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OUR MISSION
The University of Dallas is dedicated to the pursuit of wisdom, of truth, and of virtue as the proper and primary ends of education. The university seeks to educate its students so they may develop intellectual and moral virtues, prepare themselves for life and work in a problematic and changing world, and become leaders able to act responsibly for their own good and for the good of their families, communities, country and church. The university as a whole is shaped by the long tradition of Catholic learning, and acknowledges its commitment to the Catholic Church and its teaching. (Excerpted from the Mission Statement of the University of Dallas)

NOTICE
The University of Dallas is an equal opportunity, co-educational and Catholic institution of higher learning. It is open to students and faculty of all faiths and does not discriminate in admissions or employment on the basis of religion, race, color, sex, age, handicap or national origin.

Every effort has been made to include information in this handbook that, at the time of publication, is accurate and pertinent. The provisions of this handbook are subject to change by the University of Dallas without notice.

Because students have voluntarily chosen to enroll at the University of Dallas, they are responsible for reading and adhering to all policies and regulations which are outlined in this handbook, the University of Dallas Bulletin and other publications issued by the university.

EMERGENCY
EMERGENCY NOTIFICATION SYSTEM
To the maximum extent possible, the University of Dallas is dedicated to providing a safe and secure environment through the development and implementation of a comprehensive Emergency Response Plan. In the event of any major emergency or disaster that affects the UD campus, steps will be taken immediately to assure the safety and security of the campus community, to communicate quickly, and to resume normal operations as soon as it is practical.

The university has implemented Blackboard Connect, an emergency notification systems that sends voicemails, text messages and emails to students, faculty and staff in the event of an emergency. Members of the UD community will quickly receive notifications, instructions and updates during campus emergencies, ranging from weather-related
closings to unique emergency situations where time is of the essence. It is used only in true emergencies, such as major weather events that force the cancellation of classes or imminent threats to the safety and security of the members of the community.

Students, faculty and staff are encouraged to keep their contact information up-to-date through BannerWeb to ensure they receive critical information in an emergency.

**EMERGENCY TELEPHONE NUMBERS**

- Campus Safety Office (972) 721-5305 (routine calls/inquiries)
- Emergencies Only (972) 265-5911
- Health Services (972) 721-5322
- Texas Poison Control Network 800-222-1222
- Baylor Medical Center (Irving) (972) 579-8100
- Las Colinas Medical Center (972) 969-2000
- Parkland (Dallas) (214) 590-8000

**EMERGENCY PROCEDURES**

In the event of a medical emergency, call CSO immediately at x5911. You should describe the nature of the emergency and the location of the person needing assistance. Remain with the person until emergency personnel arrive.

CSO will notify the appropriate Office of Student Life staff. The Director of Student Life or her designee will decide whether or not the parents or guardians of the student involved should be notified.

The cost of transportation and medical treatment in the emergency room is the responsibility of the student requiring care. During a campus-wide emergency, Campus Safety will contact students, faculty and staff through the Blackboard Connect notification program. The Blackboard Connect system provides notification to cell and landline phone numbers, as well as email.

**FIRE EMERGENCIES**

Should a student discover a fire or smoke in a university building, the following procedure should be used:

1. Ring the building fire alarm, alert anyone else who may be in the building and exit the building promptly.
2. Immediately notify the Campus Safety Office and report the location and intensity of the fire. The Campus Safety Office will report the fire to the Irving Fire Department.
3. Residence Life Staff will instruct all occupants of the building to evacuate immediately. Residents must evacuate to the designated area and immediately check in with the Residence Life Staff. No one may return to the building until an official “all clear” notice is received.
4. Firefighting is the responsibility of university personnel and the Irving Fire Department. The staff of each residence hall will explain all emergency and evacuation procedures to residents. This will be done at the beginning of each semester.

SEVERE STORM / TORNADO
In the event of a tornado, the City of Irving will sound sirens and override television programming. The university, however, does not rely solely on this system to notify the university community.

If it is confirmed that there is a tornado in the university’s vicinity, the Campus Safety Office will contact students via the Blackboard Connect emergency notification system. It is important that students provide correct and current information for emergencies in BannerWeb.

In the event of a tornado nearing UD, people on campus should move to the inner core of the building away from window areas or to the basement if one exists in the building where they are located. People should remain in the area until the storm has passed and an “all clear” signal has been issued.

Follow recommended safety procedures for the following buildings:
• **Haggar University Center**: Move quickly to the University Center basement.
• **Carpenter Hall**: Exit the room and sit in the hallway. Stay away from the stairwells.
• **Haggerty Science Building, Blakley Library or Braniff Building**: Move to the basement or lowest level.
• **Gorman Lecture Hall**: Move quickly to the Science Building basement.
• **Maher Athletic Center**: Move quickly to the Men’s Locker Room on the lower level.
• **All Residence Halls**: Move into the hallway away from the stairwell. Stay away from the windows.
• **Student Apartments**: Lie in the bathtub with a mattress on top of you.
• **Church of the Incarnation**: Move into the sacristy or the Eucharistic Chapel.
## DIRECTORY INFORMATION

**UNIVERSITY OF DALLAS MAIN SWITCHBOARD: (972) 721-5000**

Items are in alphabetical order by topic, followed by the department and contact information

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<td>Academic Dean</td>
<td>Dr. C.W. Eaker</td>
<td>Braniff ext. 5108</td>
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<td>Academic Success Office</td>
<td>Sharon Oster Academic Success Advisor</td>
<td>Augustine ext. 5056</td>
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<td>ADA Accommodations</td>
<td>TBD Student Support Counselor</td>
<td>Blakley Library ext. 5385</td>
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<td>Advancement</td>
<td>Advancement Intern</td>
<td>Carpenter ext. 5134</td>
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<td>Athletics</td>
<td>Dick Strockbine Athletic Director</td>
<td>Maher ext. 5207</td>
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<tr>
<td>Bookstore</td>
<td>Anita Johnson Manager</td>
<td>Haggar ext. 5320</td>
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<td>Business Office</td>
<td>Meg Johnson Associate Director of Finance</td>
<td>Carpenter ext. 5244</td>
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<td>Campus Ministry</td>
<td>Denise Phillips Director of Campus Ministry</td>
<td>Haggar ext. 5375</td>
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<td>Clubs/Organizations</td>
<td>Miquela Camara Assistant Director of Student</td>
<td>Haggar ext. 5294</td>
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<td>Computer Labs</td>
<td>Malik Dulaney Director, Academic Info. Systems</td>
<td>Science Bldg. ext. 5064</td>
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<tr>
<td>Counseling Center</td>
<td>Mike Brock Director of Counselor Center</td>
<td>Carpenter (214) 364-4154</td>
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<td></td>
<td>Mary Armstrong Counselor</td>
<td>Carpenter (972) 935-3691</td>
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<tr>
<td>Dining Services</td>
<td>Kyle Wilson Director of Dining Services</td>
<td>Haggar ext. 4076</td>
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<tr>
<td>Financial Aid</td>
<td>Taryn Anderson Director of Financial Aid</td>
<td>Carpenter ext. 5102</td>
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<tr>
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<td>•Fitness Center</td>
<td><strong>Miquela Camara</strong></td>
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<td></td>
<td>Assistant Director of Student</td>
<td>Maher Athletic Center Ext. 5773</td>
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<td>•Health Services</td>
<td><strong>Laurette Dekat, M.D.</strong></td>
<td>Haggar ext. 5322</td>
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<td>Director of Health Services</td>
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<td>•Housing</td>
<td><strong>Betty Perretta</strong></td>
<td>Carpenter ext. 5394</td>
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<td>Director of Student Life Operations</td>
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<td>•International Student Services</td>
<td><strong>Rakia Johnson</strong></td>
<td>Braniff ext. 5059</td>
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<td>•Maintenance</td>
<td>Facilities</td>
<td>Facilities Bldg. ext. 5295</td>
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<td><strong>Valerie Landrum</strong></td>
<td>Carpenter ext. 5113</td>
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<td>•Personal Career Development</td>
<td><strong>Julie Janik</strong></td>
<td>Augustine ext. 4127</td>
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<td>•Printing and Postal</td>
<td><strong>Jeff Richards</strong> (printing)</td>
<td>Haggar ext. 4015</td>
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<td></td>
<td><strong>Richie Fernandez</strong> (postal)</td>
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<td>•Publications</td>
<td><strong>Rudy Bush</strong></td>
<td>Catherine ext. 5089</td>
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<td>TBD</td>
<td>Catherine ext. 5127</td>
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<td>•Registrar’s Office</td>
<td><strong>Jan Burk</strong></td>
<td>Braniff ext. 5221</td>
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<td></td>
<td>Registrar</td>
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<tr>
<td>•Residence Life</td>
<td><strong>Doré Madere</strong></td>
<td>Carpenter ext. 4045</td>
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<td>Director of Student Life</td>
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<td>•Rome Office</td>
<td><strong>Rebecca Davies</strong></td>
<td>Augustine ext. 5206</td>
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<td>Director of Rome &amp; Summer Programs</td>
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<td>•Room Reservation</td>
<td><strong>Kelly O’Neal</strong></td>
<td>Haggar ext. 5123</td>
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<td>Non classrooms</td>
<td>Sr. Coordinator of Conference and Events</td>
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<td></td>
<td><strong>Sandy Morgan</strong></td>
<td>Braniff ext. 5221</td>
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<td>Classrooms</td>
<td>Assistant Registrar</td>
<td>Carpenter ext. 5144</td>
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<td>•Student Account Services</td>
<td><strong>Bursar</strong></td>
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OFFICE/DEPARTMENT | CONTACT | LOCATION/PHONE
---|---|---
• Student Activities | Miquela Camara  
  Director Student Activities &  
  Recreational Services | Haggar  
  ext. 5294
• Student Employment | Human Resources Coordinator | Carpenter  
  ext. 5382
• Student Government | SG Executive Council | Haggar  
  ext. 5111
• Student Life | Doré Madere  
  Director of Student Life | Carpenter  
  ext. 4045
• Title IX Coordinator | Janis Townsend  
  Director Human Resources | Carpenter  
  ext. 4142
• Undergraduate Business Programs | Sheila Howard  
  Associate Director of  
  Undergraduate Business | Braniff  
  ext. 5303

UNIVERSITY SERVICES

ACADEMIC SUCCESS OFFICE
The Academic Success Office at the University of Dallas equips students with the tools to formulate plans, improve study habits, establish priorities and communicate with faculty, staff and their peers more effectively. We also reach out to students who are showing academic challenges with low grades, inconsistent performance or lack of academic direction. We are committed to maximizing student success and facilitating the successful progression of students from orientation to graduation.

Services include:
• Supporting college transition assistance
• Assisting with time management skills
• Assessing study strategies and suggesting skill enhancements
• Providing one-on-one advising
• Increasing organizational skills
• Enhancing awareness of campus resources and events
• Collaborating on graduate and professional school applications

Visit the Academic Success Office Monday-Friday, 8:00 a.m.-5:00 p.m. in Augustine 114. For more information, visit www.udallas.edu/offices/academicsuccess or call (972) 721-5056.
ATHLETICS
The University of Dallas currently fields 14 intercollegiate sports for men and women on the non-athletic scholarship Division III level of the National Collegiate Athletic Association (NCAA). The Crusaders participate in the Southern Collegiate Athletic Conference (SCAC) as third-year members of the league, which dates back to 1962. Dallas' student-athletes are afforded the opportunity to showcase their talents nationwide, and will travel to Colorado, Louisiana and throughout Texas for conference play.

Other 2014-15 SCAC Member Institutions:
- Austin College
- Centenary College of Louisiana
- Colorado College
- Schreiner University
- Southwestern University
- Texas Lutheran University
- Trinity University

If you wish to receive more information about our athletics programs, or are interested in competing on a specific team, please do not hesitate to contact one of our coaches or staff members -- contact information can be found at www.udallasathletics.com.

PHILOSOPHY & PURPOSE OF ATHLETICS
A variety of athletics activities are provided at the University of Dallas in an effort to help nurture the physical well-being of the community and to reinforce strong characteristic ideals into student-athletes so that they may achieve great success in an educationally sound environment, as well as in everyday life and future endeavors. The athletics program is administered in such a way that athletics remain in keeping with the college's liberal arts tradition.

Athletics should be a part of the total educational process and there should be a broad base of opportunity for participation. The program should create a rallying point for students, faculty, and alumni, while still enhancing educational values. It is understood that, while striving to be competitive, institutional integrity should never be sacrificed for the sake of athletic victory.

There should be an equality of opportunity and treatment for men and women with emphasis on participation for the enjoyment and love of the game. Fair play and competition in the true sense are principles that drive the program. The health and welfare of the student-athlete is of utmost concern.
Athletics at the University of Dallas exists within the educational mainstream of the college and is administered with the same controls, budgetary procedures, and program responsibility as any other academic or administrative function.

**BOOKSTORE**
The University of Dallas Bookstore is located on the first floor of Haggar University Center, by the Cappuccino Bar.

The bookstore is open:
Monday – Thursday 7:30 a.m. - 6:30 p.m.
Friday 7:30 a.m. – 5:00 p.m.
Saturday 10:00 a.m. to 2:00 p.m.
Sunday Closed

The bookstore features University of Dallas insignia gifts and sportswear, school and office supplies, snacks, beverages, laundry supplies and personal care items.

Textbooks for classes are available both in the store and online at [www.udallas.bkstr.com](http://www.udallas.bkstr.com). Students should bring their course schedules when shopping for textbooks to reference the correct course number and section.

The bookstore accepts cash and credit/debit cards. A generic ATM is located outside the bookstore and does charge a small service fee for transactions.

**PERSONAL CAREER DEVELOPMENT**
Office of Personal Career Development
Augustine 132
Phone: (972) 721-5131
Website: [www.udallas.edu/careerservices](http://www.udallas.edu/careerservices)
Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.

The Office of Personal Career Development is dedicated to helping students and alumni identify their individual values, interests and goals, and to develop relevant skills as they intentionally pursue their chosen careers. Additionally, the OPCD seeks to cultivate and expand employer awareness of the powerful UD brand that will drive them to seek out UD students and alumni.

By developing external partnerships and by offering targeted programming, our staff is committed to providing the resources for students to explore diverse career opportunities. **Empowering you to stand out from the crowd!**

**The UD OPCD:**
- Serves all students and alumni of UD with resume writing, mock interviews, job search strategies and tailored career coaching.
- Connects with local and national employers to provide professional opportunities and experience for students.
- Hosts professionals on campus to coach, network with/and recruit great candidates.
- Provides a secure job board featuring part-time, full-time and internship opportunities, as well as a personal portal for resumes, personal statements and cover letters for UD students and graduates.
- Helps students secure internships (for course credit or for relevant experience).
- Teaches courses in Career Development, Internship and Community Volunteer Services.

**COMPUTER LAB**
The university has computers for student academic use in Gorman Lecture Hall – Room H. They are available for use 24 hours a day, year-round.

**COPY SERVICES**
Black and white and color copiers, located at Printing and Postal Services in the lower level of Haggar University Center, are available Monday through Thursday from 8:00 a.m. to 6:00 pm. and Friday from 8:00 a.m. to 5:00 p.m. Students can also print and bind documents and purchase printer paper through the Printing and Postal Services.

**COUNSELING CENTER**
The UD Counseling Center provides for all undergraduate students, as well as for those graduate students who are enrolled full time and completing coursework. The services provided include counseling related to all late adolescent and early adulthood issues (for example, personal identity and social and relationship concerns), all college life issues (coping with the various challenges of university life, such as managing time and interacting with new social groups) and psychological issues such as depression and anxiety. There is no cost for counseling services.

The most frequent concerns brought to counseling at UD are depression, relationship issues, family, anxiety, stress and coping, social skills and sexuality issues. No problem is too big or too small for counseling.

Mike Brock, director of the Counseling Center, is a Licensed Professional Counselor and counseling supervisor. Mary Armstrong is a Licensed Chemical Dependency Counselor and Licensed Professional Counselor Intern.

The Counseling Center is located in Carpenter Hall and staffed Monday through Friday, typically from 9:00 a.m. to 5:00 p.m. Meetings outside that timeframe may be arranged.
directly with a counselor. Students typically contact a counselor directly through phone or email. Because of the nature of the counseling relationship, counselors are both ethically and legally bound to honor the confidentiality of their clients.

To make an appointment, contact Mike Brock, LPC-S, at (214) 364-4154 or mike@mikebrock.org, or Mary Armstrong, LCDC, LPC-Intern, at (972) 935-3691 or alexandraarmstrong@sbcglobal.net.

**DINING SERVICES**

Dining services are provided by ARAMARK, which provides regular meal service through the Haggar Cafe, the Rathskeller, and special catered events. First year students are required to participate in the All Access Meal Plan. Continuing upperclassmen may opt to select a 7 meal plan. Contact the Office of Student Life or Dining Services for more information.

At the beginning of each semester, students who have paid their board bill will have access to Dining Services via the barcode on the student's university identification card. The identification card must be presented at each meal. Failure to present the identification card will result in the student being denied entrance to the cafeteria. Only the student to whom the card is issued may use the card. Attempted use by another person will result in a fine.

