. Suspension, dismissal or expulsion may be indicated on the academic transcript when the student authorizes the transcript release.

6. Emergency Suspension

- A. In certain circumstances, the dean of students in consultation with the vice president for student development, or designee, may impose residence hall suspension or disciplinary suspension prior to a hearing before the Honor Board.
- B. Emergency suspension may be imposed only
 - 1. To ensure the safety and well-being of members of the University community or preservation of University property;
 - 2. To ensure the student's own physical or emotional safety and well-being; or
 - 3. If the student poses a definite threat of disruption of, or interference with, the normal operation of the University.
- C. During the emergency suspension, the student may be denied access to the residence halls and/or campus (including classes) and/or University activities or privileges as determined by the dean of students.

PRIVACY OF STUDENT RECORDS POLICY

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

- 1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. The student should submit to the registrar, dean, head of the academic department or other appropriate official written requests that identify the record(s) she/he wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student who wishes to amend such a record should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of her or his right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a conduct review committee, or assisting another school official in performing her or his tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or his professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents

of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The following is considered to be directory information, and may be made public without prior written consent of the student: Name, date and place of birth, local/permanent address and phone number, classification, degrees and awards received, major/concentration, participation in official activities/sports and dates of attendance.

To restrict the release of this information, a student must file a written request with the Registrar each semester.

Types, Locations and Custodians of Educational Records:

<i>Types</i>	<i>Location</i>	<i>Custodian</i>
<i>Academic</i>		
Academic Folder (including admissions application)	Registrar's Office	Registrar
Permanent Record	Registrar's Office	Registrar
<i>Advising</i>	Academic Departments	Faculty Advisor
<i>Career Placement</i>	Academic and Career Enrichment Center (ACE)	Director of the Academic and Career Enrichment Center (ACE)
<i>Financial</i>	Business Office and/or Financial Aid Office	Director of Financial Services and/or Director of Financial Aid
<i>Health</i>	Loyola Student Health Center	Director of the Loyola Student Health Center
<i>Student Conduct</i>	Office of Student Life	Dean of Students
Residence Life	Office of Student Life	Residence Hall Directors
Other	Office of the Vice President for Student Development	Vice President for Student Development
<i>Students with Disabilities (including Learning Disabilities)</i>	Counseling Center & Disability Support Services	Director of Counseling Center & Disability Support Services
<i>Testing and Academic Assessments</i>		

Mathematics	Mathematics Department Office	Department Chair
Foreign Language	Foreign Language Department Office	Department Chair
<i>Teaching Certification</i>	Education Department Office	Department Chair

CAMPUS POLICIES

AIDS POLICY

The following general guidelines are based on the recommendations of the American College Health Association as reported in AIDS on the College Campus, an ACHA Special Report (1989).

Recognizing that education and communication are basic, Notre Dame of Maryland University administration will facilitate efforts to educate faculty, staff and students regarding the complex and inter-related issues raised by HIV and AIDS.

The University does not support implementing mandatory testing of current or prospective students, staff or faculty.

In accordance with the statement on confidentiality, the University will not report students' HIV test results without their consent. Furthermore, the appropriate University personnel will take action only when necessary when it is reported that someone in the university is putting other members of the university at risk through her/his behavior.

The University will not exclude students, staff or faculty who are HIV positive or who have AIDS from any university-sponsored benefit, function or activity solely on the basis of their medical condition.

The University will not segregate people who are HIV-positive or who have AIDS from any position or environment including academic environment, employment, recreational areas and activities, athletic participation, residence halls or dining facilities.

A University officer will attempt to provide consistent and reasonable analysis of each situation whenever appropriate and will respond to each as required by its own particular facts.

A copy of the policy with appendices on education, confidentiality, guidelines for faculty and staff, student-athletes and housing may be found in the following offices: president, human resources, vice president for student development, student life, Counseling Center, Center for Career and Service-Learning, athletics, Campus Ministry and public safety.

A task force was formed to oversee the implementation of this policy. The task force will also review information on AIDS and HIV for accuracy and revise the policy as necessary.

These guidelines are based on the most current information concerning AIDS and HIV at the time of writing.

APPROPRIATE DRESS

Dress should be appropriate for the time and place. Faculty, administration or groups sponsoring events may designate standards of appropriate dress to be observed in their classrooms, in certain areas or at programs. Tops, bottoms and shoes must be worn at all times. Students may not wear sleepwear outside of their residence hall or to Doyle Dining Hall.

HEALTH INSURANCE

Notre Dame of Maryland University requires the following students to provide proof of health insurance or purchase the university-sponsored plan.

- All matriculating Women's College undergraduate students enrolled in a "degree seeking" program for at least 3 credit hours

- All School of Pharmacy students enrolled in a “degree seeking” program for at least 3 credit hours
- All matriculating international undergraduate students in the Women’s College with a current J-1, J-2, F-1, or F-2 student visa enrolled at Notre Dame of Maryland University
- All international foreign exchange undergraduate students enrolled in a semester or in a one-year program, taking at least 3 credit hours

This requirement may be satisfied in one of the following ways:

1. The student may indicate that she is presently covered by a health insurance policy by completing the Student Health Insurance Waiver online at www.gallagherkoster.com. This coverage **must** remain in effect through the entire academic year. **The student must provide this documentation for each year she is enrolled at the University.**
2. The student may enroll in the health insurance plan offered through Notre Dame of Maryland University. A brochure describing the health insurance plan is available at www.gallagherkoster.com.

Students who fail to comply with this requirement by the first day of classes in the fall semester will be billed for the health insurance plan. There will be no refunds or appeals once the University has paid the insurance premium.

IMMUNIZATION AND HEALTH HISTORY REQUIREMENTS

At entrance, all full-time Women’s College students (excluding Continuing Education students) **must** complete the health history form and immunization requirements. **This is strictly enforced.** These forms are available online and in the new student information packet. Resident students must provide documentation that they have received the meningococcal vaccination or sign the University waiver.

INCLEMENT WEATHER POLICY

If classes are delayed or canceled due to inclement weather, announcements will be made on WMAR-TV (Channel 2), WBAL-TV (Channel 11), WJZ-TV (Channel 13), WBFF-TV (Channel 45), WJLA-TV (Channel 7), News Channel 8, WBAL-AM (1090), WERQ-FM (92.3), WWIN-FM (95.9 and 1400-AM), WLIF-FM (101.9), WQSR-FM (102.7), WWMX-FM (106.5), WHFS-FM (105.7), WPOC-FM (93.1), WCBM-AM (680), ESPN-AM (1300), WVIE-AM (1370), WTOP-FM (103.5, 103.9, 107.7) and Heaven 600. Information is also available through the University’s website at <http://www.ndm.edu>, e2Campus text message campus alert system (sign up at www.ndm.edu/offices-and-services/public-safety) and on the weather line at 410-532-5151.

INVOLUNTARY ADMINISTRATIVE WITHDRAWAL STANDARDS AND PROCEDURES

Students may be subject to involuntary administrative withdrawal under the following circumstances:

1. A student will be subject to involuntary administrative withdrawal from Notre Dame of Maryland University and/or from campus housing if it can be determined that a student:
 - a. Engages or threatens to engage in behavior which poses a danger of causing physical harm to others; or,
 - b. Engages or threatens to engage in behavior which would cause property damage, disrupt the community or impede the lawful activities of others.
2. This standard does not preclude removal from the University or University housing in accordance with provisions of the residence hall occupancy agreement or other University rules and regulations.

For more information, contact the dean of students at 410-532-5733 in Doyle Hall.

LIABILITY

Notre Dame of Maryland University assumes no responsibility for the loss, destruction or theft of students’ personal possessions at any time, including those times when students are attending or absent from the University. Students are encouraged to inventory their possessions periodically, engrave their names on all

personal possessions, record the serial numbers, and keep them in a safe place. Students are discouraged from bringing valuables to campus. Students are encouraged to obtain personal property insurance for personal possessions. Information on personal property insurance is mailed to each resident student. Please understand that the Notre Dame of Maryland University insurance program covers only University property and does not extend to the personal property of students.

Students choosing to undertake recreational activities that are not specifically sponsored by the University while on campus – such as sledding, biking, and exercising – do so at their own risk.

ONLINE COMMUNITIES/SOCIAL MEDIA OUTLETS

Notre Dame of Maryland University recognizes that students use online communities, such as Facebook, in positive ways to connect with each other. Given the significant use of online communities among Notre Dame students, it is important to share cautions and concerns regarding the use of these tools. Students should be careful about how much and what kind of identifying information is posted online. Virtually anyone can access your profile or page. Students should be aware that potential current and future employers can often access information placed online and many are increasingly using online communities in this way. Think about any information posted as potentially providing an image to a prospective employer.

Users of virtual communities should be aware of the potential consequences when posting to these sites. While faculty and staff will not actively monitor the use of Facebook or any other online community, potential policy violations brought to the attention of the university may be subject to investigation and pursued through the disciplinary system.

PHOTO RELEASE

Notre Dame of Maryland University maintains the right to use and reproduce photographs taken of students while they are enrolled for present and future use in University publications and marketing efforts, without compensation to students. If a student does not wish to have a photo used, the student must submit a signed statement to the registrar's office before the first Friday of each semester.

POSTING AND DISTRIBUTION

Posting of any information including, but not limited to, events on or off campus, items for sale and positions available is to be approved by the director of student activities in the office of student life (Doyle Hall). Approval must be obtained prior to copying material to be placed in student, faculty and/or staff mailboxes or sending an all-campus student email. The office of student life will provide information as to the locations where notices, fliers, etc., can be posted. Material posted without permission will be removed.

Publicity containing any language and/or graphic illustrations or images that dehumanize or discriminate against individuals on the basis of race, age, gender, religion, sexual orientation, national or ethnic origin, disability or any other characteristic protected by Notre Dame of Maryland University policy and/or applicable law will not be approved and will be removed immediately if posted.

Please adhere to the following when posting:

- Materials may only be posted on bulletin boards in hallways and classrooms designated for general use. **DO NOT tape flyers to the walls!**
- Postings may not cover, deface or remove the posted materials of another organization.

SMOKING POLICY

Notre Dame of Maryland University is committed to providing a healthy, comfortable environment for students, faculty, staff and guests. All University buildings are smoke-free, including public spaces and residence halls. Individuals who wish to smoke or use other tobacco products must do so outdoors at least 30 feet away from any building or in any designated areas in a manner that does not block building entrances and minimizes other's exposure to the second-hand effects of tobacco use. Cigarette ashes and butts should be placed only in designated receptacles. Tobacco chew should not be expectorated onto the ground.

SUNBATHING POLICY

Sunbathing is permitted in the Meletia courtyard and the hill behind Doyle Hall near the Knott Science building. Radios are not permitted until after 11:30 a.m. and they should not disturb the classes held in the area. These two locations are the only places where students and their visitors may sunbathe.

DISCRIMINATION, SEXUAL ASSAULT AND SEXUAL HARASSMENT POLICIES

The University is committed to providing a work and academic environment that is free of unlawful discrimination and harassment of any type. In keeping with this commitment, the University maintains a strict policy prohibiting all forms of unlawful discrimination (and discouraging conduct that, while not unlawful, could reasonably be considered discrimination as defined below). Unlawful discrimination and harassment of any kind is not appropriate at the University, whether it addresses harassment or discrimination on the basis of race, religion, ethnic or national origin, gender, age, disability, veteran's status, or any factor that is a prohibited consideration under applicable law. At the same time, the University recognizes the centrality of academic freedom and the University is determined to protect the full and frank discussion of ideas and the use of instructional materials for scholarly purposes regarding race, color, religion, ethnic or national origin, gender, age, disability, and other protected classes for scholarly purposes appropriate in the academic context, such as class discussions, reading assignments, academic conferences or meetings.