Students on a residential meal plan have a declining balance that may be used in the Rathskeller. Any amount left in declining balance at the end of the fall semester will be added to the spring declining balance as long as the student is still enrolled in a residential meal plan for the spring semester. Otherwise, any declining balance left at the end of the fall is forfeited. No exceptions are allowed. Any amount remaining at the end of the spring semester will be forfeited.

For students whose class schedule or campus job conflicts with meal service hours, ARAMARK offers a meal equivalency option. ARAMARK will also prepare a “sick tray” when requested.

Meals are not served during the Thanksgiving recess, Christmas break, Easter recess or Spring Break.

Students found responsible for taking food from the Café or Rathskeller without using their meal plan, declining balance, or without any form of payment will be subjected to an automatic “Theft of Services” fine of $100.
DINING SERVICES / CAFETERIA POLICIES
The following dining service policies are in effect:
1. Food, dining trays, china, glassware and silverware are not to be removed from the Café. Food and/or beverages may only be removed from the cafeteria when a “to go meal” has been purchased. The “to-go meal” policy may be obtained from the office of Dining Services.
2. Dining trays, china, glassware and silverware should be returned to the dish room after meals.
3. The throwing of food, china, glassware, silverware or paper products is not permitted.
4. Meal cards are not transferable under any circumstances.
5. Students not participating in a meal option must pay in advance and have a receipt available during their meal. Any students found with cafeteria food without a meal purchase of any type will be charged $100 for “Theft of Services.”
6. Anyone found aiding others in “Theft of Services” will also be charged a $100 fine.

Violation of these dining service policies may result in disciplinary action, which includes the possible restriction or denial of student meal privileges.

WAIVER OF MEAL PLAN FOR HEALTH REASONS
Students must first meet with the Dining Services Office regarding any special dietary needs based upon medical necessity. They will provide advice or make specific arrangements to see that reasonable requirements of the diet are met. Verbal requests are not sufficient; students with special needs based upon medical necessity must submit a detailed written request from their physician to the Office of Student Life. The request deadline is the third Friday of the semester.

Occasionally, the nature of the health problem or the limitations of the food service justify a release from the meal plan. Students may request release from the requirement by the following procedure:
1. The family physician must send a detailed letter to the Director of Student Life, which outlines the specific nature of the health problem, treatment program, dietary requirements and estimation of the problem’s duration. This letter is to be submitted in advance of the above deadline.
2. This letter will be reviewed; additional medical documentation may be requested.
3. A waiver of the meal plan may be granted, provided the food services area is unable to satisfactorily meet the dietary requirements or the recommendation of the university physician is such that continued eating in the cafeteria would clearly complicate the student’s health condition.
4. Since many health problems are temporary, the student will be asked to validate the continuing nature of the health problem each semester unless it is clear that the condition is permanent.
FAX MACHINES
Domestic and international fax services are available at Printing and Postal Services. The university’s fax number is (972) 721-5332.

FITNESS CENTER
The University of Dallas Fitness Center is a 3,000 square-foot fitness facility that opened in the fall of 2003. Adjacent to the Fitness Center is an outdoor pool, open seasonally. The Fitness Center is open seven days a week during the academic year. Consult www.udallas.edu/offices/fitnesscenterandpool for more information and hours of operation.

All full-time undergraduate students and faculty and staff may utilize the Fitness Center by presenting their university ID. Part-time undergraduates, graduate students, alumni and immediate family of faculty and staff may purchase a membership to the Fitness Center through the Office of Student Activities and Recreational Services.

HAGGAR UNIVERSITY CENTER
The Haggar University Center is one of the main areas for social, cultural, and recreational activities at the University of Dallas.

Haggar houses many services including the Rathskeller, the Bookstore, Cappuccino Bar, Printing and Postal Services and the Student Activities and Leadership Center. Several offices are also located in the center, including Campus Safety, UD Visitor Center, Admissions, Student Government & SPUD, Campus Ministry, the Chaplain’s Office, Health Services, Student Activities and Event Coordinator.

STUDENT HEALTH SERVICES
University Clinic
Dr. Laurette Dekat
Second Floor Haggar Center
Phone: (972) 721-5322
FAX: (972) 721-5124
Email: ldekat@udallas.edu
Hours: Monday-Friday, 12:30 p.m. to 5:00 p.m.

Dr. Dekat, class of ’79, returned to campus to open Student Health Services in the fall of 2003. In addition to providing medical care, she also offers an internship for students who are interested in the health field. She is on the faculty at UT Southwestern Medical Center and serves as the Medical Director of UTSW Department of Physician Assistant Studies.
Services are provided on an appointment and walk-in basis:

- Treatment of acute illnesses such as sinus infections, skin infections, flu, pneumonia, urinary tract infections, rashes, etc.
- Collaboration with counseling services for care of mental health, e.g. depression, substance use, eating disorders
- Ongoing management of chronic conditions, such as asthma, allergies, acne, etc.
- TB screening and vaccinations, both routine and for travel
- Minor emergency care, including treatment of injuries and asthma exacerbations
- Referral to specific care as needed
- On-campus pharmacy for routine medications

Students must have the University of Dallas Medical History Form on file, including the required record of immunization. If the student is under 18 years of age, a parent or guardian must have signed the Medical History Form before treatment can be administered. Failure to submit this form will result in an account hold preventing registration.

In the event of serious illness or injury, students are referred to nearby emergency room services. Most medication prescriptions written by Dr. Dekat are available through the on-campus clinic’s Class D pharmacy. Other prescriptions can be filled at area pharmacies. Packets of over-the-counter medications are available free of charge at the clinic.

During evening hours and on weekends, medical care is available through local physicians and emergency rooms.

**Fees and Charges:**
Services usually rendered by a school nurse, including provision of over-the-counter medications, are free of charge.

The Student Health Center is able to bill insurance for outpatient visits with Dr. Dekat. Students are responsible at the time of the visit for the co-pay as determined by their insurance, which can be paid with cash, check or charged to the student’s university account. The co-pay is reduced for students who have the Aetna Student Health insurance.

It is very important that students ensure that their insurance will cover medical care in Texas and that all students have a copy of their insurance card when they come to the clinic. In addition to the co-pay for the visit, there may be additional fees for medications ordered by Dr. Dekat and filled in the clinic pharmacy.

**NOTICE OF PRIVACY PRACTICES**
The privacy of your medical information is important to us. We understand that your medical information is personal and we are committed to protecting it. We create a
record organization. We need this record to provide you with quality care and to comply with certain legal requirements. This notice will tell you about the ways we may use and share medical information about you. We also describe your rights and certain duties we have regarding use and disclosure of medical information.

**Our Legal Duty**

Law requires us to:

1. Keep your medical information private.
2. Give you this notice describing our legal duties, privacy practices, and your rights regarding your medical information.
3. Follow the terms of the current notice.

We have the right to:

1. Change our privacy practices and the terms of this notice at any time, provided that the changes are permitted by law.
2. Make the changes in our privacy practices and the new terms of our notice effective for all medical information that we keep, including information previously created or received before the changes.

Notice of Change to Privacy Practices:

1. Before we make an important change in our privacy practices, we will change this notice and make the new notice available upon request.

**Use and Disclosure of Your Medical Information**

The following section describes different ways that we use and disclose medical information. Not every use or disclosure of medical information will be listed. However, we have listed all of the different ways we are permitted to use and disclose medical information. We will not use or disclose your medical information for any purpose not listed below, without your specific written authorization. Any specific written authorization you provide may be revoked at any time by writing to us.

**For Treatment:**

We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students, or other people who are taking care of you. We may also share medical information about you to your other health care providers to assist them in treating you.

**For Payment:**

We may use and disclose your medical information for payment purposes. A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include your medical information.
For Health Care Operations:
We may use and disclose your medical information for our health care operations. This might include measuring and improving quality, evaluating the performance of employees, conducting training programs, and getting the accreditation, certificates, licenses and credentials we need to serve you.

**Additional Uses and Disclosures:**
In addition to using and disclosing your medical information for treatment, payment, and health care operations, we may use and disclose medical information for the following purposes.

**Facility Directory**
Unless you notify us that you object, the following medical information about you will be placed in our facility directories: your name; your location in our facility; your condition described in general terms; your religious affiliation, if any. We may disclose this information to members of the clergy or, except for your religious affiliation, to others who contact us and ask for information about you by name.

**Notification:**
We may use and disclose medical information to notify or help notify: a family member, your personal representative or another person responsible for your care. We will share information about your location, general condition, or death. If you are present, we will get your permission if possible before we share, or give you the opportunity to refuse permission. In case of emergency, and if you are not able to give or refuse permission, we will share only the health information that is directly necessary for your health care, according to our professional judgment. We will also use our professional judgment to make decisions in your best interest about allowing someone to pick up medicine, medical supplies, x-ray or medical information for you.

**Disaster Relief:**
We may share medical information with a public or private organization or person who can legally assist in disaster relief efforts.

**Fundraising:**
We may provide medical information to one of our affiliated fundraising foundations to contact you for fundraising purposes. We will limit our use and sharing to information that describes you in general, not personal, terms and the dates of your health care. In any fundraising materials, we will provide you a description of how you may choose not to receive future fundraising communications.
Research in Limited Circumstances:
We may use medical information for research purposes in limited circumstances where the research has been approved by a review board that has reviewed the research proposal and established protocols to ensure the privacy of medical information.

Funeral Director, Coroner, Medical Examiner:
To help them carry out their duties, we may share the medical information of a person who has died with a coroner, medical examiner, funeral director, or an organ procurement organization.

Specialized Government Functions:
Subject to certain requirements, we may disclose or use health information for military personnel and veterans, for national security and intelligence activities, for protective services for the President and others, for medical suitability determinations for the Department of State, for correctional institutions and other law enforcement custodial situations, and for government programs providing public benefits.

Court Orders and Judicial and Administrative Proceedings:
We may disclose medical information in response to a court or administrative order, subpoena, discovery request, or other lawful process, under certain circumstances. Under limited circumstances, such as a court order warrant, or grand jury subpoena, we may share your medical information with law enforcement officials. We may share limited information with a law enforcement official concerning the medical information of a suspect, fugitive material witness, crime victim or missing person. We may share the medical information of an inmate or other person in lawful custody with a law enforcement official or correctional institution under certain circumstances.

Public Health Activities:
As required by law, we may disclose your medical information to public health or legal authorities charged with preventing or controlling disease, injury or disability, including child abuse or neglect. We may also disclose your medical information to persons subject to jurisdiction of the Food and Drug Administration for purposes of reporting adverse events associated with product defects or problems, to enable product recalls, repairs or replacements, to track products, or to conduct activities required by the Good and Drug Administration. We may also, when we are authorized by law to do so, notify a person who may have been exposed to a communicable disease or otherwise be at risk of contracting or spreading a disease or condition.

Victims of Abuse, Neglect, or Domestic Violence:
We may use and disclose medical information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the
possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may share your medical information if it is necessary to prevent a serious threat to your health or safety or the health or safety of others. We may share medical information when necessary to help law enforcement officials capture a person who has admitted to being part of a crime or has escaped from legal custody.

Workers Compensation:
We may disclose health information when authorized or necessary to comply with laws relating to workers compensation or other similar programs.

Health Oversight Activities:
We may disclose medical information to an agency providing health oversight for oversight activities authorized by law, including audits, civil, administrative, or criminal investigations or proceedings, inspections, licensure or disciplinary actions, or other authorized activities.

Law Enforcement:
Under certain circumstances, we may disclose health information to law enforcement officials. These circumstances include reporting required by certain laws (such as reporting of certain types of wounds), pursuant to certain subpoenas or court orders, reporting limited information concerning identification and location at the request of a law enforcement official, reports regarding suspected victims of crimes at the request of a law enforcement official, reporting death, crimes on our premises, and crimes in emergencies.

Alternative and Additional Medical Services:
We may use and disclose medical information to furnish you with information about health-related benefits and services that may be of interest to you, and to describe or recommend treatment alternatives.

Your Individual Rights
You Have a Right to:
1. Look at or get copies of certain parts of your medical information. You may request that we provide copies in a format other than photocopies. We will use the format your request unless it is not practical for us to do so. You must make your request in writing. You may ask the receptionist for the form needed to request access. There may be charges for copying and for postage if you want the copies mailed to you. Ask the receptionist about our fee structure.
2. Receive a list of all the times we or our business associates shared your medical information for purposes other than treatment, payment, and health care operations and other specified exceptions.
3. Request that we place additional restrictions on our use or disclosure of your medical information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in the case of an emergency).

4. Request that we communicate with you about your medical information by different means or to different locations. Your request that we communicate your medical information to you by different means or at different locations must be made in writing to our Privacy Officer.

5. Request that we change certain parts of your medical information. We may deny your request if we did not create the information you want changed or for certain other reasons. If we deny your request, we will provide you with a written explanation. You may respond with a statement of disagreement that will be added to the information you wanted changed. If we accept your request to change the information, we will make reasonable efforts to tell others, including people you name, of the change and to include the changes in any future sharing of that information.

6. If you wish to receive a paper copy of this privacy notice, then you have the right to obtain a paper copy by making a request in writing to our Privacy Officer.

**Questions and Complaints**

If you have any questions about this notice, please ask a Student Health Services Receptionist to speak to our Privacy Officer.

If you think that we may have violated your privacy rights, you may speak to our Privacy Officer and submit a written complaint. To take either action, please inform the Student Health Services Receptionist that you wish to contact the Privacy Officer or request a complaint form. You may submit a written complaint to the U.S. Department of Health and Human Services; we will provide you with the address to file you complaint. We will not retaliate in any way if you choose to file a complaint.

**STUDENT INSURANCE**

For students who have the school-endorsed health insurance plan, a 24 Hour Nurse Advice Line is available through the plan. In the event of family health insurance plans in which patients are limited to preferred providers, the student should be aware of the physician or clinic name and location in advance of arrival to campus.

Each year, all degree-seeking, full-time undergraduate students (except international students with an F-1 Visa) are automatically enrolled in the university-sponsored student insurance plan.

Students may waive participation in the plan by providing proof of insurance coverage via the online only waiver web site by a deadline date (September 20 for fall enrollees and February 7 for new spring enrollees). This is an annual process. Students wishing to waive
the coverage must do so EACH year. This is not a paper process and is done entirely online. You should have your current insurance card in front of you before proceeding with the online waiver. After the deadline, students may not waive participation in the health insurance program administered by Aetna Student Health. Students who wish to waive the coverage and have proof of comparable insurance must complete the online waiver form which may be accessed via this Student Health Services Center page on the UD website – http://udallas.edu/offices/healthservices/studenthealthclinic/insurance.html. Multiple mass emails with the direct link are also sent directly to students. Students are responsible for the verification of waiver acceptance by the insurance company before the deadline date.

**STUDENT IDENTIFICATION CARDS**

Student Identification cards are made in the Campus Safety Office in Haggar University Center. Passport photos are made at the Printing and Postal Office in downstairs Haggar. Student Identification Cards are required of all university students and are usually obtained during New Student Orientation. Replacements may be obtained from the Campus Safety Office for a fee of $5.00. Students are expected to carry their university IDs with them at all times and produce it upon request of any university official.

**INTERNATIONAL STUDENT SERVICES**

The International Student Service Office and Welcome Center is located on the main floor of Braniff Graduate Building. The International Student Service Office provides a variety of services to international students at the University of Dallas. These include assisting students with immigration matters, providing pre-arrival and orientation information and assisting with housing arrangements. The International Student Office brings students of all nationalities together through social programming, sports tournaments and other activities throughout the year.

Undergraduate and College of Business students attending on F-1 student visa status are placed on an appropriate policy in which students are enrolled in upon arrival. Waiver of this policy must be completed directly with the International Student Services Office.

**POSTAL SERVICES**

Postal services are offered in the lower level of the Haggar University Center Monday through Thursday, 8:00 a.m. to 6:00 p.m. and Friday, 8:00 a.m. to 5:00 p.m. Campus mailboxes, stamps and shipping of mail and packages are available. Postal Services handles the assignments of boxes and keys. Items mailed to students should be addressed as follows:

- Student Name
- University of Dallas Box # _____
- 1845 E. Northgate Drive
MAIL and PACKAGES
Mail is placed in student mailboxes Monday through Friday. **All students are expected to check their mailboxes at least every other day during the week.** Official letters from the university are distributed to students via their campus mailboxes. Students can also receive packages at the Printing and Postal Services window during normal operating hours.

STUDENT ACCOUNT SERVICES
Business Office
Carpenter Hall, First Floor
Phone: (972) 721-5144
Email: bursar@udallas.edu
SAS website:  www.udallas.edu/sas
Hours:  Monday-Friday, 8:00 a.m. to 5:00 p.m.

The mission of Student Account Services (SAS) is to help students and parents/guardians to pay their financial obligations while attending the University of Dallas. SAS staff is eager to try to help answer any questions concerning the charges and payments on a student’s account.

SERVICES
**Personal checks:** Personal checks ($200 max) from the student’s own bank account, parents or grandparents can be cashed in the Business Office. Two or three party checks will not be cashed in the Business Office.