This policy applies to all students, faculty and staff members of the University. Furthermore, it prohibits unlawful harassment in any form, including verbal, physical and visual harassment. It also prohibits retaliation of any kind against individuals who file valid complaints or who assist in an University investigation. The deadlines set forth in this policy may be extended in extraordinary circumstances only with the express written consent of the President of the University.

This policy applies to all students, faculty, and staff members of the University and to third parties. Furthermore, it also prohibits unlawful discrimination and harassment in any form, including verbal, physical, and visual harassment. It also prohibits retaliation of any kind against individuals who file valid complaints or who assist in a University investigation. The deadlines set forth in this policy may be extended in extraordinary circumstances only with the express written consent of the President of the University.

DEFINITIONS

UNLAWFUL DISCRIMINATION AND HARASSMENT OF A NON-SEXUAL NATURE

The regulations defining sexual harassment state that the same principles apply to harassment on the basis of any characteristic that is protected by law. Thus, it is the University's policy to prohibit unlawful discrimination and harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, ethnic or national origin, gender, age, disability, veteran's status, or other status protected by applicable law and that:

--Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or

--Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.

Prohibited behavior may, for example, include conduct or material (physical, oral, written, or graphic, including e-mail messages posted or circulated in the community) involving epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that serves no scholarly purpose appropriate to the academic context and gratuitously denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, ethnic or national origin, gender, age, disability, veteran's status, or any factor protected by applicable law.

SEXUAL HARASSMENT

Sexual Harassment is defined as unwelcome sexual contact of any nature, communication (either verbal or pictorial) of a sexual or gender-based nature, or solicitation of sexual contact of any nature, when any of the above contacts or communications is not mutually agreeable to both parties and any of the following conditions apply:

1. The submission to such contact, communication, or solicitation is made explicitly or implicitly a term or condition of an individual's employment or academic process;
2. Submission to or rejection of such contact, communication, or solicitation by an individual is used or threatened as a basis for employment or academic decisions affecting the individual;
3. Such contact, communication, or solicitation has the purpose or effect of being sufficiently severe, pervasive/persistent and objectively offensive that it could alter the conditions of education or employment, by interfering with an individual's work, academic performance, living conditions, or status.

Sexual harassment does not refer to occasional compliments or conduct of a socially acceptable nature. Nor does it refer to the use of materials or discussion related to sex and/or gender for scholarly purposes appropriate to the academic context. It does refer to any non-academic remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive. This can include but is not limited to any of the following activities that are unwelcome by the recipient: physical or verbal advances; sexual flirtations; propositions; verbal abuse of a sexual nature; vulgar talk or jokes; degrading graphic materials or verbal comments of a sexual nature about an individual or the individual's appearance; the display of sexually suggestive objects outside a scholarly context and purpose; and physical contact of a sexual or particularly personal nature. Cartoons, pictures, or other graphic materials that create a hostile or offensive working, academic, or residential environment may also be considered harassment. In addition, it is never acceptable for anyone to imply or threaten that an employee's, applicant's, or student's acquiescence with unwelcome sexual advances or requests for sexual favors (or refusal thereof) will have any effect, positive or negative, on the individual's employment, assignment, compensation, advancement, career development, grades, or any other condition of employment or status as a student or other member of the campus community.

Reporting and Redress of Complaints

All faculty, staff, and students associated with the University and third parties are subject to and responsible for complying with this policy. Any member of the University community who believes to have been subjected to unlawful discrimination and harassment in violation of this policy or suspects the occurrence of forbidden harassment shall report the matter at once so that the University may promptly address the situation. The University provides a variety of avenues by which an individual who believes to have been harassed may proceed, so that each person may choose an avenue appropriate to the particular situation. These are the Informal and Formal Resolution processes described below. Sanctions and other disciplinary measures will follow the procedures set forth in the respective manuals published for students, faculty and staff.

Informal Resolution

Informal procedures are designed to work out a mutually agreeable solution to a problem. At the option of the complainant only, it may be possible to resolve a harassment or discrimination complaint through a voluntary conversation between the complainant and the alleged harasser or discriminator, which conversation is facilitated by a University designee appointed by the: (i) vice president for student development in the case of students; (ii) director of human resources in the case of non-faculty employees; or (iii) applicable dean, department chair or the vice president for academic affairs in the case of faculty members. If the complainant, the accused, and the University designee feel that a resolution has been achieved through this informal procedure, then the conversation may remain confidential and no further action need be taken. Written results of any informal resolution prepared by the designee shall be signed by the complainant and the accused, and will be kept in a file in the Office of Human Resources.

If the complainant, the accused, or the University designee, chooses not to participate in the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, the complainant may utilize the formal procedure. No informal resolution will have precedential value with regard to future cases.

Formal Resolution

Complaints that may be addressed under this policy include complaints based on the conduct of University students, faculty, administrative and staff members, other persons acting in official University capacities, and

third parties. Individuals who believe that they have been harassed or discriminated against shall address their concerns to the appropriate administrative official at the University as set forth below:

<u>Complainant</u>	<u>Appropriate Administrator</u>
Faculty Member	Department Chair, Dean or VPAA as appropriate
Staff Member (including Administrative Staff)	Supervisor or Director of Human Resources
Students	Vice President for Student Development

The University will also initiate a thorough investigation and take corrective or disciplinary action as appropriate against incidents of harassment that come to the University's attention, regardless of whether a formal complaint is made by an alleged victim.

If the administrator listed above is the subject of the harassment allegations, or the complainant is otherwise uncomfortable approaching a designated administrator, the complainant should direct the complaint to one of the other appropriate administrators.

In order to maintain a level of consistency in all investigations and dispositions at the University, the appropriate administrator, once contacted, will frequently consult with the other individuals identified above. Official allegations of harassment are to be made to the appropriate administrator in writing as soon as possible, but in all cases within 30 calendar days of when the complainant knows of or should have known of the allegedly harassing or discriminatory event. The complaint must include the following information: name, address, and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrence(s); evidence on which the complaint is based; and the redress sought by the complainant. The appropriate administrator shall have 15 calendar days in which to appoint an ad hoc review committee of three individuals to conduct an investigation of the complaint. The appropriate administrator or a designee shall be the ex officio chair of this committee, without vote. The members of the ad hoc committee shall be familiar with the appropriate sanctions that might be imposed against the individual against whom the complaint is made in the event that harassment or discrimination is found to have occurred. The ad hoc committee's report will be provided to a University officer or supervisor with the requisite authority to impose such sanctions.

The purpose of the investigation is to establish: (1) whether there is a reasonable basis for believing that the alleged violation of the policy has occurred; (2) the factual circumstances surrounding the claim; and (3) the appropriate sanction to be imposed on an individual found to have engaged in prohibited conduct. The ad hoc committee shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate University officer or supervisor of the nature of the complaint and of the identity of the parties.

In conducting the investigation, the ad hoc committee may interview the complainant, the person against whom the complaint is made, and any other persons believed to have relevant factual knowledge. **Both the complainant and the person against whom the complaint is made may bring witnesses and submit relevant evidence to be considered by the committee.** At all times, the ad hoc committee shall make a demonstrated and documented effort to maintain confidentiality. The parties and any notified University officer or supervisor shall maintain strict confidentiality as well.

The investigation shall afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The ad hoc committee shall be in communication with the complainant until the complaint is resolved. The complainant shall be informed of general actions taken, but shall not be informed of specific conversations held with the person against whom the complaint is made.

Upon the expiration of the 15 calendar day period the ad hoc committee shall have an additional 30 calendar days to produce a written report summarizing the findings of fact and providing recommendations as to the appropriate administrative action to be taken. This report will be provided to the parties, to the appropriate University officer or supervisor and to the President of the University. If sanctions are imposed, this report will become a part of the personnel file of the individual against whom the complaint was made.

Recommended sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. Sanctions will be imposed in accordance with the provisions set forth in handbooks published for faculty, staff and students.

As part of the University's attempt to remedy a complaining party's concerns, the complaining party may be informed of the remedial measures undertaken and disciplinary actions imposed against the violator. No formal resolution will have precedential value with regard to future cases.

Confidentiality

Investigations under this policy shall be conducted in a manner that will protect, to the extent possible, the confidentiality of all parties. The University, however, cannot guarantee complete confidentiality where it would conflict with the University obligation to investigate meaningfully and, where warranted, to take corrective action.

Appeals

If, after completing the formal procedure set forth above, either party disputes the findings or is dissatisfied with the procedures or recommendations of the report of the ad hoc committee, the party may appeal such findings by filing a written appeal with the president within 15 calendar days of receipt of the written report. The president will review the record of the matter and will issue a final determination as to any action to be taken within 10 calendar days of receipt of the appeal.

The determination of the president is final and is not precedential.

Anti-Retaliation Statement

Retaliation against anyone who files a complaint, serves as a witness, or otherwise participates in the enforcement of this policy is strictly prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status. Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation.

False accusations of harassment or discrimination can seriously injure innocent people. It is a violation of this policy, therefore, for anyone knowingly to make false accusations of harassment. A determination that a complaint is not meritorious, however, is not necessarily equivalent to a false allegation. A finding for the accused does not constitute a finding the complaint was in bad faith.

Hostile Environment in Absence of Complaint

If the University has credible notice – either direct or indirect – of possible discrimination, harassment, or sexual harassment of a member of its community or notice of a sexually hostile, harassing or discriminatory environment as defined in paragraph 2.1.1.1, then it will take immediate and appropriate steps to investigate or otherwise determine what occurred and take steps reasonably calculated to end any harassment and/or discrimination, eliminate a hostile environment if one has been created, and prevent harassment and/or discrimination from occurring again.

SEXUAL ASSAULT AND RAPE

Sexual assault includes all forms of sexual contact – rape, inappropriate touching, etc. carried out against the will of, and/or without the consent of the victim(s). Also, assaults include both the actual use of force and/or the threat of force upon the victim (s).

Rape is forced, manipulated or coerced sexual intercourse. On most college campuses, the term “acquaintance rape” or “date rape” is used to define coerced sexual intercourse by a friend, date, or acquaintance.

All sexual assaults alleged to have occurred on campus or in Baltimore City must be referred to Mercy Hospital or Franklin Square Hospital. Assaults alleged to have occurred in Baltimore County must be referred to Greater Baltimore Medical Center (GBMC). When an incident of sexual assault is reported, the procedures are as follows:

Prevention Education

The University's sexual assault prevention education is coordinated through Student Life. Through collaborative efforts with other University departments, Student Life works to prevent sexual violence and harassment through education, awareness and skill building. Programs include self-defense workshops, educational seminars, peer advocacy, resource information, and referrals. Please see the University's counseling center and campus ministry and service websites at www.ndm.edu for more specific information regarding the University's prevention education efforts.

Filing a Report

In the case of rape or sexual assault, the primary responsibility is for the physical safety of the victim. Second, the concern is assisting in the apprehension of the assailant and prosecution, if the victim so desires. If an individual is raped or sexually assaulted, these guidelines and procedures should be followed so that immediate assistance can be provided.

- Call public safety, the resident assistant on duty, the residence hall director, or the director of student life who will contact public safety (if not already contacted) and the vice president for student development. (The police may be called if there is reason to believe that a suspect is still in the area and could be a threat to others.)
- Preserve all evidence that may be useful in the criminal investigation or the prosecution of the assailant.
- A victim will be encouraged to go to the hospital for several reasons: treatment for injuries, check for internal injuries, treatment for possible venereal disease or pregnancy in the case of rape, and gathering evidence that may be of value in the event of prosecution.

Although the hospital usually is required to report a rape to the police, the victim's name will be withheld, if requested. Prosecution is not required. The student victim will be accompanied to the hospital by a residence hall director, a member of the residence life staff or the vice president for student development.