**Please note our Credit Card Policy:**
All credit card payments for tuition, fees and room/board will be subject to a 2.75% convenience fee. We accept cash, check, electronic check, Visa, MasterCard, Discover or American Express. There are no fees charged for electronic checks. For more information on the convenience fee and payment options, visit our website at: http://udallas.edu/offices/sas/creditcard.html

The Business Office does not accept credit or debit card payments in person or by telephone. For the convenience of our students, payment kiosks have been set up outside the Business Office.

**Payment in Full:** Students have the option to pay their accounts in full at the time of registration. The University of Dallas offers a web-based credit card and electronic check payment option. A student wanting to use this option must login into Banner Web, and click “Manage Your Account via CASHNet payment service.” Student Account Services will
also accept cash or checks in person or by mail. Student Account Services will not be able to accept credit cards by mail or phone. All credit card payments must be made online through CASHNet.

If you are mailing in a check to the Business Office, please include the student ID# on the check to ensure that the check is posted correctly to the student’s account. All checks must be received by the tuition payment arrangement due date. For more information on the Tuition Due Dates, visit our website at: http://udallas.edu/offices/sas/importantdates.html

Please make all checks payable to University of Dallas.
Business Office
University Of Dallas
1845 East Northgate Drive
Irving, TX 75062-4736

**University of Dallas Payment Plan:** Students have the option to use the UD Payment Plan. The UD Payment Plan allows you to divide the balance due into installments. Students wishing to use the UD Payment Plan can sign up for it by logging onto Banner Web. The instructions for enrollment for the Payment Plan can be found at: http://udallas.edu/offices/sas/plans.html

**Refunds:** A refund will be issued when there is a credit balance from an over payment of financial aid on a student’s student account. Refunds are processed through a third party called Higher One. The Higher One refund program allows students to get their refunds electronically – either to an existing bank account or through the one allowed with Higher One. More information can be found on our website at: http://udallas.edu/offices/sas/onedisburse.html

- **Book Voucher:** Students may receive a book voucher if their financial aid creates a credit balance on their account. Book vouchers are only issued to students receiving financial aid and can only be utilized at the University of Dallas Bookstore.
- **Parent Sign On:** Students can give their parents/guardians access to much of their financial information online by issuing their parents/guardians a login and password. Please contact Student Account Services in the Business Office if you have any questions.

**Helpful Hints**
- Students should know the deadline for payment arrangements. This can be found on the SAS website.
- Students should know how to find their account information online.
- Students should be familiar with how to make payments online.
Any student or parent/guardian having questions concerning any of these areas is welcome to contact Student Account Services located in the Business Office.

**Financial Aid**
Students wishing to use financial aid (grants, loans and work study) as a form of payment much complete a FAFSA (www.fafsa.ed.gov) each year. The priority deadline for filing a FAFSA is March 1. Students are required to meet Satisfactory Academic Progress requirements to receive federal, state and institutional funds. Financial aid policies and resources can be found at http://www.udallas.edu/offices/finaid/index.html.

**COMMUNICATION**
The Office of Student Life employs email as its primary means of communication with students. Students charged with a possible violation(s) of the Student Code of Conduct will be notified by regular mail, as well as email. **Students should check their University of Dallas email accounts daily.**

In the event of a problem with your university email account or internet connectivity on campus, please contact the IT department at (972) 721-5030. If you have access to a computer, you may email support@udallas.edu.

**COMMUTER STUDENT INFORMATION**

**PARKING**
Commuters must get parking permits from the Campus Safety Office and are to park in non-visitor spaces. Refer to a campus map, available from CSO, to find a parking lot located near your classes.

**MEALS**
Besides the cafeteria, which offers an all-you-can-eat buffet, students can also purchase meals in the Rathskeller (The Rat). Students can choose to purchase pizza, custom-made sandwiches or items from the grill. Candy, chips, soda and other types of convenience store items are available.

**LOCKERS**
Lockers for commuter students are located in downstairs Haggar near the mail boxes. Students can pay a small deposit at Printing and Postal if they wish to have a locker on campus.
ROME PROGRAM

All disciplinary policies in effect on the Irving campus apply on the Eugene Constantin Campus in Rome. Additionally, the Rome Campus Dean/Director/VP institutes policies for the efficient operation of that campus. Students who present serious or repeated disciplinary problems or are a danger to themselves or others may be dismissed from the Rome Program.

DISCIPLINARY CLEARANCE
A student’s disciplinary records will be reviewed by the Director of Student Life for clearance for participation in the Rome program. Students with serious or repeated violations of the Student Code of Conduct will not be permitted to participate in the Rome Semester until they clearly demonstrate the personal maturity to study abroad.

HEALTH CLEARANCE
Medical conditions are not necessarily an obstacle to studying abroad. The university will make an effort to work with students with medical conditions to make participation in the Rome Program possible, though certain factors of overseas travel should be considered. Among these considerations are: limited access to care, language barrier, lack of mental health services, unavailability of medications commonly prescribed in the US (especially meds for ADD, etc.), prescription medications cannot be shipped to Italy, etc.

Health Requirements: Health clearance requires that the condition has been stable under current treatment for at least 4 months, including at least one full semester on the Irving campus, and is expected to remain stable under current treatment for the next 6 months. The student must be able to travel, carry a heavy backpack, accommodate diet to available resources, and adjust to rigorous academic and physical activity. Ongoing treatment must require minimal intervention, such that it can be administered on Rome campus and during travel periods.

A student may be denied participation in the Rome program if a serious health problem has not been satisfactorily resolved or if the nature of the health problem is such that it would require extraordinary attention on the part of university staff members. Failure to notify the Rome Office of a health issue during the application process may lead to denial of the application or dismissal from the Rome Program.

Rome Applications: Both fall and spring Rome applicants apply for Rome the February prior to the year they wish to go to Rome. A complete application for students attending Rome in fall 2015 or spring 2016 includes a passport valid through September 2016. Students without this passport by March 2, 2015 will be wait-listed for Rome. If you do not have a passport, apply for one before Christmas. Passports issued to people under 17
expire every five years. If you do have a passport, be sure to check your expiration date and renew your passport before Christmas.

**Rome Courses:** Rome course prerequisites are the Literary Tradition I and Philosophy and the Ethical Life. The Literary Tradition II and Understanding the Bible are strongly encouraged. The courses offered in Rome include the Literary Tradition III, Western Civilization I, The Human Person and Western Theological Tradition. Do not take these courses in Irving; save them for Rome.

**Summer Rome:** There is a summer Rome term for those who cannot attend the full semester. For further information please see the Rome and Summer Programs section of the university bulletin and visit [www.udallas.edu/rome](http://www.udallas.edu/rome) or [www.udallas.edu/romesummer](http://www.udallas.edu/romesummer).

**CAMPUS SAFETY**

Campus Safety is located on the first floor of the Haggar University Center. Campus Safety provides security, fire protection and prevention, emergency first aid, safety programs and inspection, enforces the Student Code of Conduct and investigates violations of the Code and criminal offenses occurring on university property.

Emergency phones are clearly identified in select parking lots throughout campus.

Lost and found is located in Campus Safety. Articles are kept for 30 days and then donated to charity.

Students must carry their identification cards on their person at all times while on campus. Students are expected to cooperate with Campus Safety Officers in the performance of their duties. Anyone witnessing a crime (or any suspicious activity) should notify Campus Safety immediately.

The Office of Campus Safety telephone numbers are (972) 721-5305 (for routine calls) and (972) 265-5911 (for emergency situations only).

For tips on crime prevention, security awareness, and crime statistics, consult [www.udallas.edu/offices/cso/crimereports/index.html](http://www.udallas.edu/offices/cso/crimereports/index.html).
CAMPUS PARKING AND TRAFFIC REGULATIONS

POLICY STATEMENT

Vehicles parked on UD property by students, faculty or staff must display a current UD registration decal. These decals are available 24 hours a day from the Campus Safety Office located on the first floor of Haggar University Center. If a registered vehicle is sold or otherwise disposed of, the old decal must be removed, Campus Safety must be notified and any replacement vehicle registered. Decals may not be mounted to any nonpermanent device or transferred from one vehicle to another. To register a vehicle, all students must fill out the online student vehicle registration form available from the Campus Safety webpage and show a current UD Identification Card. To be registered, vehicles must be in operating condition with current state registrations, inspections and tags.

The University of Dallas has enacted the following parking and traffic regulations for safety and security, as well as to make parking and traffic flow at UD as efficient as possible. They apply to all students, staff and visitors. Voluntary compliance with these regulations is the goal, rather than to assess fines. Parking fines have been enacted to deter violations. A one-time waiver on a failure to register citation will be given with the purchase of a current decal within 5 days of receiving the first citation. A one-day temporary parking permit will be available free of charge.

The non-refundable registration fee is as follows:

- **Undergraduate Students and Braniff Graduate Students:** if a permit is purchased in the fall semester, the fee is $97.50 for the entire academic school year. If a permit is not purchased until the spring semester, the fee is $57.50 for the remainder of the academic school year. If a permit is not purchased until the summer, the fee is $18.50. All permits issued to Undergraduate Students and Braniff Graduate Students will expire on August 31.

- **Parking Fees for Students enrolled in the University of Dallas’ Graduate College of Business and University of Dallas School of Ministry Degree Programs:** If a permit is purchased in the fall semester, the fee is $47.50 for the entire academic year and will expire on August 31. If a permit is not purchased until the spring semester, the fee is $28.50 and will expire on August 31. If the permit is purchased per trimester, the fee is $15 and will expire at the end of that trimester. If a permit is not purchased until the summer, the fee is $10 and will expire on August 31. Students that attend only at Frisco, NRH or are exclusively taking courses online do not have to purchase a permit and should park in Visitor parking.

1. The university is unable to provide “close-in” parking for all vehicles. Purchasing a parking permit does not guarantee a parking place nor does the perceived lack of parking space justify violation of any parking regulation.
2. Rules and regulations are enforced year-round, including weekends, holidays, breaks, study day, and summer (with the exception of VISITOR spaces, which are enforced 7:00 a.m. to 5:00 p.m. weekdays).
3. The speed limit on all university property is 20 MPH. Violators may be ticketed.
4. The fact that a citation is not issued when a vehicle is illegally parked does not mean nor imply that the regulation or rule is no longer in effect.
5. UD is not responsible for loss or damage to vehicles parked on or in transit on UD property.
6. Any vehicle operated or parked on university property must comply with the state registration requirements and display a current vehicle registration sticker and license tags. Additionally, proof of liability insurance must be carried in the vehicle and shown to UD Campus Safety upon request. Failure to meet these requirements may result in the vehicle being banned from campus.
7. Any inoperable vehicle on the UD campus may be towed at the owner’s expense.
8. Throughout the year, the campus may host special events that require reserved parking for the patrons. This may result in some inconvenience to students, but does not authorize drivers to violate parking regulations.
9. Any questions regarding the parking and traffic regulations may be directed to UD Campus Safety Department. The department is open 24 hours a day, seven days a week and may be contacted at any time by calling (972) 721-5305 or by using the emergency phones that are strategically located throughout the campus.

**MOTOR VEHICLE REGISTRATION**

1. All vehicles parked at any time on UD property must display a current parking permit. Permits may not be falsified, transferred to another person or vehicle, forged or altered. Permits must be permanently affixed to the inside of the vehicle’s front window, lower left side. Motorcycle permits must be readily visible.
2. All expired UD parking permits must be removed from the vehicle prior to affixing the current year permit.
3. Purchasing a new vehicle or changing from the vehicle originally registered requires a replacement permit. Additionally, lost, stolen or damaged permits must be replaced immediately. The fee for a replacement permit is $5.00 when the original permit is returned. Otherwise, the replacement fee will be the cost of purchasing a permit for the remainder of the current year. **This fee applies to all permit types.**
4. Temporary permits are available 24 hours a day, 7 days a week at the UD Campus Safety Department for those with a current parking permit. There is no charge for a temporary permit; however, these will be issued for a maximum of 14 days. If another vehicle is being used for longer than 14 days, a permanent permit must be purchased.

**VISITORS**
1. A visitor is defined as one who has no affiliation, association or relationship with UD as a student or employee. Students are not considered visitors during Christmas break, Spring break, summer or study days.

2. Visitors to UD should be given parking guidance by the person or organization inviting them to campus.

3. Visitors using vehicles that have a current UD parking permit must comply with the rules and regulations that apply to that permit.

4. One-time visitors to the university should use the designated visitor parking spaces located in front of Carpenter Hall and behind the Library. Long-term visitors will be issued a temporary parking pass upon written request from the sponsoring department or office. Guests of the university and other sponsored visitors are given a parking pass to be displayed on the dashboard of their vehicle. These parking passes are issued by the Campus Safety Office upon receipt of a signed written request from the sponsoring on-campus group or department.

FINES
1. If name or permit number are not known, a citation is issued to the owner/operator of the vehicle. Students are responsible for any citation issued to their vehicle.

2. Fines must be paid within seven (7) days. Fines can be charged to the student account.

3. Campus Safety Officers will issue citations for observed Parking or Traffic violations. A copy of the citation will be attached to the vehicle in violation or, when the violator is present, will be presented to the violator. The Campus Safety Office maintains records of all violations. Citations for violators who cannot be stopped or who will not stop are forwarded to the registered owner of the vehicle. NOTE: Campus Safety Officers are not empowered to void a written citation.

4. Unless otherwise posted or published, all traffic and parking rules are in effect seven days per week, 24 hours per day. No deviation from published rules or issue of special parking permits will be made without the prior approval of the Campus Safety Supervisor.

APPEALS
1. All citations issued by the UD Campus Safety Department may be appealed within a reasonable amount of time, preferably within five days of the date of the citation. Only appeals for legitimate discrepancies with regard to the current parking policy will be heard. Appeals must be made by completing the online ticket appeal form or the hard copy form located at the Campus Safety Office.

2. Information Regarding Appeals: You cannot appeal a ticket because you believe it is unfair. If you are illegally parked for any reason, and/or for any amount of time, your appeal will be denied. Opinions that you do not believe the fines imposed or the rules are fair will not be permitted during the ticket appeal hearing. Ticket Appeal Hearing
Appeals are held by appointment only. You will be required to make a decision to attend the appeal hearing or not. If you choose to attend then you must appear. Failure to appear will result in your appeal being denied. Individuals appealing parking violations will be notified as to when and where to appear. You will receive an email regarding your appeal, which may take up to two weeks to process.

IMMOBILIZED (BOOTED) OR TOWED VEHICLES
1. Vehicles that have been charged with three (3) or more citations may be immobilized or towed. There is a $50 service charge to release an immobilized vehicle. The owner of a vehicle towed from campus is responsible for all costs related to the towing and storage of the vehicle.
2. The university shall not, nor shall any of its authorized personnel, be liable or assume any responsibility for any loss or damage resulting from a vehicle being immobilized or towed.
3. The payment of fines for traffic citations does not remove citations from the record. Citations accumulate during the academic year.
4. Vehicles illegally parked (regardless of number of violations) are subject to being immobilized or towed when parked in or obstructing a fire lane, reserved space, handicap or handicap access space, overtime in a loading zone, blocking another vehicle in a parking space or blocking a driveway, aisle, entry or exit to any parking area.
5. If a vehicle has been towed or immobilized, the individual seeking release of the vehicle may obtain the necessary information from the UD Campus Safety Department by calling (972) 721-5305.

DISCIPLINARY ACTION FOR EXCESSIVE VIOLATIONS
1. An excessive number of parking citations will not be tolerated.
2. Persons who have been charged with three citations may be notified that their parking privileges are in jeopardy.
3. Upon receipt of the sixth citation, parking privileges may be immediately suspended.
4. Failure to comply with the terms of the suspension or continued receipt of citations may result in an additional $100.00 fine along with the offense fine, immediate towing and disciplinary action by the Director of Student Life.

RESIDENCE HALLS MOVE IN/OUT PROCEDURES
1. Special loading/unloading areas will be designated for fall “move in” and spring “move out” of residence halls and identified by temporary signs.
2. Visitors (parents) and students are expected to show courtesy to others by moving vehicles from these zones into other authorized parking spaces as soon as possible.
3. Vehicles are forbidden from driving or parking on sidewalks or grass at any time. Violators are subject to having their vehicles towed at owner’s expense.

MISCELLANEOUS INFORMATION
1. All persons should lock their vehicles while parked on campus.
2. Theft of, damage to or accidents involving vehicles should be reported to UD Campus Safety immediately.
3. Theft of or damage to personal property or property owned by UD (while on campus) should be reported to UD Campus Safety immediately.
4. All lost and found items should be reported to or brought to the UD Campus Safety Department as soon as possible.
5. Students may not leave their vehicle on UD property during a semester in which they are not enrolled (including summer) without the consent of the UD Campus Safety Supervisor.
6. The University of Dallas strongly discourages students, faculty or staff from leaving vehicles on its property unmoved for any reason. However, should it become necessary to leave a vehicle for longer than 48 hours due to breakdown or other reason, the Campus Safety Office must be advised as to the nature of the problem and the owner's plans to move the vehicle. Vehicles that do not have a current license plate, vehicle inspection sticker or current registration decal may be treated as an abandoned vehicle.
7. Registration decals are placed on the inside of the front windshield of the vehicle, above or beside the state mandated stickers, OR in the center of the windshield behind the rearview mirror, below the tinted area. The decal must be clearly visible to a person standing in front of the vehicle. Hang tags must be displayed from the rearview mirror. On motorcycles, attach the decal on the lower left corner of the windshield or on the center line side with the front fork facing outward. It must be visible from the front. Or, the owner may fabricate a metal plate on the rear of the vehicle and attach the decal there.
8. Parking violation citations are issued 24 hours a day, 7 days a week. A list of the parking violations may be found on the UD Campus Safety website.