Whoever is called will inform the vice president for student development that a rape or assault has occurred, but will not give the victim's name without permission.

Counseling services will be provided immediately by a University counselor or rape crisis counselor. The University will provide support by providing counseling service, referral for counseling, if desired, and support during investigation.

Public safety may notify the campus community with a Security Alert. This is done to inform others of potential danger and will be worded to maintain confidentiality and protect privacy. Anyone who knows a victim who has decided to do nothing about a rape or assault, but thinks the incident presents a danger to the community, should report it to public safety, the resident assistant, the residence hall director, the dean of students or the vice president for student development.

Allegations of a sexual assault may be adjudicated under the disciplinary procedures outlined on pages 40-41 of this handbook, regardless of whether they are also reported as a crime to local police or the subject of any criminal or civil action. Penalties shall be administered independent of any pending civil or criminal action or settlement reached. Individuals accused of sexual assault may also be subject to certain interim measures pending the completion of the disciplinary process. The full range of disciplinary sanctions, including expulsion from the University, may be considered, depending on the nature and severity of the offense.

Both the student subjected to the assault and the accused student shall have the same opportunities to have an advisor present during a disciplinary proceeding and shall be informed of the final determination and any sanctions imposed against the accused student for a finding of sexual assault.

Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available.

Deliberate Filing of False Accusations

The deliberate filing of a false accusation of sexual harassment, assault or rape will not be tolerated by the University, and the University will take appropriate action to prevent and address such behavior. A false

accusation is subject to the same procedures and penalties described above and those procedures shall apply as if the words “false accusations of sexual harassment, assault or rape” are substituted for “sexual harassment.” In the event that the complainant deliberately filed a false accusation, the penalty sanctioned by the President, depending on the severity and/or frequency of the offense, may be:

1. A verbal or written reprimand. The reprimand may include conditions such as that future violations of these policies will result in the imposition of additional sanctions or that it will be removed from the University files after a certain amount of time.
2. Suspension for up to two (2) weeks. In the event that the offender is an employee or member of the faculty, the suspension shall be without pay.
3. Expulsion or termination.

If the President believes that a crime has been committed and if the complainant requests, the President may notify the police.

Reprisals

The University prohibits reprisals against a person who has reported or filed a complaint regarding sexual harassment, assault or rape. If a person believes she is being subjected to reprisals, she may institute the same procedures as described above, and they shall apply as if the term “reprisals” were substituted for the term “sexual harassment”.

Appeals Process

If either party wishes to appeal the decision based on procedural grounds or new evidence, an appeal should be submitted, in writing, to the President within five (5) working days of the decision. The President will determine if the case warrants further review and within ten (10) working days inform the Review Committee and parties involved.

In any case both parties have the option to file an appeal with the President. This appeal may be based on decisions or actions relative to the case. A written request for appeal must be filed within five (5) working days of the decision. The President will review the case, including procedures, evidence, decision, and resulting sanctions. The President will deliver a written decision to both parties and to the Review Committee. This decision is final.

Confidentiality

The University recognizes the sensitive nature of information that it receives in the course of discussing complaints of sexual harassment, assault and rape. All information disclosed to a member of the University faculty, administration, or staff during reporting, counseling, investigation, hearings or other proceedings). All correspondence, reports, memoranda, given to the University during the course of counseling, or as part of the previously described procedures, will be kept in a secure location with access restricted to the parties and those persons involved in the counseling, investigation, informal or formal procedures. In addition, the outside folder of all files containing the confidential information will display the warning “CONFIDENTIAL” in a conspicuous place.

If revisions are recommended, the revisions shall be discussed by the Faculty Senate, the Staff Council, and the Student Senate, prior to submission to the President and subsequent approval by the Board of Trustees.

SOCIAL NORMS STATEMENT

As an institution of higher education in the Catholic tradition, Notre Dame of Maryland University is committed to the vision of human sexuality consistent with the teachings of the Church. Because a genuine and complete expression of love through sex requires a commitment of a total living and sharing of two persons in marriage, these teachings call students, whatever their sexual orientation, to chastity. This sets the expectation that those who are unmarried refrain from sexual union. In our contemporary society, it is a call that has little societal reinforcement, but it is a clear call of the Gospel in respect to sexual morals.

Students are expected to exhibit appropriate behavior throughout the campus community and, in particular, within the residence halls. While the University recognizes the role of conscience in human decision-making and respects the right to privacy, inappropriate sexual behavior will be addressed.

SUBSTANCE ABUSE POLICY

It is the goal of Notre Dame of Maryland University to protect the health and environment of students, faculty and staff by observing a drug-free environment in keeping with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Campus Act of 1989, and the Policies of the Maryland Higher Education Commission Concerning Drug and Alcohol Abuse. This policy applies not only to students, faculty and staff of the University, but also to all employees of contractors and subcontractors, as well as food service employees.

STANDARDS OF CONDUCT

All students, faculty, staff and administrators are prohibited from the abuse of alcohol* and the unlawful manufacture, distribution, possession or use of illicit drugs or alcoholic beverages on University property or as part of any University activity, both on and off campus.

All Notre Dame of Maryland University students and employees are required to comply with the University's Substance Abuse Policy. Sanctions levied against a student, faculty or staff who violates the Standards of Conduct are included under the section entitled Sanctions. For students, violations will be subject to adjudication by the campus disciplinary system and/or appropriate law enforcement officials. For employees, violations are subject to disciplinary action, up to and including immediate dismissal, or a requirement to successfully complete drug or alcohol abuse counseling or rehabilitation as a condition of continued employment. Criminal or civil action does not preclude campus action.

This policy covers the following substances:

- alcoholic beverages of any kind (alcohol means ethyl alcohol or ethanol)
- controlled or illegal drugs or substances, which include all forms of narcotics, hallucinogens, depressants, stimulants, and designer drugs whose use, possession, transfer, sale, manufacture, distribution, and dispensation are restricted or prohibited by law.

*Alcohol abuse is the singular or repeated use of alcohol that violates local, state, or federal law or University policy.

UNIVERSITY REGULATIONS

Alcohol and Illegal Drugs--Students

Students and their guests are expected to follow the laws of Maryland, specifically Criminal Law Article 10 of the Annotated Code of Maryland, which states that no individual under the age of 21 may buy, consume or possess alcoholic beverages of any kind, and individuals over 21 may not sell or provide alcohol to minors on University property or as part of any University activity, either on or off campus.

Students over the age of 21 may consume alcohol in their residence hall rooms, but not in public areas of the University, including, but not limited to, hallways, lounges, bathrooms and common areas. In the residence halls, those who are 21 years of age or older may not consume alcohol in the presence of anyone under the age of 21 unless they accept full responsibility for insuring that no one under the age of 21 is consuming or possessing alcohol.

Those under 21 are not permitted to possess, distribute, or consume alcohol anywhere on campus, including their residence hall rooms.

For those of legal drinking age, containers of alcoholic beverages larger than three liters, including kegs, are not permitted in the residence halls.

Students may not possess, distribute, sell, manufacture, dispense, or use illegal drugs on or off campus. Those who decide to drink or abuse drugs are accountable for their behavior while under the influence, just as if they had not been abusing drugs or alcohol.

The University will not hire anyone who is known to currently use illegal drugs or abuse substances. Compliance with this policy is a condition of employment. Employees must report to work mentally and physically fit to perform their duties.

The following activities are prohibited while student employees are on the University's premises or otherwise engaged in University business: (1) the consumption of alcoholic beverages except at University-sponsored events, where authorized, (2) being under the influence of alcohol or illegal drugs during business hours, (3) performance of duties while under the influence of alcohol or illegal drugs whether on or off University premises, and (4) the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substance or illegal drug.

Alleged violations may be reported to the vice president for student development or the dean of students.

Alcohol Beverages (FOR EVENTS WHERE ALCOHOL WILL BE SERVED)

Alcoholic beverages may be sold, served, or consumed if (1) it is in compliance with the law, and (2) it is done at gatherings in locations approved by the dean of students. This applies to events sponsored by University offices. The dean of students reserves the right to forward requests for alcohol use to the Committee of Student Development for approval.

The dean of students may approve alcoholic beverages for use at campus gatherings if all the following conditions are met:

- The event is held in a special use location, facility, or building, on or off campus;
- The event is requested by a faculty member, staff, administrator, or student organization, or University department;
- Those in attendance will be at least 21 years of age;
- Those over the age of 21 will be identified by the use of a wristband, hand stamp, etc.
- Food and nonalcoholic beverages will be served;
- The sale/serving of alcoholic beverages will be discontinued at least one hour before the event ends;
- Proper campus supervision is provided in areas where alcohol is served/sold.

Alcohol permit forms are available in the office of the dean of students and must be submitted at least 10 working days prior to the event.

SANCTIONS FOR STUDENTS VIOLATING THIS POLICY

Alcohol Abuse

Sanctions of the Notre Dame of Maryland University Substance Abuse Policy will be determined by the severity of the violations and their impact on the community for first, second, and third violations.

Students who violate the Notre Dame of Maryland University Substance Abuse Policy by abusing alcohol may be subject, but are not limited, to the following sanctions:

- *First Offense Alcohol Misuse:* Possible sanctions include, but are not limited to, an alcohol-related health assessment, participation in an alcohol education program, community service, and other appropriate disciplinary sanctions, including, but not limited to, probation, visitation restriction, etc.
- *Second Offense Alcohol Misuse:* Required alcohol-related assessment, mandatory attendance at an alcohol education program at Loyola University Maryland, **notification of parents or legal guardians of Women's College students (if underage)**, community service, and other disciplinary sanctions as deemed appropriate, including, but not limited to, restitution, fines, probation, suspension, etc.
- *Third Offense Alcohol Misuse:* Required attendance at the six-session alcohol education program at Loyola University Maryland or other community-based alcohol education program, **notification of parents or legal guardians of Women's College students**, community service, and other disciplinary

sanctions as may be deemed appropriate, including, but not limited to restrictions, probation, suspension or expulsion.

Providing Alcohol to Minors

Students who violate the Notre Dame of Maryland University Substance Abuse Policy by providing alcohol to minors are subject to the following sanctions:

- *First Offense Involving Providing Alcohol to Minors:* Disciplinary probation for up to 6 months and up to 25 hours of supervised community service in an alcohol education activity, **and notification of parents or legal guardians of Women's College students.**
- *Second Offense Involving Providing Alcohol to Minors:* Suspension of a minimum of one semester and up to 50 hours of supervised community service in an alcohol education activity (to be completed prior to reinstatement at the University), possible notification of legal authorities, **and notification of parents or legal guardians of Women's College students.**
- *Third Offense Involving Providing Alcohol to Minors:* Dismissal, notification of legal authorities, **and notification of parents or legal guardians of Women's College students.**

Controlled or Illegal Drugs

A student who has violated the Substance Abuse Policy through the illegal possession, use, sale, manufacture, dispensation, or distribution of any drug, narcotic or controlled substance, whether on or off campus, is subject to immediate suspension or expulsion.

ASSISTANCE PROGRAM REFERRALS

The University recommends that individuals who have a drug or alcohol abuse problem to seek professional help.

The Counseling Center (410-532-5384) provides education, assessment, individual counseling and behavioral methods to address problem areas. The Student Health Center (410-617-5055) also provides information and can assist individuals in identifying referrals, treatment programs and other community services.

The following agencies may be contacted to identify assistance programs offered in the community:

Addict Referral & Counseling Center, Inc.	Narcotics Anonymous
21 W. 25th Street	217 North Warwick Avenue
Baltimore, Maryland 21218	Baltimore, Maryland 21223
410-366-1717	410-468-0060
	Email: baltoareana@ymail.com

EDUCATION

The University provides educational programs designed to promote lawful and responsible use of alcohol and prevent the use of illicit drugs. These programs include information on alcohol and illegal drugs, the consequences of the use and abuse of these substances, the role of individual responsibility and personal liability, and this policy.