SPECIAL REGULATIONS
1. Any possession of narcotics or of weapons (even with a State of Texas “Concealed Carry” permit) on the UD campus is in violation of UD regulations.
2. Bicycles should be secured in bicycle racks and registered with the UD Campus Safety Department. Riders must comply with all state and local laws. Pedestrians have the right of way.
3. Special temporary disabled/handicap permits may be obtained from the UD Campus Safety Department by presenting a doctor’s certificate stating length of disability. The
special permit allows parking in all parking areas and visitor lots. It DOES NOT allow parking in state handicap spaces, reserved spaces, fire lanes or 10-minute zones. A current UD permit is required to obtain a temporary disabled/handicap permit.

4. All buses, RVs, trailers and boats must obtain permission from the UD Campus Safety Chief before parking on UD property. NO PERMANENT PARKING ALLOWED FOR THESE VEHICLES.

HANDICAPPED PARKING
A number of handicapped parking spaces are available on campus. These parking spaces are distinctively marked and regulated by state law. These spaces are for the exclusive use of officially designated handicapped persons. Students may qualify for handicapped parking in several ways: if they have an official handicapped logo on the license plate of the vehicle; if a Temporary Handicapped permit issued by the County District Clerk is displayed; or if a medical permit stating “HANDICAPPED” is posted on the vehicle dash. These permits are issued by the Campus Safety Office upon authorization of the Campus Health Center.

LOADING DOCK PARKING
The Haggar Loading dock is strictly reserved for University of Dallas owned vehicles and vendor or service supplier delivery vehicles.

VEHICLES ON THE MALL
No vehicle may be operated on the paved mall area without the explicit written permission of the Campus Safety Supervisor or the Facilities Department.

ABANDONED VEHICLES POLICY
The University of Dallas strongly discourages students, faculty or staff from leaving vehicles on its property unmoved for more than 48 hours for any reason. However, should it become necessary to leave a vehicle for longer than 48 hours, the Campus Safety Office must be advised as to the nature of the problem and the owner’s plans to move the vehicle. Vehicles that do not have a current license plate, vehicle inspection sticker or current registration decal may be treated as an abandoned vehicle and will be processed according to state law.

TOWING POLICY
It is not the desire of the university to tow vehicles that are in violation of our rules and regulations. However, vehicles parked in locations that result in the creation of a traffic or safety hazard may be towed at the owner’s expense. Hazard areas include but are not limited to: fire lanes, handicapped parking, dumpster areas, loading docks, blocking fire hydrants, etc. Vehicles with three or more unpaid citations may be towed without notice
and the vehicle impounded. Because the university does not profit from such actions, only the actual cost of the tow will be charged.

VIOLATIONS
Everyone parking on University of Dallas property is subject to the rules and regulations of the university. Vehicles and persons found to be in violation of the provisions of these rules may be issued written citations from the university. The vehicle owner must make payment of university fines directly to the Campus Safety Office within seven business days of the issuance date of the citation or the fine will be charged to the appropriate university account.

COMPUTER & NETWORK USAGE POLICY

Scope
Users of computing resources at the University of Dallas have access to valuable university facilities, to sensitive data and to external networks. Consequently, it is important for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements.

These guidelines apply to all users of UD computing resources. Users include, but are not limited to, staff, faculty, visiting faculty, students and external individuals and/or organizations. UD computing resources are those resources that are owned or managed by UD and include, but are not limited to, central computing facilities and servers, laboratories, campus networking, local-area networks, electronic mail, access to the Internet and departmental workstations.

Guidelines for appropriate use
The following list, while not exhaustive, provides some specific guidelines for responsible and ethical behavior:

- **Authorization:** Individual students, faculty and staff members of the University of Dallas may be issued a user account to access one or more computing resources. The proper use of a user account is the responsibility of the individual under whose name it has been assigned. Use only the computers, computer accounts and computer files for which you have authorization. Do not use another individual's ID or account, or attempt to capture or guess other users' passwords. Users are individually responsible for all use of resources assigned to them.
- **Access:** Do not attempt to access-restricted portions of the operating system or other software. Breaking into computers is explicitly a violation of UD rules of conduct.

- **Use:** Use UD’s computing facilities and services for university-related work. Resources may not be utilized for commercial use, product advertisement or any other form of revenue-generating activities unrelated to UD. Users may not participate in computing activities that place an undue burden on UD computer or network resources.

- **Value:** Treat computing resources and electronic information as the valuable university resources that they are. Set an appropriate password and change it regularly. Do not destroy or damage any computing equipment, networks or software.

- **Viruses:** Do not willfully introduce computer viruses or other malware into the UD computing environment or into other computing environments via UD’s network.

- **Privacy:** Respect the privacy and personal rights of others. Do not access or copy another user’s electronic mail, data, programs or other files without permission. Do not use a computer logged in as anyone other than yourself.

- **Civility:** Use appropriate standards of civility when using computing systems to communicate with other individuals. When sending personal messages to other users, always identify yourself as the sender. Using UD’s computing resources to harass other individuals is explicitly prohibited.

- **Copyright:** Abide by all applicable copyright laws and licenses. Both university policies and the law expressly forbid the copying and/or sharing of software or data that has not been placed in the public domain or distributed as “freeware” or “shareware.” Several students each month are found sharing copyrighted files such as mp3 files, movies, TV shows and software such as games and office suites from our network. Appropriate action is always taken by UD.

- **Laws:** Abide by all local, state, and federal laws.

**Recourse**
The appropriate computing department may revoke user privileges of anyone who has abused the computing resources, has gained unauthorized access to computing resources or has otherwise disobeyed these policies. If further actions are deemed appropriate, officials of the University of Dallas and of local, state and federal agencies may be notified.

**Student Network Classifications**
In an effort to maintain a high level of network availability and usability, Academic Information Systems has broken down the student network usage into three categories. It is our intention to make the network bandwidth available for these types of activities in the following order of importance.
1. Educational Usage
2. Communications Usage
3. Entertainment Usage

Educational Usage shall be viewed as any activity directly related to students studies at the University of Dallas. This includes the ability to search the Internet and browse web pages via the standard HTTP protocol. In addition to this, the HTTPS protocol used for viewing secure web pages will also be available.

Communications Usage shall be viewed as any activity directly related to students communication with others either on the UD network or on an outside network. The most common software used for communications is AOL instant messenger, Yahoo Instant messenger and Microsoft Windows Live messenger. These programs will be allowed for the purpose of communications. IRC (Internet Relay Chat), another communications program, will be allowed on a limited basis. IT believes that the communications value of IRC is valid; the file sharing capabilities, however, are a concern, and IRC will be disabled if it creates a potentially dangerous virus issue or a network bandwidth usage issue.

Entertainment Usage shall be viewed as any activity that does not fall under the first two categories. IT understands the need for an outlet from the stresses of college life and we know that for many students online gaming and other entertainment is that outlet. With that in mind, IT allows online games that do not have any adverse effects on the networks integrity or bandwidth and that do not interfere or cause reduced performance for those students utilizing the network for educational and communications purposes.

CAMPUS MINISTRY

The Office of Campus Ministry is located in Upstairs Haggar next to the Health Center. Students are welcome to come in for coffee, tea and snacks between classes and they are more than welcome to stay and visit with the staff at any time during the day.

Chaplain – Rev. Donald Dvorak, OP
Director of Campus Ministry – Denise Phillips
Graduate Assistant Campus Ministers – Nick Lopez and Samantha Van Atta

ANSELM CAMPUS MINISTRY CENTER

The Anselm Campus Ministry Center is located on the second floor in the west end of the Anselm building. The center is equipped with a full kitchen and comfortable living-room
type atmosphere. It serves as a meeting place for various campus ministry events and dinners, as well as a place for students to gather and socialize. All are welcome.

CAMPUS MINISTRY ACTIVITIES & PROGRAMS
The Campus Ministry Office offers student-directed activities that provide opportunities for community volunteer work, personal and spiritual growth, faith sharing and formation in liturgical ministry. All students are invited and encouraged to participate actively regardless of their religious affiliation.

COMMUNITY OUTREACH
A number of programs are available for students to volunteer their time and skills on a weekly, monthly and annual basis. These include Alternative Spring Break, Hearts and Hammers, University for Dallas, Crusaders for Life and Best Buddies. Contact Campus Ministry at (972) 721-5375.

DINNER & DISCOURSE
Lively forums on current topics of faith (along with a home-cooked meal) are scheduled on Tuesday evenings throughout the year in the Anselm Campus Ministry Center. Professors from all academic disciplines at the university as well as speakers from around the Dallas-Fort Worth Metroplex provide food for thought.

LITURGICAL MINISTRY
The Church calls all the baptized to a full and active participation in a life of prayer. Those Catholic students who wish to respond to this call as musicians, lectors, extraordinary ministers of the Eucharist or hospitality ministers are welcome to be spiritually and technically trained through the Office of Campus Ministry. Interested students should contact the Director of Campus Ministry at (972) 721-5168.

RETREATS
The Office of Campus Ministry arranges a variety of retreats throughout the year. Each fall, a Freshman Retreat is held and the UD Awakening Retreat happens each spring. Spiritual direction is available year-round.

CONFIRMATION
Classes for Catholic students seeking the Sacrament of Confirmation are available during the academic year. Contact the Director of Campus Ministry at (972) 721-5168.

RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)
Inquiry classes for those of other faith traditions seeking to learn more about the Catholic Church begin in September. There is absolutely no obligation to convert to the Catholic faith on the part of those who come to inquire. Contact the Director of Campus Ministry at (972) 721-5168.
PRAISE AND WORSHIP
This is an ecumenical meeting of students who gather to lift their hearts and voices in joyful song. Each semester the students choose a time and day to come together. The setting for this gathering is the Church of the Incarnation. Please call the Campus Ministry Office at (972) 721-5375 for more information.

SACRAMENTAL LIFE
The center of sacramental life on the University of Dallas campus is the Church of the Incarnation.

CELEBRATION OF THE EUCHARIST
Daily Mass is offered at 12:05 p.m., Monday - Friday throughout the year and 5:00 p.m., Monday - Thursday during the academic year.
Anticipatory Mass - Saturday 5:00 p.m.
Sunday Mass - 9:00 a.m. and 11:00 a.m. (7:00 p.m. Mass offered during academic year.)

SACRAMENT OF RECONCILIATION
Please check the schedule in the church posted next to the Reconciliation Room for current times.

Advent and Lenten Communal Penance Services with individual Confession are celebrated as well. Confession is also available by appointment or by simply walking into Campus Ministry and asking to see the Chaplain. Call the Chaplain at (972) 721-5118.

The Eucharist is also celebrated at:

Dominican Priory: Monday – Friday at 7:15 a.m. 
Saturday at 9:15 a.m.
Sunday at 11:15 a.m.

Holy Trinity Seminary: 
Sundays at 9:15 a.m.
(During academic year)

Cistercian Abbey: Monday – Saturday at 6:30 a.m.
Sunday at 9:00 a.m.
IRVING AREA CHURCHES

**Assembly of God**
Calvary Temple
4401 N.HWY 161 75038
(972) 261-1919
www.calvarychurch.cc

**Islam**
Islamic Center of Irving (ICI)
2555 N. Esters Rd, Irving, Texas 75062
(972) 812-2230
http://www.irvingmasjid.org

**Baptist**
MacArthur Blvd. Baptist Church
8001 Mustang Dr.
(972) 373-9833
http://mbbcirving.org/

**Jewish**
Temple Emanu-El
8500 Hillcrest Rd., Dallas, TX 75225
(214) 706-0025
www.tedallas.org

**Christian**
Irving Bible Church
2435 Kinwest
(972) 560-4600
www.irvingbible.org

**Episcopal**
Church of the Redeemer
2700 Warren Circle
(972) 255-4171
http://redeemer-irving.org/

**Hindu**
DFW Hindu Temple
1605 N. Britain Rd.
(972) 445-3111
www.dfwhindutemple.org

**Lutheran**
Holy Trinity: ELCA
2901 N. O’Connor Blvd
(972) 659-1387
www.lutheransonline.com

**Methodist**
Oak Haven Methodist Church
1600 N. Irving Heights
(972) 438-1431
http://oakhavenumc.blogspot.com/

**Our Redeemer Lutheran Church - MO Synod**
2505 W. Northgate Dr
(972) 255-0595
www.orlc.org

**Presbyterian**
Park Cities Presbyterian
4124 Oak Lawn Ave
(214) 224-2500
www.pcpc.org

Woodhaven Presbyterian
3650 N. O’Connor Blvd.
(972) 541-0747
www.woodhavenpres.org
OFFICE OF STUDENT LIFE

The Student Life program is an integral part of the education offered by the university. Its goal is to foster the development of mind, body and spirit in a manner that is complementary to the academic program.

The Student Life staff wishes to challenge and support students in their effort to become mature and liberally educated adults. Through active participation in the co-curricular program, it is hoped that students will learn to make intelligent and responsible use of their abilities in the context of Catholic principles.

NEW STUDENT ORIENTATION
The university’s New Student Orientation program is designed to make new students at UD welcome and help them succeed. Under the direction of Enrollment and Student Affairs, Orientation Leaders sponsor a variety of social and educational programs to integrate new students into the UD community every fall.

RESIDENCE HALL ASSOCIATION
The Residence Hall Association is committed to developing community and leadership through programming in the residence halls. RHA also aims to foster interaction between faculty, staff and students. Members are elected from each residence hall on campus by their fellow residents. RHA is advised by the Director of Student Life.

STUDENT ACTIVITIES AND LEADERSHIP CENTER
The Student Activities and Leadership Center (SALC) complement the academic mission of the university by creating opportunities for undergraduate students to become more active members of the campus and community. Working in collaboration with faculty and staff, the SALC offers a variety of educational, cultural, social and recreational programs that foster student learning and development. Contact the Student Activities and Leadership Center at (972) 721-5273, studentactivities@udallas.edu or visit it in the Haggar University Center. Student Activities coordinates the following activities and services:

DALLAS YEAR PROGRAM
Dallas Year is a unique program for UD undergraduate students. These popular outings include trips to museums, operas, symphonies, sporting events, concerts, dance events, zoos, theater productions and more. These programs are offered at a nominal fee. Transportation is provided.

CHARTERED AND REGISTERED STUDENT ORGANIZATIONS
The university encourages students to form and belong to organizations and clubs that develop common interests compatible with the university’s mission statement and whose
activities are consistent with university policies and regulations. Recognition of a student organization or club does not imply the university’s approval or endorsement of a student organization’s particular point of view. Activities of recognized student groups are circumscribed by the student organization or club’s mission statement as stated in the group’s approved constitution. University policy supersedes any policy established by local, regional or national organization with which campus groups may be affiliated.

Recognized student organizations and clubs may use campus facilities and services provided the group is properly registered with the Student Activities & Leadership Center. Organizations and clubs are obligated to register at the beginning of each academic semester. Failure to register will result in the student group being placed on inactive status with the loss of privileges that accompany university recognition.

Students interested in forming a new campus organization or club should confer with the Assistant Director of Student Activities. The procedure for seeking university recognition requires the submission of a written constitution that clearly states the purpose of the organization, membership criteria, leadership structure and the by-laws by which the group will conduct its business.

The Student Government Charter and Appropriations Committee, Assistant Director of Student Activities and organization officers will review the proposed constitution and goals of the organization or club. Following this review, the Director of Student Life will make a decision regarding the awarding of campus recognition. Any group classified as a religious or service group by the Student Activities and Leadership Center must also seek the approval of the Director of Campus Ministry.

Membership in a recognized organization or club is limited to currently enrolled students, faculty, staff and alumni. Membership is open to all who meet the prescribed criteria without respect to race, sex, creed or national origin. The group’s officers and members are responsible for their individual and collective actions on or off campus. Organization, club or member recognition may be terminated immediately if the group fails to abide by their approved constitution or violates the Student Code of Conduct, state or federal law.

Officers or individual members are NOT authorized to sign a purchase order, contract, or represent themselves as agents of the University of Dallas. When goods or services are purchased with university funds, the Assistant Director of Student Activities must approve authorization of expenditures in advance. Receipts for approved purchases must accompany all requests for reimbursements. Purchases or other contract agreements made contrary to the above may result in personal liability for the individuals involved. All approvals must be sought through the Assistant Director of Student Activities.

All chartered student clubs and organizations are required to submit a budget request at the beginning of each semester in order to qualify for funding. Late or incomplete funding
requests will not be accepted. Along with the Student Government Charter and Appropriations Committee, the Assistant Director of Student Activities will review all funding requests and allocate available funds appropriately. The funds disbursed at the discretion of the Assistant Director of Student Activities. University funds may not be used by a student organization to purchase or provide alcohol. See the Clubs and Organizations Handbook for more information about funding.

Faculty and administrative staff may choose to serve as a resource to student organizations and clubs by providing general advice and counsel to group officers. Faculty or staff serving in this capacity are expected to provide guidance to help the club or organization carry out its mission within the parameters of the mission, rules and regulations of the University of Dallas and applicable federal, state and local laws. For more information, consult the Clubs and Organizations Handbook.

For more information about student clubs and organizations registration and funding please see the Student Activities web page.

RISK MANAGEMENT TRAINING
All advisers and officers of university organizations are required to undergo risk management training. This training is mandated by Texas law. No organization will receive recognition from the university unless all pertinent members and the adviser have undergone the mandated training. The Assistant Director of Student Activities will arrange the training sessions at the beginning of the fall and spring semesters.

For a list of currently registered undergraduate Clubs and Organizations, visit the Student Activities web page.

STUDENT GOVERNMENT / SENATE
The University of Dallas Student Government functions as the representative assembly of the UD student community. The purpose of UD Student Government is threefold:

1. Promote the general welfare of the university and the student body through its support of the university’s mission, ideals, and values.
2. Communicate student concerns and interests to appropriate university committees and to the university administration.
3. Sponsor programs and services to enhance campus life.

Student Government consists of three distinct but connected branches: the Senate, Student Programming and the Executive Council. Every undergraduate enrolled at the university is a member of the University of Dallas Student Association, whose representative body is the Student Government (SG).

The Senate consists of:
- Four class representatives elected at large from each class
The Executive Council: President, Vice-President of the Senate, Director In Charge of Programming, Secretary and Treasurer.

The Executive Council members, with the exception of the Director In Charge of Programming, are elected in the spring for the following academic year. The Director In Charge of Programming is appointed by the elected Executive Council members. Class and hall representatives are elected in the fall of each academic year.

Student liaisons are appointed to various university committees each fall by the Executive Council and confirmed by the Student Senate. The university committee liaisons inform the Student Senate of upcoming agenda items and provide them with approved minutes of that particular committee’s meetings. Student liaisons keep the committees informed of the activities and issues before SG.

The Assistant Director of Student Activities or Director of Student Life and a faculty member advise Student Government. Information about elections and copies of the SG Constitution are available on the Student Government web page. The Senate and Student Programming for the University of Dallas Board (SPUD) share an office in the Student Activities and Leadership Center.

STUDENT GOVERNMENT / STUDENT PROGRAMMING FOR THE UNIVERSITY OF DALLAS (SPUD)

SPUD is a branch of Student Government and helps fulfill the goal of promoting the general welfare of the university and the student body by sponsoring programs and services which enhance campus life. SPUD is responsible for much of the academic, social and educational programming at the University of Dallas, including major events like TGIT, Oktoberfest, Groundhog, Mallapalooza and Spring Formal. It has a committee structure with chairs appointed by the Assistant Director of Student Activities and the SG Director In Charge of Programming. SPUD is made up of the Director In Charge of Programming and nine coordinators and directors: Associate, Academics, Musical Entertainment, Publicity, Socials, Sound, Associate Sound, TGIT, and Traditions. Hiring for the following academic year’s SPUD Directors are held in the spring semester.

INTRAMURAL SPORTS

A variety of sports are offered, including co-ed volleyball, men’s basketball, co-ed soccer, men’s flag football and co-ed softball. Regular events without full seasons are also offered.
and vary each semester. Student participation in intramurals makes it one of the largest on-campus activities outside the classroom. The Recreational Programming Office may be contacted at (972) 721-4101 or studentactivities@udallas.edu. For more information about rec programs and intramural sports, including the schedule of events, please visit the Intramural Sports web page.

RECREATIONAL PROGRAMMING
The Office of Student Activities and Recreational Services offer extracurricular recreational classes each semester. The classes offered vary, but most are 8-16 class sessions with a cost of $10-$25 per semester. Most classes meet in the recreation room located in the lower level of Jerome Hall. Classes are subject to change. Register for classes in the Student Activities & Leadership Center. For more information about what Rec Classes are offered please visit the Recreational Programming web page.

CHARITY WEEK
Every fall the Student Activities and Leadership Center sponsors Charity Week, an event almost as old as the university itself. Charity Week is coordinated by the Junior class and is meant to bring the university together while raising money to donate to local and national charities.

COMMUNITY WELFARE AND STUDENT CONDUCT POLICIES
As a Catholic center of higher education, the University of Dallas is concerned about the moral development of its students and recognizes and accepts its obligation to abide by the laws of our society.

ALCOHOL AND ILLEGAL DRUG POLICY
The university takes a firm stand on illegal drugs and drinking. The university handles violations of the Student Code of Conduct concerning illicit drug and alcohol use through the campus judicial system, education and counseling. University judicial officers address issues involving substance abuse and in addition to sanctions may refer or mandate students to a counselor for evaluation and counseling.

The University of Dallas has the right, in accordance with the amended Family Educational Rights and Privacy Act, to notify the parents of students under the age of 21 who violate university policies or civil laws pertaining to alcohol or drugs.
**DRUGS**
The university strictly prohibits the use, possession, sale, or offering for sale of illegal drugs. Beyond action taken by civil authorities, the university will handle alleged violations of the illegal drug policy through its established disciplinary channels. Possession and/or use of illegal drugs may result in suspension or expulsion from the university. The consequence of selling, providing, or distributing illegal drugs normally consists of suspension and/or expulsion from the university.

Persons convicted of drug possession under State or Federal Law may not be eligible for federal student grants and loans for up to one year after the first conviction and five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first, ten years after the second, and permanently after the third conviction.

Any items associated with the use of illegal drugs are prohibited and will be confiscated upon discovery. This includes but is not limited to bongs, hookahs, water pipes, roach clips, blow tubes, small scales, unidentifiable pills and razorblades. In cases where drug paraphernalia is found with illegal substances, a minimum fine of $300 an item will be assessed in addition to other appropriate sanctions.

**ALCOHOL**
Students are expected to abide by the University of Dallas Alcohol Policy as well as all applicable laws. Enforcement is a community-wide responsibility, which is shared by Campus Safety Officers, Office of Student Life and Residence Life Staff, faculty, administrative staff, student leaders and the student body in general. To ensure that UD students arrive on campus well informed about the risks and dangers of excessive alcohol consumption, all incoming undergraduate students are required to take an online alcohol education course called AlcoholEdu for College before they arrive on campus.

The University of Dallas wishes to establish a healthy climate on campus regarding alcohol, one in which students feel free **not** to drink and understand the importance of drinking moderately. Underage and immoderate drinking is not tolerated.

**UNIVERSITY OF DALLAS ALCOHOL POLICY**

The general provisions governing alcoholic beverages are in compliance with the laws of the state of Texas. These provisions are as follows:
1. Students of legal drinking age are permitted to drink in moderation and store alcoholic beverages in their own residence hall rooms or in their student apartment if all other residents and guests of that room or apartment are of legal drinking age. Students of legal drinking age must store alcohol in an inconspicuous manner (i.e. in the refrigerator or closet). If one roommate is of legal drinking age and the other roommate is not of legal drinking age, no alcohol can be possessed, consumed or stored in the room or...
apartment. Students of legal drinking age are not permitted to consume alcohol in the rooms of underage students. Underage students may not be present in a room where students who are of age are consuming alcohol.

2. Immoderate drinking by any student or drinking by students under the legal drinking age is prohibited. Immoderate drinking is defined as the use of alcohol, on- or off-campus, in a manner that results in intoxication or in behavior judged to be abusive, offensive, disorderly, unlawful or dangerous to others. Student Life or Campus Safety staff will make the decision as to whether or not a student has been consuming alcohol immoderately.

3. Driving a vehicle while under the influence of alcohol is strictly prohibited. Evidence of DUI/DWI will lead to severe penalties.

SPECIFIC PROVISIONS RELATED TO THE USE OF ALCOHOL ON CAMPUS

1. The consumption of alcoholic beverages and the possession of open containers, except at university-approved events (see Hosting Guidelines below), are restricted to the Rathskeller and the residence hall rooms and student apartments of students of legal age, in which all residents of the room or apartment and guests are of legal drinking age.

2. Residence hall and student apartment residents who are of legal drinking age who host a social event in their room or apartment are responsible for seeing that persons under legal drinking age are not present and that there is no immoderate drinking at the event. The residents assigned to the room/apartment are also responsible for the behavior of their guests, damages, and cleanup. (See Social Host Responsibility Policy below.)

3. Authority for the interpretation of the Campus Alcohol Policy rests with the Office of Student Life.

4. Alcohol, kegs, taps and alcohol containers in violation of university policy will be confiscated and will not be returned. Serving alcohol from an open source is prohibited. Beer bongs and beer balls are not permitted. Spiked punch and Jell-O shots, no matter what the alcohol content, are strictly prohibited. The possession of empty or open containers in the presence of underage students implies consumption and is prohibited. Collections of empty containers are prohibited on campus. The contents of open containers will be poured out in the presence of a university official.

SOCIAL HOST RESPONSIBILITY POLICY

Student(s) hosting a party (either on or off campus) will be held responsible for the actions of or injuries to their guests arising from the negligent distribution of alcohol or illegal substances at the event.

HOSTING GUIDELINES

Organizations wishing to sponsor an event with alcohol must submit an Event/Program Alcohol Registration and Permit Form to Student Life at least ten days prior to the event.
Specific policies for events requiring a permit are detailed on the Alcohol Event Permit Form. If it becomes apparent that these guidelines cannot be met before or during an event, the host is required to cancel the event.

If the university learns that organizations or individuals are planning to have sponsored activities that violate state law or policies of the university, regardless of where held, the university may respond through administrative and/or judicial actions.

**Help Is Available**

The University of Dallas is committed to a caring relationship among its students, staff, faculty, and administrators: a relationship characterized by understanding, forgiveness, and respect for individuality. UD’s disciplinary procedures are intended to be constructive and redemptive. Complete confidentiality will be strictly observed to the limit of the law for students who seek help for substance-abuse problems. Insofar as federal and state statutes and professional ethical standards permit, no professional on the UD counseling or health center staff will in any way notify the administration of the name of a specific student who comes for assistance for substance abuse or any other type problem, and no records will be forwarded to the administration regarding the services or the problem.

A student who voluntarily seeks help for drug or alcohol abuse is not subject to disciplinary action; in fact, university officials will do everything they can to assist the student in obtaining appropriate treatment. A student who continues to use drugs will become subject to disciplinary action.

**MEDICAL AMNESTY/GOOD SAMARITAN POLICY**

The university recognizes that in an alcohol or other drug-related emergency, the potential for disciplinary action by the university may act as a barrier to students seeking medical assistance for themselves or other students; therefore, the university has a Medical Amnesty protocol as part of our comprehensive approach to reducing the harmful consequences caused by the consumption of alcohol or other drugs. The university’s main concern is the well-being, health and safety of its students.

Medical Amnesty represents the university’s commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or other drug-related emergency. Medical Amnesty also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or other drugs in order to reduce the likelihood of future occurrences.

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or other drug-related emergency will not face formal disciplinary action by the university for the possession or use of alcohol or other drugs. The recipient of medical attention will also avoid formal disciplinary action by the university for the possession or
use of alcohol or other drugs if she/he agrees to participate in a recommended referral to the Counseling Center and to comply with any recommendations the counselor prescribes. An individual receiving emergency medical assistance on more than one occasion due to excessive use of alcohol or other drugs will be evaluated in order to provide the student with additional resources and/or sanctions as needed or appropriate.

The Medical Amnesty protocol applies to straightforward cases of alcohol or other drug-related emergencies. The Medical Amnesty protocol does not excuse co-occurring Student Code of Conduct infractions or other incidents related or unrelated to the medical emergency.

**OFF-CAMPUS CONDUCT POLICY**
The University of Dallas expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state or federal law or yields a complaint from others alleging law violations or student misconduct will be reviewed by the university. Upon receipt of a complaint alleging off-campus student misconduct, the Director of Student Life or a designee will review the allegations to determine the appropriate course of action by the university.

**PERSONAL AND SEXUAL VIOLENCE POLICY**

**Introduction:** The University of Dallas (“UD” or “University”) is committed to maintaining of an educational environment which is supportive of its primary educational mission and free from all exploitation and intimidation. The University will not tolerate any form of sexual assault, acquaintance rape, dating violence, domestic violence, stalking or any other form of non-consensual sexual activity. Additionally, the UD is committed to promoting an environment which leads to awareness and prevention of such offenses.

**Purpose:** The procedures outlined in this Policy are designed to achieve the following goals:

- Provide prompt and compassionate support services.
- Provide a comprehensive framework in which the needs and decisions of all parties concerned are central in determining further administrative responses and assistance.
- Create a campus environment that both facilitates and expedites the prompt reporting of sexual violence, and stalking, dating violence and domestic violence (“collectively referred to as “relationship violence”).
- Cultivate a climate of community empowerment and education in which behaviors that contribute to sexual and relationship violence are not tolerated.
Ensure that immediate and appropriate steps are followed when sexual and/or relationship violence are reported.

Establish prompt and effective actions that are reasonably calculated to end sexual violence, eliminate a hostile environment, prevent its recurrence, and, as appropriate remedy the effects of sexual and relationship violence.

Protect the rights of the Reporting Party, the Accused Party, and other parties involved in or affected by the case.

Scope of the Policy: This Policy applies to all behavior in which the Reporting Party is a Student. In the event the Accused Party is no longer subject to university policy, the Reporting Party will be referred to local law enforcement. In the event the Accused Party is faculty, staff, or a non-University affiliated party, the reporting procedures and resources are the same as set forth in this Policy, but the University’s investigation will be referred to the Office of Human Resources and conducted pursuant to the Sexual Harassment Policy.

Definitions: For purposes of this Policy, the following definitions apply:

“Accused Party” refers to any individual who is identified by the Reporting Party as the perpetrator of sexual or relationship violence.

“Consent” refers to a clear, unambiguous and voluntary agreement between participants to engage in sexual activity. A verbal “no,” even if perceived to be indecisive constitutes a lack of consent. A clear, verbal “yes” is necessary evidence of consent.

The person initiating sexual contact must have the other person’s verbal consent. Sexual contact without verbal consent is sexual assault.

Consent may not be interred from silence or passivity.

It is the responsibility of the person initiating the sexual activity to obtain the other party’s consent throughout the duration of sexual activity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Consent may be withdrawn at any time.

Consent must be given freely, willingly and knowingly by each participant to any desired sexual contact.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs or some other condition. Consent cannot be obtained by threat, coercion or force. Specifically, a person is not able to give valid consent in the following situations:

- When an individual is incapacitated because of alcohol or other drugs: An individual who is incapacitated cannot consent to sexual activity. An
individual is incapacitated if he/she is physically helpless, unconscious, or unaware, due to drug or alcohol consumption (voluntarily or involuntarily) or for some other reason. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

- When an individual is sleeping or unconscious.

- Consent cannot be obtained when an individual’s ability to freely, willingly and knowingly consent is taken away by another. Specifically, a person is not able to give valid consent in the following situations:
  - When an individual is physically forced to participate.
  - When an individual is intimidated, coerced, threatened – even a perceived threat – isolated or confined.

- A person violates this Policy if he or she has sexual contact with someone he or she knows or should know, to be mentally incapacitated or has reached the degree of intoxication that results in incapacitation. The test of whether an individual should know about another’s incapacitation is whether a reasonable, sober person would know about the incapacitation. An accused student cannot rebut a sexual misconduct charge merely by asserting that he or she was drunk or otherwise impaired and, as a result did not know that the other person was incapacitated. Alcohol, drugs or other intoxicants do not dismiss the responsibility of an individual to obtain valid consent.

- Consent cannot be inferred from a current or previous dating or sexual relationship.
- Consent cannot be inferred from an individual’s attire or physical appearance.
- Consent cannot be inferred from an individual’s offer, acceptance or participation in any form of non-physical sexual activity (e.g. social media forums, date/outing).
- For purposes of this Policy, conduct will be considered “without consent” if no clear verbal consent is given.

“Dating Violence” refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether a relationship exists will be determined based on the Reporting Party’s statement and considering the length and type of the relationship, and the frequency of interaction. Dating violence includes, but is not limited to sexual or physical abuse. For purposes of this Policy, “Dating Violence” is included within the collective category of “Relationship Violence”.
“Domestic Violence” refers to violence committed by a current or former spouse or intimate partner, current or former cohabitant, a person with whom the victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law. Domestic violence includes any behavior that may intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. For purposes of this Policy, “Domestic Violence” is included within the collective category of “Relationship Violence”.

“Responsible Employee”\(^1\) refers to all professional staff of the University and residence hall staff\(^2\), except professional counselors in the Counseling Center, medical professionals in the Student Health Center and other designated pastoral personnel are not considered “Responsible Employees”.

“Reporting Contact” refers to individuals or entities who have been designated to receive a report of sexual or relationship violence. While a person is encouraged to report an incident to a person of his/her choice, the University has designated the following Reporting Contacts to receive reports of sexual or relationship violence. The designated Reporting Contacts have been trained to make the Reporting Party aware of available options and alternatives, to aid the Reporting Party in making an informed decision as to a course of action, and to enable the Reporting Party to follow through in that decision. The designated Reporting Contacts are:

- **Any official in the Office of Campus Safety.** The Office of Campus Safety will provide immediate assistance to a situation on campus and can make contact with other local law enforcement to provide immediate assistance off campus.
- **Any professional in the Office of Student Life.**
- **Any professional residence hall staff**
- **Title IX Coordinator**

Although certain individuals or entities are designated Reporting Contacts, all employees who are aware of sex-based harassment, including sexual assault and relationship violence, are required to promptly report the information to a Reporting Contact unless otherwise designated as a confidential resource.