These programs are available to any member of the University community and are primarily offered through student life, the Student Health Center and Student Health Educators.

Drug-Free Awareness Program will inform employees annually of (a) the dangers of drug or alcohol abuse in the workplace, (b) the University's policy of maintaining a drug-free workplace, (c) available drug counseling and rehabilitation, (d) penalties that may be imposed upon employees for violations.

APPLICABLE STATE LAWS RELATING TO UNLAWFUL USE, POSSESSION, AND DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL

Jurisdiction: Maryland Code, Criminal Law Article 5-602
Offense: Unlawful manufacture, distribution, dispersion, or possession to indicate intent to manufacture, distribute, dispense a controlled dangerous substance (or counterfeit substance)
Penalty: Guilty of felony and subject to imprisonment up to 20 years and/or a fine up to \$25,000

Jurisdiction: Maryland Code, Criminal Law Article 5-617
Offense: Distribution of non-controlled substance as a controlled dangerous substance
Penalty: Guilty of felony and subject to imprisonment up to 5 years and/or a fine up to \$15,000

Jurisdiction: Maryland Code, Criminal Law Article 5-628
Offense: Use of minor to manufacture, deliver, or distribute controlled dangerous substance
Penalty: Guilty of felony and subject to imprisonment up to 20 years and/or a fine up to \$20,000

Jurisdiction: Maryland Code, Criminal Law Article 5-601
Offense: Possession of controlled dangerous substance
Penalty: Guilty of misdemeanor and subject to imprisonment up to 4 years and/or a fine up to \$25,000; for marijuana, one year and/or a fine up to \$1,000

Jurisdiction: Maryland Code, Criminal Law Article 5-619
Offense: Use, delivery, or possession with intent to use, deliver, or sell drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body, a controlled dangerous substance
Penalty: Guilty of misdemeanor and subject to a fine up to \$500 for first offense, imprisonment up to 2 years and/or a fine up to \$2,000 for second offense; for situations involving a minor up to 5 years and/or a fine up to \$15,000

Jurisdiction: Maryland Code, Criminal Law Article 5-619
Offense: Advertising to promote the sale or delivery of drug paraphernalia
Penalty: Guilty of misdemeanor and subject to a fine up to \$500 for first offense; imprisonment up to 2 years and/or a fine up to \$2,000 for second offense

Jurisdiction: Maryland Code, Criminal Law Article 5-618
Offense: Possession and/or purchase of non-controlled substance believed to be controlled dangerous substance
Penalty: Guilty of misdemeanor and subject to imprisonment up to one year and/or a fine up to \$500

Jurisdiction: Maryland Code, Criminal Law Article, 10-113
Offense: Misrepresentation or false statement of age in order to obtain alcohol or to induce the illegal sale or supplying of alcohol
Penalty: Guilty of civil offense and subject to a fine up to \$500 or up to \$1,000 if repeat offense, plus court costs

Jurisdiction: Maryland Code, Criminal Law Article, 10-114
Offense: Possession of alcohol by person under 21
Penalty: Guilty of civil offense and subject to a fine up to \$500 or up to \$1,000 if repeat offense, plus court costs

Jurisdiction: Maryland Code, Criminal Law Article, 10-115
Offense: Possession of false identification by person under 21
Penalty: Guilty of civil offense and subject to a fine up to \$500 or up to \$1,000 if repeat offense, plus court costs

Jurisdiction: Maryland Code, Criminal Law Article, 10-116
Offense: Purchasing alcohol for person under 21

Penalty: Guilty of civil offense and subject to a fine up to \$500 or up to \$ 1,000 if repeat offense, plus court costs

Jurisdiction: Maryland Transportation Article 21-902 and 27- 101

Offense: Driving while intoxicated/under the influence of alcohol and/or drugs

Penalty: Penalties ranging from a fine up to \$500 and/or imprisonment of one year; if repeat offense, up to a fine of \$3,000 and/or imprisonment up to 3 years

Jurisdiction: Maryland Article 2B, 19-101, 19-102

Offense: Disorderly intoxication

Penalty: Guilty of misdemeanor and subject to imprisonment up to 90 days and/or a fine up to \$100

The above articles on laws relating to illicit drugs and alcohol can be found on the Maryland Department of Legislative Services website at <http://michie.lexisnexis.com/maryland/lpext.dll?f=templates&fn=main-h.htm&cp=> under Maryland Code Criminal Law, Controlled Dangerous Substances, Prescriptions & Other Substances (Title 5), Crimes Involving Controlled Dangerous Substances & Paraphernalia (Subtitle 6) and under Criminal Law, Crimes Against Public Health, Conduct & Sensibilities (Title 10), Crimes Against Public Health & Safety (Subtitle 1).

HEALTH RISKS ASSOCIATED WITH THE ABUSE OF ALCOHOL OR USE OF ILLEGAL DRUGS

ALCOHOL– (Beer, Wine, Distilled Spirits) SHORT-TERM EFFECTS: relaxation, breakdown of inhibitions, euphoria, depression, decreased alertness, stupor, nausea, unconsciousness, hangover and death. **LONG-TERM EFFECTS FROM CONTINUED EXCESSIVE USE:** obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium tremors and death.

AMPHETAMINES– (Benzedrine, Dexedrine, Methedrine, Preludin) SHORT-TERM EFFECTS: increased alertness, excitation, euphoria, decreased appetite, restlessness, rapid speech, irritability, insomnia, stomach disorders, convulsions. **LONG-TERM EFFECTS:** insomnia, excitability, skin disorders, malnutrition, delusions, hallucinations, psychosis.