\(^1\) OCR defines a “responsible employee to include “any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty.”

\(^2\) Whether RAs should be considered “responsible employees” depends on whether they have “general authority to take action to redress misconduct r the duty to report misconduct to appropriate school officials, as well as whether students could reasonably believe that RAs have this authority or duty.” Consider specifically whether RAs have a duty to report other violations (drugs alcohol) – if so, they should be considered responsible employees
“Reporting Party” refers to an individual who makes a report about an incident involving sexual or relationship violence. A Reporting Party does not need to be a victim of sexual or relationship violence and may act as a third party to file a report on a student’s behalf. To avoid confusion, however, in most contexts within this Policy, “Reporting Party” refers to the person who has experienced the sexual or relationship violence.

“Sexual Violence” refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). For purposes of this policy sexual violence includes rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Sexual violence is a form of sex discrimination prohibited by Title IX.

“Stalking” refers to a course of conduct engaged in by a person that is directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

- Stalking will be evaluated considering whether a reasonable person under similar circumstances, and with similar identity to the victim, would consider the activity “stalking”.
- Activity will be considered a “course of conduct” if it involves two or more acts, in which the stalker follows, monitors, observes, surveys, threatens or communicates to or about a person or interferes with a person’s property either directly, indirectly or through third parties and by any means. A “course of conduct” can involve any method, device or means including physical stalking or cyber stalking.
- “Substantial emotional distress” results in significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

“Sexual Assault” refers to any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. The definition includes:

- **Rape** which involves penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** which involves the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
• **Incest** which involves non-forcible sexual intercourse between persons who are related to each other within the degrees prohibited by state law.

• **Statutory Rape** which involves non-forcible sexual intercourse with a person who is under the statutory age of consent.

“**Sexual Harassment**” refers to unwelcome, unsolicited and offensive conduct that is severe or pervasive and tends to injure, degrade, disgrace, or show hostility toward a person because of a person’s gender and may include persons of the same sex. Sexual assault is a severe form of sexual harassment and a single incident of sexual assault may be sufficient to create a hostile environment.

“**Title IX Coordinator**” refers to the person responsible for overseeing all sex discrimination, sexual harassment and sexual and relationship violence complaints at the University. The Title IX Coordinator is also responsible for conducting an annual report and review of all complaints to identify and address any patterns or systematic problems within the University community.

**PROCEDURES FOR REPORTING INCIDENTS OF SEXUAL VIOLENCE AND RELATIONSHIP VIOLENCE**

A. **Assistance and Medical Care** - The priority for any victim of sexual or relationship violence is personal safety. The University will help any victim of sexual or relationship violence get to a safe place and will help the victim access immediate medical treatment. Prompt medical attention to treat any medical injuries and to preserve evidence is critical if the victim chooses to pursue a complaint either immediately or at a later date. The first 96 hours after a sexual assault is a critical time for gathering the most complete medical evidence. Prompt intervention can do much to mitigate the trauma associated with sexual or relationship violence and enhance recovery. Students are encouraged to utilize appropriate services whether or not a report is filed. Students in need of resources or assistance relating to any of the matters covered by this Policy are encouraged to contact one of the on campus or off campus resources referenced in this Policy.

A complete list and description of all available campus and community resources is set forth at [http://www.udallas.edu/offices/studentlife/judicial_affairs/](http://www.udallas.edu/offices/studentlife/judicial_affairs/)

B. **Reporting and Support** - The University encourages the reporting of all incidents of sexual or relationship violence. Any threat of retaliation or other attempts to prevent the report or investigation of an incident of sexual or relationship violence, or to prevent participation in proceedings related to sexual or relationship violence is itself prohibited and will result in disciplinary action.
It is always the victim’s choice to decide whether and when to report sexual or relationship violence. Deciding whether to report an incident is a personal and often difficult decision. Reporting sexual or relationship violence is often the beginning of a process by which a person may regain control over their lives. Reporting sexual or relationship violence may also help in preventing future incidents and establishing precedence that may assist other people. Reporting does not mean that the victim must press criminal charges or give the name of the alleged perpetrator. Reporting does offer the opportunity to receive help however.

The following reporting options are available:

1. **Confidential Resources and Support** - The only University resource that affords complete confidentiality for a Reporting Person is speaking with a licensed counselor in the University Counseling Center, a physician in the Student Health Clinic or a member of the religious community when working in a pastoral capacity, including the Director of Campus Ministry. Speaking confidentially with these individuals may be helpful in deciding how to proceed because these professionals will provide information regarding additional reporting options and available resources. Confidential resources are not required to report any information related to a report of sexual or relationship violence, but they will inform a Reporting Person about their right to file a complaint with the Title IX Coordinator and with local law enforcement and that they are available to assist the Reporting Person if they elect to file such reports. Confidential Reporters will also explain protections against retaliation and will provide information about available campus and community resources for counseling, medical and academic supports.

2. **Other Non-Confidential Reporting Options and Support Resources**
   a. **Reports to a Responsible Employee** – When a Reporting Party informs a Responsible Employee about an incident of sexual or relationship violence, the Responsible Party must promptly notify the Title IX Coordinator of the report and provide all relevant details about the alleged incident shared by the Reporting Person, including the names of the alleged Accused Person (if known), the student or other member of the campus community who experienced the alleged misconduct, others who may be involved in the alleged incident and other relevant facts including the date, time and location of the incident.
Before a student provides details of an incident to a Responsible Employee, the Responsible Employee will inform the Reporting Party of the employee’s reporting obligation and the student’s option to request that the University maintain his or her confidentiality. The Responsible Employee will also inform the student of their option to make a confidential report with certain individuals on campus or with off-campus sexual assault resource centers, advocates and health care providers. Reporting Employees will inform a Reporting Party of their right to file a Title IX complaint and to report a crime to local law enforcement.

b. **Informal Complaint** – A Reporting Party may report an incident of sexual or relationship violence directly to the Office of Student Life and/or the Office of Campus Safety with specific request that the complaint not be pursued in accordance with the Code of Student Conduct. Reports may be submitted anonymously or without designation of the Responsible Party.

Filing an informal complaint enables the University to help the victim manage the incident’s effects on the victim’s academic and social relationships. These resources may be helpful in deciding how to proceed because these professionals will provide information regarding additional reporting options and available resources, including the process for filing a formal report, and seeking medical care or counseling.

c. **Formal Complaint** – A formal complaint may be filed with any of the Reporting Contacts described above. When a formal complaint is received, the University will investigate the incident based on the information provided and will determine an appropriate response, in consultation with the Title IX Coordinator, will be prompt, thorough and impartial. In filing a formal complaint, the Reporting Party may choose to pursue the University’s conduct process, though there is no obligation to do so.

d. **Criminal Report** – A criminal report may be filed with the City of Irving Police or with local law enforcement from the appropriate jurisdiction. The Office of Campus Safety, the Director of Student Life or other campus resources can arrange a meeting place for initial contact with law enforcement. A representative of the University will be available to accompany a victim to meet with local law enforcement upon request of the victim.
The University process and the criminal process are separate and independent courses of action. The filing of a criminal report will not preclude the University from proceeding with its own investigation.

3. **Confidentiality of Reports**—Upon receiving a report either directly or through a Responsible Employee, the Reporting Contact will review issues related to confidentiality with the Reporting Party. The University will make every effort to respect a Reporting Party’s request for confidentiality within the context of the University’s responsibility to provide a safe and nondiscriminatory environment for all students.

   a. If the Reporting Party requests confidentiality or requests that a complaint not be investigated or pursued through the Code of Conduct, the Reporting Contact will take all reasonable steps to investigate the complaint and respond consistent with the Reporting Party’s request so long as doing so does not prevent the University from responding effectively to sexual or relationship violence.

   b. If a Reporting Party insists on remaining anonymous in the investigation, the Reporting Contact will inform the Reporting Party that the request for anonymity will limit the University’s ability to respond to the complaint, including taking disciplinary action. The Reporting Contact will explain that University policy protects against retaliation and that the University will not only take steps to prevent retaliation but will also take strong responsive action if retaliation occurs. On-going requests for confidentiality will be reviewed by The Director of Student Life in consultation with other appropriate Reporting Contacts to consider whether the University can honor the request for confidentiality while still providing a safe and nondiscriminatory environment for all students, including the Reporting Party. The Director of Student Life will weigh the Reporting Party’s request for confidentiality against the following factors:

   i. Any circumstances that suggest there is an increased risk of the Accused Party committing additional acts of sexual or relationship violence.

   ii. Circumstances that suggest there is an increased risk of future acts of sexual violence under similar circumstances.

   iii. Whether the sexual violence was perpetrated with a weapon.

   iv. The age of the student subjected to sexual violence.

   v. Whether the University has other means to obtain relevant evidence.

   vi. Any potential threats to community safety.
vii. The Accused person’s right to receive information under applicable law.

c. At all times the University will seek to respect requests for confidentiality. If the Director of Student Life determines that it must disclose the Reporting Person’s identify to the Accused Person despite a request for confidentiality:

i. the Director of Student Life will keep the Reporting Person informed about the University’s chosen course of action and will take whatever interim measures are necessary to protect the Reporting Party.

ii. The Directory of Student Life will honor a Reporting Person’s request to inform the Accused Person that the decision to proceed was made by the University and that the Reporting Party had otherwise requested that the University not investigate or seek discipline.

d. The Director of Student Life will respect a Reporting Party’s request for confidentiality in situations where the University has no credible information about prior sexual violence committed by the Accused Party and the alleged sexual violence was not perpetrated with a weapon or accompanied by threats to repeat the sexual violence against the Reporting Party or others or part of a larger pattern at a given location or by a particular group.

e. Even if the University cannot take action in accordance with the Code of Conduct because of the Reporting Party’s request for confidentiality, the University will endeavor to take appropriate steps to limit the effects of the alleged misconduct and to aid in the prevention of its recurrence. The University will also take steps to provide support services to the Reporting Party as necessary to protect the student while keeping their identity confidential.

f. At any time, a Reporting Party may subsequently request an investigation, even in situations where the University has previously honored a request for confidentiality.

4. **Notice of Reporting Options** - Upon receiving a report of a sexual or relationship violence, the University will provide the Reporting Party with a complete written list of all reporting options. Making one type of report does not preclude a Reporting Party from making any of the other types of reports at a later time.

5. **Privacy Considerations** - The University is committed to protecting the privacy of all individuals involved in a report of sexual or relationship violence. Information related to a report will be kept private by the University unless disclosure is required by law. Reported information and information developed as part of an investigation
will only be shared with University officials with a legitimate educational interest in order to assist in the investigation and/or resolution of a complaint. Under no circumstances will the University release the name of the Reporting Person to the general public without the express consent of the Reporting Person.

6. **Interim Measures** - Upon receiving a report of sexual or relationship violence, the University will take all necessary steps to protect the Reporting Person, ensure his or her safety during the investigation process and minimize the burden of the incident and investigation on the Reporting Party. Interim measures will include steps that may be necessary prior to the final outcome of the investigation. Interim measures will be provided promptly upon notice of alleged sexual or relationship violence and may include additional academic support, housing reassignment, "no contact" orders, changes to academic or extracurricular schedules, or changes to transportation, dining or working situations as appropriate. The University will ensure that the Reporting Party is aware of his or her Title IX rights and available campus and community resources, and will also ensure that the Reporting Party is aware of their right to file a complaint with local law enforcement.

**UNIVERSITY RESPONSE TO INCIDENTS OF SEXUAL OR RELATIONSHIP VIOLENCE**

The University will respond to all reports of sexual or relationship violence in a timely, effective and consistent manner. Factors the University may consider in determining which response procedures to follow include the timing of the report and request of the Reporting Party. The University's response include, but are not limited to, the following:

A. All employees, including Resident Advisors who are aware of sex-based harassment, including sexual assault and relationship violence, are required to report the information to a Reporting Contact unless otherwise designated as a confidential resource.

B. All Responsible Employees, including Reporting Contacts, will assist the Reporting Party in getting to a safe place. In doing so, the Reporting Contact will coordinate with the Office of Campus Safety and others as appropriate and necessary.

C. All Responsible Employees, including Reporting Contacts, will encourage the Reporting party to seek prompt medical attention for treatment of injuries and preservation of evidence, discuss the reasons why prompt medical treatment is important, and arrange for transportation to the hospital if the Reporting Party agrees to such medical treatment.

D. The Title IX Coordinator will coordinate with the Director of Student Life and the Office of Campus Safety to provide the name of the Reporting Party and the Responsible Party (if reported) in situations where the confidentiality of the Reported Party has not been requested or assured.
E. At the request of the Reporting Party, the Office of Campus Safety will contact local law enforcement in the appropriate jurisdiction. The Reporting Party has the option to file a report with local law enforcement but is under no obligation to do so. Declining to speak with local law enforcement at the time of an initial report does not preclude the Reporting Party from filing a criminal report at a later date.

F. Upon request of the Reporting Party, the Reporting Contact will coordinate with the counselor on call for the University Counseling Center.

G. The Reporting Contact will provide to the Reporting Party information describing the various reporting options described in this Policy and available resources including victim advocacy, health and mental health services, and legal assistance. The information will be discussed at the time of the initial report and also provided in writing to the Reporting Party.

H. If the Reporting Party wishes to pursue a formal complaint through the University Code of Student Conduct, the Reporting Party will arrange for a coordinator in the Office of Student Life to contact the Reporting Party within one (1) business day of receiving the report to discuss the process, as well as other available options, including pastoral counseling, academic assistance, alternative housing, or a “no contact” order from the Director of Student Life.

I. If the Reporting Party does not wish to pursue a formal complaint through the Student Code of Student Conduct, the Reporting Contact will provide a referral to appropriate resources as set forth in this Policy. The Reporting Contact will also provide information on other available options including but not limited to pastoral counseling, academic assistance, alternative housing, or a “no contact” order from the Director of Student Life. Even if a Reporting Party chooses not to participate in any conduct process or pursue the report as a criminal matter, the University is under an obligation to investigate the report and may initiate the conduct process if enough information is available.

J. The Reporting Contact will arrange for follow-up counseling if requested by the Reporting Party.

K. The Reporting Contact will make notifications to appropriate University officials, including the Title IX Coordinator, and, where possible, limit the information provided to such officials by taking the Reporting Party’s request for privacy into consideration. The Reporting Contact will also assist, at the request of the Reporting Party, in coordinating follow-up services, including referrals to appropriate resources listed in this Policy.

OVERVIEW OF THE STUDENT CONDUCT PROCESS

The University process for investigating allegations of sexual and relationship violence will be prompt, impartial and equitable, and conducted in consultation with the Title IX Coordinator. Mediation is not appropriate for sexual assault cases. Pursuant to this Policy,
the Office of Student Life, in consultation with the Title IX Coordinator and in cooperation with the Office of Campus Security, will investigate all complaints of sexual assault and relationship violence to determine:

1. Whether or not the alleged sexual or relationship violence occurred.
2. If the alleged conduct occurred, what steps are required to end the sexual violence and/or eliminate the hostile environment and prevent its recurrence which may include disciplinary sanctions or other remedies for the Reporting Person or the broader student population.

A. In General - When an incident of sexual or relationship violence is reported to a Reporting Contact either directly by the Reporting Party or by another Responsible Employee, the Director of Student Life will designate an investigator. The Director of Campus Safety or a designee of the Director will typically oversee the investigation of reports of sexual assault and any complaint identifying a student as the Accused Person. The Title IX Coordinator or a designee of the Coordinator will typically oversee the investigation of all other reports (other than sexual violence) involving an Accused Person who is a University employee (faculty or staff). Normally, the investigation will include interviews with witnesses as appropriate, and collecting relevant documentary, electronic or other evidence.

At the conclusion of the fact-finding investigation, the results will be shared with the University authorities empowered to act on the violation of the University Policy. The specific resolution process will be determined based on the role of the Accused Person. Both the Responding Party and the Accused Party will be provided written notification of the outcome of the investigation and a thorough explanation of the subsequent procedures to be followed.

B. Procedures Specific to Sexual Violence and Relationship Violence - In cases where the Accused Person is a student, complaints of sexual assault and relationship violence will be addressed through the Student Conduct Procedures set forth in the Student Handbook. To the extent that anything set out in the Student Handbook is inconsistent with this Policy, the process set out in this Policy will apply. These procedures include:

1. All University officials participating in the student discipline process will receive training specific to sexual assault and relationship violence cases, with comprehensive training conducted prior to the beginning of each fall semester and refresher training prior to a hearing.
2. The Director of Student Life or a designee of the Director will advise both the Reporting Person and the Accused Person of available campus and off-campus resources.
3. The Director of Student Life or a designee of the Director may issue a written “no contact” order to all parties identified in a sexual or relationship violence complaint. In consultation with other appropriate University officials, including the Title IX Coordinator, the Director of Student Life or a designee will also consider additional interim measures that may be appropriate including but not limited to, counseling, academic assistance and alternative housing.

4. The Director of Student Life or a designee of the Director will give both the Reporting Party and the Accused Party an opportunity to meet with him or her, accompanied by a representative from the university community or a family member. The Reporting Party and the Accused Party will be given advance notice of the alleged misconduct to afford both parties a reasonable opportunity to prepare a response including witness information, documents or other information that will assist the Director or a designee in reviewing the alleged misconduct.

5. Any opportunity for a meeting will be afforded to both the Reporting Person and the Accused Person.

6. Both the Reporting Person and the Accused Person will be afforded the same, timely access to any information that the university will consider or review as part of the student disciplinary process.

7. The Director of Student Life or a designee of the Director will determine responsibility for sexual or relationship violence using a preponderance of the evidence standard (i.e., more likely than not that sexual or relationship violence did or did not occur).

8. Both the Reporting Person and the Accused Person will receive contemporaneous written notice of the final outcome of any university disciplinary proceeding to consider sexual or relationship violence, including a description of the process for any appeal(s). Both will receive notification if changes are made and when the result become final.

9. In addition to disciplinary sanctions, the University may take other remedial actions including delivery of additional services for the Reporting Party (in addition to those already provided as interim measures) and changes to University services and policies. Any remedies offered or provided to the Reporting Party will not be detailed in the final notice provided to the Accused Party.

10. In instances in which an appeal is provided by the Student Code of Conduct, the opportunity to seek appeal will be available to both the Reporting Person and the Accused Person.

11. In general, information regarding a Reporting Party’s sexual history and behavior will not be considered in the student conduct process to determine whether an Accused Person is responsible for alleged sexual or relationship violence. However, where the Accused Person and the Reporting Person have a prior intimate or sexual relationship, this information may be deemed relevant to a determination of responsibility.
12. Information that may demonstrate a pattern of behavior regarding the commission of sexual or relationship violence by an Accused Person may be considered to determine whether the Accused Person is responsible for the current alleged sexual or relationship violence.

13. Alcohol or drugs use by the Reporting Person at the time of the incident will not be considered a mitigating circumstance.

C. **Time Frame for Resolution** - Except in extraordinary circumstances, the University will conclude its investigation and student conduct process (except for any related appeal) within sixty (60) calendar days following receipt of a complaint. Timeframes may be extended based on the complexity of an investigation and the severity and extent of the alleged misconduct. An extension of the stated timeframe will be communicated to the Reporting and the Accused Persons with regular notice to be provide to both regarding the status of the University’s investigation.

**Non-Retaliation** - The University will not tolerate retaliation against any Student, faculty member, or staff member who makes a report of sexual or relationship violence, participates in an investigation related to a report of sexual or relationship violence, or participates in a student conduct process related to a report of sexual or relationship violence. Examples of retaliation include, but are not limited to, intimidation, threats, stalking, coercion or discrimination because of a person’s complaint or participation in an investigation or the student discipline process. Any allegations of retaliation should be reported to the Title IX Coordinator or a designated Reporting Contact and may be subject to the same investigation, hearing and appeal process as set forth above.

**Warning to the Campus Community (Timely Warning)** - If a report under this Policy discloses a serious or continuing threat to the University campus community, the University may issue a timely warning to protect the health or safety of the broader campus community. Any such warning to the campus community, when determined by the University to be appropriate under the circumstances, is limited to a brief account of the incident, a description of the alleged assailant when needed to apprehend, and the name of any individual who has been arrested and charged with a crime. The name of the Reporting Party will be maintained as confidential and will not be included in the warning.

**Obligation to Report Child Abuse** - Texas law requires any person having cause to believe that a child’s physical or mental health has been adversely affected by abuse or neglect to make an immediate report to appropriate authorities, including local law enforcement. To the extent that a report of sexual or relationship violence involves a victim under the age of eighteen (18), the individual receiving the report must file an immediate report with appropriate law enforcement agencies in accordance with state law.
**Annual Campus Security Reporting** - All reports of sexual assault and relationship violence whether reported to a Responsible Employee or a Reporting Contact are included in the annual crime statistics of the institution. Statistics are reported in an aggregate format without any personal detail or designation.

**Title IX Statement** - The University does not discriminate on the basis of sex in its programs and activities. The University of Dallas has designated a Title IX Coordinator to oversee the University’s response to Title IX reports and complaints and to address any patterns or systematic problems revealed by such reports and complaints. The Title IX Coordinator has specific knowledge of the requirements of Title IX, of the University policies and procedures related to sexual harassment and sexual and relationship violence and of all complaints raising Title IX issues at University. Any person alleged to have been discriminated against in violation of Title IX may present a complaint to the Title IX Coordinator. The Coordinator assists in informal resolutions of complaints or guides the Reporting Party to the appropriate University official or process for resolving the complaint. Questions regarding Title IX may be directed to the designated University of Dallas Title IX Coordinator:

Janis Townsend  
Director of Human Resources  
Office of Human Resources  
Carpenter Hal 2nd Floor  
1845 E. Northgate Drive  
Irving, Texas  
972-721-4142  
jtownsend@udallas.edu

Questions related to Title IX may also be directed to the Office for Civil Rights for the United States Department of Education, Region VI, 1999 Bryan Street, Suite 1510, Dallas, Texas 75201-3136, Telephone (40) 974-9450, Facsimile (214) 661-9594

Reports of possible violations of the above policy may also be made to:

Doré Madere, Director of Student Life - (972) 721-4045  
Charles Steadman, Director of Campus Safety - (972) 721-4041

More information personal or sexual violence can be found at  
http://www.udallas.edu/stoptheviolence

**HAZING**

Hazing is defined as any intentional, knowing or reckless act occurring on- or off-campus committed by one or more persons that endangers another student’s mental or physical
health or safety. This includes, but is not limited to, actions for the purpose of pledging, being initiated into, affiliated with, holding office in or maintaining membership in any organization whose members are or include students.

Examples of hazing include but are not limited to:
- Requiring new members to perform unnecessary duties not assigned to existing members
- Sleep deprivation
- Required “greeting” of members in a specific manner when seen on campus
- Required carrying of certain items
- Required walking in groups to class, the cafeteria, etc.
- Restriction of communication
- Yelling or screaming
- Personal servitude or chores
- Wearing of embarrassing or uncomfortable clothing
- Assigning pranks such as stealing, painting objects, or harassing other organizations
- Forced confinement
- Capturing or kidnapping
- Total or partial nudity
- Pushing, shoving, tackling, or any other physical contact
- Forced consumption of any liquid or food

A student commits an offense if the student:
1. Engages in hazing,
2. Solicits, encourages, directs, aids or attempts to aid another in the act of hazing,
3. Intentionally, knowingly or recklessly permits hazing to occur or
4. Has firsthand knowledge of the planning or attempt of a specific hazing incident involving a student and fails to report this information to the Director of Student Life or other appropriate official.

An organization commits an offense if:
1. The organization condones or encourages hazing or
2. An officer or any combination of members or alumni of the organization commits or assists in the commission of hazing.

Hazing is a violation of Texas state law and the University Of Dallas Student Code Of Conduct. Instances of hazing should be reported to Campus Safety or the Office of Student Life.
Students who commit hazing can be held accountable by the university through its conduct process as well as by the state through the legal system. Beyond criminal or civil penalties, the university will handle alleged hazing policy violations through its established disciplinary channels. The sanction for violating the hazing policy may include suspension or expulsion from the university. Criminal penalties for hazing can include:

- Failing to report hazing: fine up to $1,000 and/or up to 180 days in jail
- Hazing not resulting in serious bodily injury: fine of $500-$1,000 and/or 90-180 days in jail
- Hazing resulting in serious bodily injury: fine of $1,000-$5,000 and/or 180 days-one year in jail
- Hazing resulting in death: fine of $5,000-$10,000 and/or 1-2 years in jail
- Except where the hazing results in death, the student may be required to perform community service in lieu of confinement to jail

The complete hazing law enacted by the Texas legislature may be viewed in its entirety at the "Texas Legislature Online" Web site at: http://www.legis.state.tx.us/ and select the "Statute" search. Information about hazing may be found in the Texas Education Code, Chapter 37, sections 37.151 through 37.157 and Chapter 51, section 51.936.

**MEDICAL CARE POLICY**

In the event of a medical emergency, the university reserves the right for professional staff to demand that a student receive medical attention. This might mean mandating transport by ambulance or other means to an emergency room or urgent care facility. In the event of a mental health crisis, university professional staff may require that a student seek an immediate evaluation. **Students who present a danger to themselves or others and/or who refuse to obtain proper care may be separated from the university.**

**JUDICIAL PROCEDURES REGARDING STUDENT CONDUCT**

**Section 1: Administration**

These procedures provide for the orderly administration of the Student Code of Conduct.

**Section 2: Conduct Complaints**

University of Dallas community members, including students, faculty, staff, guests and visitors, may file a conduct complaint against a student alleging a violation of the Student Code of Conduct. University conduct complaint forms are available from the Office of Student Life web page. The university may institute an investigation or proceeding based on information it receives even if not filed as a formal student conduct complaint.
Section 3: Sanctions
A student who engages in misconduct is subject to one or more of the following sanctions:

1. **Verbal warning or written reprimand** outlining behavior and associated concern.
2. **Restitution or fines**, which may take the form of (a) monetary compensation and/or (b) appropriate community service to repair or otherwise compensate for damage.
3. **Research/Reflection Assignment** may be assigned in addition to restitution.
4. **Sanction Pending** will hold a sanction that has been imposed in abeyance for a specific period of time pending good conduct. Further violation during the specified time will result in immediate enforcement of the sanction pending, in addition to the imposition of new sanctions.
5. **Counseling or Assessment** may be required as a condition of continuing enrollment at the university.
6. **Loss of privileges**, including the following:
   a. Prohibition for a specified amount of time from attending certain university functions or activities
   b. Restriction from entering certain university buildings and/or using university facilities
   c. Ineligibility to hold an elected or appointed position on campus
   d. Prohibition from operating a motor vehicle on campus (must be approved by Director of Campus Safety)
   e. Loss of on-campus employment
   f. Residential transfer that reassigns a student from one residence hall to a different residence hall or apartment
   g. Loss of housing eligibility for a specific amount of time
   h. A no-contact agreement that limits contact between a student and another student, faculty or staff member. At the request of a student and after investigation by the Director of Student Life or a designee, a no-contact agreement may be enforced between the relevant parties. These agreements are for a designated period of time. No contact means that while the accused student or the complainant is on university property or present at any activity or event associated with the university, the accused student may not attempt to communicate with the complainant. Communication includes talking with, attempting to talk with, touching, staring at, writing to, attempting telephone or electronic contact (e.g. email, fax, pager, or any other form of contact of any kind. Limitations on physical presence may also be imposed.
7. **Disciplinary Probation** for a specified period of time during which the student must demonstrate compliance with university policies and the terms of the probationary period (additionally includes written notification that continued enrollment at the university is in grave jeopardy because of significant unacceptable conduct).
8. **Parental Notification:** parents or legal guardians may be notified of student judicial issues (a) involving alcohol or drugs, (b) when the student presents a danger to him/herself or others or (c) if violations of the Student Code of Conduct could result in suspension or expulsion from the university.

9. **Suspension** is separation of the student from the university for a specified period of time, after which the student is eligible to return. While suspended, students cannot earn academic credit at the University of Dallas. If the suspension occurs during the semester, no credit will be awarded that semester nor will incomplete grades be allowed. While suspended, the student is also prohibited from entering the university campus or facilities under control or jurisdiction of the university or attending university-sponsored events without prior written approval from the Director of Student Life or a designee. Conditions to be satisfied during the suspension or as requirements for re-entry may also be specified.

10. **Expulsion** is permanent separation from the university community. The student is prohibited from entering the university campus or facilities under control or jurisdiction of the university or attending university-sponsored events. If the expulsion occurs during the semester, no credit will be awarded to that semester nor will incomplete grades be allowed.

Sanctions for sexual violence and drug distribution are suspension or expulsion from the university.

**Section 4: Responsibility and Authority**
Responsibility for student conduct rests with the Director of Student Life. The Director of Student Life reports to the Vice President of Student Affairs; the Vice President of Student Affairs reports to the President, who has ultimate executive authority over all university matters.

**Section 5: Investigation**
When the Director of Student Life receives information that a student has allegedly violated university policies, the Director of Student Life or a delegate will determine if the alleged violation is to be investigated by Student Life, Campus Safety or other appropriate authorities. No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as information that supports belief that an offense has occurred; the information may include a credible witness or victim's statement. A complaint wholly unsupported by any information will not be forwarded for a hearing. When it is determined that there is reasonable cause to believe a policy or policies have been violated, the Director of Student Life or a designee will attempt an informal resolution. Every notice for complaints referred for informal resolution will be delivered verbally or via email. The parties and relevant witnesses will be interviewed. If the allegations can be disposed of by mutual consent of the parties and the Director of Student Life or a designee, such disposition will be final and there will be no subsequent
proceedings. If an informal resolution is not successful, the complaint will proceed through an administrative hearing.

Section 6: Hearings

Administrative Hearings
Every notice for complaints referred for an administrative hearing will be delivered verbally or via email. After investigating the alleged violation, the Director of Student Life or a designee will hold a hearing conference with the student(s) involved to gain information regarding the incident. If after the conference the Director of Student Life or a designee believes disciplinary action is warranted, sanctions may be applied. The Director of Student Life or a designee will inform the student(s) found in violation of the Student Code of Conduct of the sanctions in writing.

End of Year Judicial Citations and Fines
Student conduct violations that occur near the close of an academic term may require that the Student Conduct Hearing be foregone, for lack of sufficient time to schedule and discuss the relevant violations. In such cases, the Student Life judicial officer can apply all necessary and appropriate fines or sanctions regarding the violation to a student’s account without having conducted a judicial hearing. If desired, a student can follow the standard procedure for appealing fines and sanctions (Refer to Residence Life – Campus Policies and Procedures, Section 7). Also if the student is returning to campus, Judicial Hearings can be requested and deferred, at the discretion of the conduct officer, until the following semester.

INTERIM SUSPENSION
The Director of Student Life may impose an interim suspension on a student for any of the following reasons:
1. To ensure the safety and well-being of members of the campus community;
2. To ensure the student’s own physical and emotional safety and well-being;
3. If the student poses a definite threat of disruption of or interference with the normal operations of the university.
During interim suspension, the student will be denied access to all university facilities, including classrooms.

When interim suspension is imposed, the Director of Student Life will immediately notify the Vice President of Enrollment and Student Affairs and the dean of the student’s college or school, or the dean’s designee. Within 48 hours or two working days the Director of Student Life will confer with the Vice President of Enrollment and Student Affairs and the relevant academic dean or the dean’s designee. The working group will review the situation, including any written appeal of the terms of the suspension or other written submission by the student (which should be delivered by email to the Director of Student Life and the Vice President of Enrollment and Student Affairs no later than 24 hours after the student is
notified of the suspension), and determine the hearing venue, which of the two forms of hearing is to be followed and whether and how the terms of the interim suspension will be modified. The Director of Student Life will immediately inform the student of this determination.

Section 7: Appeals
The primary issue in a review of a disciplinary decision is whether university policy, procedures and practices have been properly applied, not whether a student agrees or disagrees with the decision.

A student may submit an appeal if it is based on at least one of the following three reasons:

1. Substantial new evidence exists, which, if heard, would likely change the outcome of the case.
2. The original hearing procedures were substantially flawed and therefore unfair.
3. The sanction is highly inconsistent with previous sanctions given for the same violation of the Student Code of Conduct.

The student may submit an appeal online from the Student Life page on the UD website (http://udallas.edu/offices/studentlife/judicial_affairs/appeals.html) or through a typed letter documenting the reason(s) for appeal. Appeals must be received by the Office of Student Life no later than 48 hours or two working days from the date of the original administrative hearing. Only appeals from the accused student will be considered. If more than one student is involved in the incident, each must file a separate appeal.

Appeal of decisions made by a judicial officer will be reviewed in a timely manner by the Director of Student Life. The finding will be communicated in writing to the student. In cases involving probation, suspension or expulsion, the incident will automatically be forwarded to the Vice President of Enrollment and Student Affairs. Decisions made by the appropriate appellate authority are binding and no additional appeals will be considered.

RESIDENCE LIFE

One of the distinctive characteristics of the University of Dallas is its Residence Life program. By living on campus, students become members of a residential community. As community members, students have a chance to shape their living environment through participation in a wide variety of cultural, academic and social activities and programs. Living in community also helps facilitate discussions that begin in the classroom. Through a strong Residence Life program, it is hoped that students will develop new interests, broader perspectives and learn the virtues required for community life.
Successful group living is dependent on cooperation and the responsible exercise of personal freedom. Each member of a community needs to be aware of the responsibilities, rights and privileges that are associated with community living, and be prepared to act in a manner that does not infringe on the rights and privileges of others. The right to study and sleep in one’s own room has a high priority at all times.

**HOUSING**

**ON-CAMPUS RESIDENCY REQUIREMENT**

The University of Dallas is committed to establishing the continuity between intellectual development and Residence Life. Living on campus contributes to the intellectual, social, emotional and spiritual growth of the individual student and of the other residential students. The university requires currently enrolled full-time undergraduate students with fewer than ninety earned credit hours (senior standing) to live in either the university residence halls or the student apartments. **Living on campus implies acceptance of a residential contract and all related policies** whether or not a contract submission is on file in the Office of Student Life.