ANABOLIC STEROIDS– (Prednisone and Synthetic Testosterone-like Drugs which have tissue-building properties) SHORT-TERM EFFECTS: mood elevation or depression, increase or decrease in sex drive, increased aggressive behavior, may stunt growth, change in electrolyte balance causing retention of sodium and retention of fluids. **LONG-TERM EFFECTS:** jaundice (yellowing of skin), liver damage, high blood pressure, endocrine imbalance; in males can cause enlarged breasts, decrease in testicular size and function, decrease of sperm production; in females can cause acne, menstrual irregularities, irreversible masculinizing effects such as hair on the face, deepening of the voice, change in the genitals.

ANTIDEPRESSANTS– A. Tricyclics (Elavil, Ritalin, Tofranil, Prozac) SHORT-TERM EFFECTS: relief of anxiety and depression, temporary impotence, nausea, hypertension, weight loss, headaches. **LONG-TERM EFFECTS:** irregularities in heartbeat, disturbed vision, decrease or increase in sexual desire, constipation, edema, extremely toxic in excessive doses, and overdose can cause death. **B. MAOIs (Nardil, Parnate, Marplan, Phenazine) SHORT-TERM EFFECTS:** combination of certain foods can trigger very high blood pressure, rapid pulse, headaches, problems with vision, sometimes paralyzing or fatal strokes; foods high in the amines, tryptamine, or histamine should be avoided, i.e., beer, red wines, chocolate, pickled fish, cheese, yogurt, stimulants, caffeine and allergy pills. **LONG-TERM EFFECTS:** (may take six weeks for drug to work): glaucoma, weight gain, sleep disturbances, fatigue, weakness, tremors, dry mouth, constipation. **C. Antimanic (Lithium) SHORT-TERM EFFECTS:** difficulty staying on medication since euphoric feelings and sense of well-being experienced during mild manic attacks is missed, narrow range between the therapeutic and toxic

levels (periodic blood tests are needed), nausea, lethargy, thirst, hand tremors, greatly increased urination, possible weight gain. LONG-TERM EFFECTS: drug excreted almost entirely by kidneys, any injury or weakness may allow the drug to accumulate to dangerous levels, avoid diuretics and low-sodium diets so as not to further deplete sodium level, carefully monitor drug level.

BARBITURATES– (Chloral, Hydrate, Doriden, Nembutal, Phenobarbital, Seconal) SHORT-TERM EFFECTS: relaxation, euphoria, decreased alertness, drowsiness, impaired coordination, slurred speech, stupor, hangover, and death. LONG-TERM EFFECTS: excessive sleepiness, confusion, irritability, severe withdrawal, sickness, and death.

CAFFEINE– (Coffee, Cola, Tea, No-Doz) SHORT-TERM EFFECTS: increased alertness, restlessness, insomnia, upset stomach. LONG-TERM EFFECTS: restlessness, irritability, insomnia, stomach disorders.

CANNABIS– (Hashish, Marijuana, THC) SHORT-TERM EFFECTS: relaxation, breakdown of inhibitions, alteration of perceptions, euphoria, increased appetite, increased heartbeat, dry mouth. LONG-TERM EFFECTS: fatigue, loss of memory, school grades may decline, hormonal changes, psychosis.

COCAINE- (Coke, Crack) – SHORT-TERM EFFECTS: feeling of self-confidence and power, intense exhilaration, extreme euphoria, increased blood pressure and heart rate, dilated pupils. LONG-TERM EFFECTS: Paranoia, violence, feeling of things crawling under the skin (frequent abrasions and dig marks on skin from scratching coke bugs), runny or stuffy nose if snorted, headaches, chronic insomnia, irritability, depression, psychosis, death.

HALLUCINOGENS– (LSD, Mescaline, Scopolamine, PCP, STP, Psilocybin, DMT) SHORT-TERM EFFECTS: perceptual changes especially visual, increased energy, hallucinations, panic, anxiety, exhaustion, tremors, psychosis. LONG-TERM EFFECTS: increased delusions and panic, psychosis.

INHALANTS– (Glue, Paint Thinner and Removers, Correction Fluid, Gas, Laughing Gas, Nitrous Oxide)

SHORT-TERM EFFECTS: relaxation, hypersensitivity, possible violence, impaired judgment, reduced muscle reflex control, rapid heartbeat, impaired coordination, headache, nausea, visual disturbance, euphoria. LONG-TERM EFFECTS: brain damage, lung and kidney damage, blood and bone marrow alteration, possible death.

NICOTINE– (Cigarettes, Cigars, Pipe Tobacco, Snuff, Chewing Tobacco, Nicotine Gum) SHORT-TERM EFFECTS: relaxation, constriction of blood vessels, dry mouth and throat, adrenaline release, increase in pulse, heart and blood pressure. LONG-TERM EFFECTS: hypertension, nervousness, irritability, headaches, fatigue, insomnia, impaired breathing, heart and lung disease, cancer of the lungs, larynx, trachea, esophagus, throat, mouth, cheek, lips and nasal cavity, arteriosclerosis, and death.

OPIATES– (Opium, Codeine, Morphine, Heroin, Dilaudid, Percodan) SHORT-TERM EFFECTS: euphoria, prevention of withdrawal symptoms, pain relief, mental clouding, drowsiness, central respiratory depression which can cause death. LONG-TERM EFFECTS: constipation, loss of appetite, toxic syndrome, lowered blood pressure.

TRANQUILIZERS– (Librium, Miltown, Equinol, Thorazine, Valium) SHORT-TERM EFFECTS: relief of anxiety and tension, suppression of hallucinations and aggression, sleep, drowsiness, blurred vision, dizziness, slurred speech, allergic reactions, stupor. LONG-TERM EFFECTS: blood-cell destruction, jaundice, coma, and death

POLICY REVIEW

This policy will be reviewed biennially by the Substance Abuse Policy Review Committee comprised of representatives from the office of the vice president for student development, the chief financial officer, representatives of the Student Association, faculty, the office of human resources and the department of public safety to determine its effectiveness, make changes if necessary and to ensure that sanctions are consistently enforced.