Students falling under the residency requirement that live off campus without valid commuter status will be billed for a standard room charge. **Students who fall under the residency requirement must actually live on campus.**

Students are not subject to the On-Campus Residency Requirement for the 2013-2014 academic year if they:

- Have earned more than ninety credit hours (senior standing)
- Are twenty-one years of age prior to the first day of class
- Are married (copy of marriage certificate required)
- Are veterans (copy of honorable discharge papers required), or
- Are commuters living with their parent/legal guardian claimed on their income tax in the Dallas-Fort Worth Metroplex.

The basis for any of the above must exist prior to the semester the student wishes to live off campus and for which a valid ‘Commuter Form’ has been submitted. Residents who qualify for commuter status mid-semester are subject to a Contract Breakage Fee, as well as the housing refund schedule, as listed in the General Bulletin.

On-campus housing is not available for individuals who are not currently enrolled University of Dallas undergraduate students. On-campus housing is not guaranteed to students who do not fall under the residency requirement. In the undergraduate residence halls and on-campus student apartments, the age limit is 25.
COMMUTER STATUS
Students who no longer fall under the on-campus residency requirement who wish to cancel their previously confirmed housing reservation must notify the Office of Student Life in writing ("Commuter Form") of their intention to cancel the reservation prior to July 1 (Fall semester) or December 1 (Spring semester) in order to qualify for a refund of any housing deposit on file. Students who withdraw or do not return for any reason will forfeit their housing deposit. The deposit may be reinstated for students who return to a campus residence from an official Leave of Absence or who are readmitted to UD within 2 years. "No shows" will be considered as a cancellation and will also forfeit the housing deposit. Failure to provide the above written notification prior to July 1 or December 1 will result in the automatic forfeiture of the housing deposit. If notice is given after July 1 but prior to August 1, there is an additional $100 contract breakage fee. After August 1, the fee is $300 prior to move-in. After the student has moved in and at any point during the fall semester, the Contract Breakage Fee is $400. For the spring semester, the Contract Breakage Fee is $600. This fee also applies to fall residents claiming commuter status for the spring semester. This fee is charged based upon the semester of cancellation – not the date of notification. This deposit may also be used to pay down any remaining balance still owed to the university by anyone leaving the university for any reason.

HOUSING REGISTRATION
Undergraduate students subject to the Residency Requirement wishing to live in the residence halls or university apartments must submit the appropriate housing contract to the Office of Student Life by the date designated by the Office of Student Life. Requests for a specific roommate must be mutual and submitted at the same time. The Office of Student Life will make residential assignments to the extent possible according to the following priority list:

1. A resident student living in a residence hall or student apartment requesting a new assignment in a residence hall or student apartment.
2. An enrolled student currently not living in a residence hall or student apartment according to room or apartment availability.

Students with Single or Single-in-Double room preference must indicate a second choice for a double with one roommate. Singles in doubles are not available during Housing Registration. During the Consolidation Meeting held the third week of each semester, requests for single occupancy in a double room will be granted ONLY if space is available and the student agrees to the additional charge.

The university may choose not to assign a student to a residence hall room if the student has an unsatisfactory disciplinary record. The university may also decide to change a room assignment based on needs of the community and disciplinary factors. Undergraduate students living in the residence halls are required to participate in one of the residential
meal plans. Apartment residents or commuters may elect full or partial food service contracts. No refunds are given for only partial usage of the meal plan.

All on-campus university students are billed a refundable housing deposit at the commencement of their residency. The full amount will be remitted to the student upon departure if proper written notification is given by the posted deadline dates. Students who withdraw or do not return for any reason will forfeit their housing deposit. The deposit may be reinstated for students who return to a campus residence from an official Leave of Absence or who are readmitted to UD within 2 years. "No shows" will be considered as a cancellation and will also forfeit the housing deposit.

CONSOLIDATION
Occasionally, assigned roommates may choose not to attend the University of Dallas or leave school shortly after the semester begins. As a result, some residents may find themselves in an incomplete room or apartment without a roommate. As published on the student handbook calendar, these residents will be required to make an appointment regarding consolidation after the third week of the semester to resolve the issue. This can include acceptance of a random roommate or relocation.

At the University of Dallas, we think that learning to live with another person can be a valuable experience. Therefore, freshmen are required to have a roommate. For this reason, students without roommates must find someone to move in with them or move into another room with a roommate, unless they have priority on a single room waiting list and wish to pay for a single room. Students who are unable to make arrangements within the established time frame will be reassigned to a room with a roommate at the discretion of the Director of Student Life. This policy applies regardless of date or reason of departure of original roommate.

The Director of Student Life will assist with issues that impede this process. Failure to consolidate by either accepting a new roommate or moving in with another resident will result in the university declaring the room as Single-in-a-Double and charging the student the higher published rate. See also “Roommate Conflicts” under the Residence Life section of this handbook.

While we do not enforce consolidation across halls, we do enforce the policy within a hall. *Due to maturity, developmental issues and other issues, freshmen are not housed with upperclassmen.* Students are consolidated regardless of classification or age. Students may request single-in-double room status if there is available room and the student agrees to and signs for the additional room charge. “Odd Person Out” status can only be given when there is no one left to consolidate and one resident remains without a roommate. No extra charge is assessed to the student. However, no additional charge is assessed with the understanding that the second bed in the room is available for another student should the
need arise. OPO status can also be awarded based upon freshman vs. continuing student and documented smoker vs. documented non-smoker stating that they cannot live with a smoker.

During the spring term, returning students are given the opportunity to select a room for the following school year. The annual Housing Registration Week process takes place after Spring Break. There will be advertising to announce specific dates. Incoming freshmen that do not mutually request roommates are assigned roommates.

CONFIRMATIONS AND CANCELLATIONS
At some point after Housing Registration Week, undergraduate students will receive confirmation of the housing reservation indicating housing and roommate assignment via email. Assignments are subject to change.

Students who no longer fall under the on-campus residency requirement policy and wish to cancel their confirmed housing reservation must formally notify the Office of Student Life via the online ‘Commuter Form’ of their intention to cancel the reservation. Standard Contract Breakage Fees apply. No-shows will be considered as cancellations and will be billed as such. The university may separate students from on-campus housing if they have not properly cleared for enrollment with the Business Office or Financial Aid.

BREAKS AND VACATIONS
Our residence halls are closed over breaks and vacations. Absolutely no entrance is allowed in the halls during breaks. The residence halls will close for the fall 2014 term on Saturday, December 20 at 10 a.m. and will reopen at 8 a.m. on Sunday, January 18. Halls close for Spring Break in the spring 2015 term at 10 a.m. on Saturday, March 7 and will not reopen until 8 a.m. on Sunday, March 15. The halls and student apartments will close for the year at 10 a.m. on Friday, May 15, at 10 a.m.

Apartment residents with a valid contract may stay in their designated apartments during the breaks and vacations, but must move out at the end of the year by the same date and time as hall residents. Apartment residents are cautioned to leave the heat and hot water heaters on during vacations. A temperature setting of 50-60°F is suggested. Freezing temperatures can cause water pipes to burst and flood an apartment. Charges for damage resulting from frozen pipes bursting will be assessed to apartment residents.

RESIDENCE LIFE - CAMPUS POLICIES AND PROCEDURES

Abandoned Property: Residents that have not properly cleared for enrollment or that have officially approved mid-semester room changes have two business days to remove all personal possessions from their originally assigned room. After this time, remaining items
will be considered abandoned property and disposed of accordingly. The University of Dallas is not responsible for storage of abandoned property. This policy also applies to items left in community areas (such as laundry rooms, bathrooms, lounges, etc.) and items left behind during check-out at the end of the year or due to mid-year withdrawal.

**Absence from Campus:** Residents are asked to advise the university if they expect to be absent from campus for more than three days. Notice should be given to the appropriate Resident Assistant or to the Office of Student Life.

**Air Conditioning/Heating:** Upon documented agreement by the majority of hall residents, the maintenance staff will switch the hall air conditioning/heating systems in the traditional halls.

**Alcohol Policy** (see pages 36-38)

**Antenna:** External antennae in any form (including satellite dishes) may **not** be attached to the roofs or ledges, or extend outside room or apartment windows because of possible damage to the building and danger from electrical storms. Cable TV is available in the on-campus student apartments at an additional cost.

**Bicycles:** Bicycles may not be stored in Residence Hall stairwells, hallways, doorways, or storage areas. Bicycle racks are provided outside residence halls for bike storage. Bicycles found inside residence halls may be confiscated.

**Board:** As part of the Contract for Residence, students living in residence halls are required to purchase a residential meal plan. Those living in the student apartments are not obligated to purchase a meal plan. No refunds are given for only partial usage.

**Check-in:** EACH resident is required to complete a formal inventory check-in. This is done online upon initial move-in for the year or anytime a room change is approved. Direct links to both the residence hall and student apartment check-in inventory forms may be found on the [Student Life Forms & FAQs web page](#). This link is also emailed directly to residents more than once at the start of the semester.

Completion of this form is for the benefit of each resident. It allows each resident to insert notes regarding any room/furniture damages. Upon move-out later in the year and visual verification by staff, notes regarding any damages or missing furniture are compared to those made during the check-in process. Any discrepancies between the two, other than normal ‘wear-and-tear’ are then billed to student accounts. Damages or missing furniture noted at check-in protect the resident against unwarranted charges.

Failure to complete the online check-in process by the announced deadline date after move-in will result in an improper check-in fine.
**Check-out**: Residents must follow announced check-out procedures when they change rooms or depart school at the end of the academic year. **Residents who fail to check-out properly will be fined and will be held accountable for the condition of their room.**
The room should be left in broom-clean condition and all fixtures (i.e. the sink) should also be clean. **NO** personal property may be left in the room or in the hall. Failure to clean the room properly or to remove all personal items will result in fines. Any damage not listed on the room inventory check-in form will be charged to the residents (or to an individual if it is possible to ascertain who is individually responsible). Any issued room keys should be left with the RA to avoid additional fines. Direct links to both the residence hall and student apartment inventory check-out forms may be found on the Student Life Forms & FAQs web page.

At the close of the fall semester, hall residents who will be returning to the same room in the spring may leave behind personal items but are also required to complete and submit a “self check-out” form. RAs will provide information before the end of the semester on this process. Failure to self check-out will result in a $75 fine. After self check-out has been completed, Residence Life staff will conduct a brief inspection to make sure that the windows are secure and check for fire hazards. The doors will then be dead-bolted until halls are re-opened in the spring.

**Chemicals**: The storage of dangerous chemicals or chemicals that may be combined into a volatile compound is strictly prohibited in any campus residence.

**Chin Up Bars: See Pull Up Bars**

**Cleaning and Custodial Services**: Residents are responsible for cleaning their assigned rooms/apartments. The custodial staff will clean public areas (corridors, stairs, lobbies, lounges and central bathrooms). Residents are expected to be considerate in the way they leave public areas. Rooms or apartments will be checked to determine if unsanitary or unsafe conditions exist. If such conditions are found, residents will be asked to correct the condition immediately. Failure to comply may result in a cancellation of the Contract for Residence or a substantial fine for cleaning services.

**Cohabitation**: Cohabitation is a violation of the housing contract and is not permitted in any university housing. Cohabitation is defined as unauthorized living in a residence hall or apartment space and/or prolonged or patterned visits, which extend beyond the normal understanding of visitation. Also see the **Guest** policy below.

**Contract for Residence**: Residents are required to complete a Housing Contract, which is an agreement between the individual student and the university. This is a binding legal document that sets forth the conditions and term of occupancy and may not be assigned to another person in any way. Each resident is fully responsible for meeting the conditions and terms of occupancy which are set forth in the document. Before submitting the contract,
students are advised to read it carefully. Living on campus without a residential contract on file implies acceptance of all conditions set forth in the contract. **Students who fall under the residency requirement and have an assigned room must actually reside on campus.**

**Cooking:** Fire and health hazards prevent the preparation of food that requires the use of an open heating element in the residence hall rooms. Preparation of coffee, tea and food is permitted in kitchenettes, which are located in the lounges of some of the residence halls. Those preparing food in the kitchenettes are responsible for cleanup. Use of personal portable grills or hibachis on patios, balconies, ledges, on or under any portion of a structure is prohibited. Portable grills or hibachis, when used, must be a minimum of ten feet away from any structure. Residents will be charged restitution for any damages and subject to any fines imposed by the Irving Fire Department and the Office of Student Life.

**Damages in Public Areas:** It is the collective responsibility of those living in the residence halls or student apartments to report individuals who cause damage to community areas or property. Damage beyond normal wear and tear that is not accountable to individuals may be billed in equal amounts to the group having responsibilities for those public areas. Other actions may be taken to protect common areas.

**Damages in Student Rooms/Apartments:** Occupants of each room or apartment are responsible for keeping their room and its contents in good order and free from damage beyond normal wear and tear. At move-in, room/apartment condition reports must be completed by each resident by a given deadline date. After a resident checks out, the room/apartment is checked by staff for damage that may have occurred during the occupant’s residency. Damages to the room that are clearly beyond reasonable use will be billed to the responsible individual. If individual responsibility cannot be established, all occupants of the room/apartment will be billed equally. Extraordinary cleaning required because of abuse of facilities and excess trash left in the room or in the hall will be at the expense of the residents.

Charges for repair of damages are determined by the Facilities Department on the basis of labor and material costs. Bills for damages will be charged to the account(s) of those responsible. Failure to pay damage charges may result in a Business Office hold being placed on the student’s records, termination of the Housing Contract or denial of the opportunity to live in university residential facilities.

**Dart Boards:** Dart boards are prohibited.

**Decoration of Rooms:** Residents may personalize their room or apartment in a manner approved by the Office of Student Life. Please refer to below chart to determine wall damage from decorations for which residents will be held accountable. Permanent fixtures, construction, paint or wallpaper may not be added to any hall, room or apartment. Residents may not use large nails, screws, two-side tape, plastic-tack products, glues or permanent adhesives on any wall, furniture or floor surfaces. The use of dry-erase or other
markers and pens is prohibited on resident hall door surfaces. Students are not permitted to make holes in the walls, woodwork or floors of the room or apartment, nor will the student make any alterations, additions or improvements to any portion of the room or apartment during their lease. If this occurs, residents will be charged restitution for damages and/or return to the original condition of the room/apartment.

<table>
<thead>
<tr>
<th>Item</th>
<th>Augustine, Gregory, Madonna, O’Connell &amp; Theresa Halls</th>
<th>West Hall, Jerome Hall &amp; Campus Apts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Nails</td>
<td>Not permitted</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Small nails with metal hook</td>
<td>Not permitted</td>
<td>Permitted</td>
</tr>
<tr>
<td>Thumbtacks, pushpins</td>
<td>Not permitted</td>
<td>Permitted</td>
</tr>
<tr>
<td>Staples</td>
<td>Not permitted</td>
<td>Not permitted</td>
</tr>
<tr>
<td>3M hooks</td>
<td>Permitted</td>
<td>Only permitted if left on wall for proper removal by staff.</td>
</tr>
<tr>
<td>Masking tape</td>
<td>Not permitted</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Double sided tape, pads</td>
<td>Not permitted</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Cellophane tape</td>
<td>Not permitted</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Blue or green painter’s tape</td>
<td>Permitted</td>
<td>Permitted</td>
</tr>
</tbody>
</table>

All residence hall and apartment decorations, especially seasonal (Christmas, etc.) will be subject to safety evaluation by a Student Life staff member and/or a member of the Office of Campus Safety. Any flammable decorations or those deemed unacceptable must be removed immediately at the request of the university. No live greenery is permitted (trees, wreaths, garlands, etc.). All wires must be taped down. Wires cannot be pinched under closed doors.

**Early Arrivals:** The only residents allowed to arrive early at the start of any term are those that are requested to do so by the University of Dallas. Other students requesting early arrival not at the request of the University of Dallas and approved to do so will be billed an additional nightly housing charge. Approvals are at the sole discretion of the Office of Student Life.

**Electric Service in Student Apartment:** A $25 administrative fee will be billed to students’ accounts when the Office of Student Life must pay an electric bill due to the students’ failure to establish and/or maintain an electrical account. This is in addition to any monthly usage bills sent to the Office of Student Life for payment.

**Eviction:** The university reserves the right to separate students from on-campus housing if they have not properly cleared for enrollment with the Business Office, Financial Aid or are under suspension of residence life privileges due to disciplinary issues.
Fire Safety Guidelines:

**Approved Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curling/flat iron (with auto shut off)</td>
<td>Surge protectors</td>
</tr>
<tr>
<td>Small stereos/radios</td>
<td>Microwave (under 700 watts)</td>
</tr>
<tr>
<td>Refrigerators (4.6 cu. ft. or under)</td>
<td>Hair dryer</td>
</tr>
<tr>
<td>Iron (with auto shut off)</td>
<td>George Foreman Grills</td>
</tr>
</tbody>
</table>

**Not Approved Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candles</td>
<td>Explosives/gunpowder</td>
</tr>
<tr>
<td>Burning incense inside building</td>
<td>Hot pots/plates</td>
</tr>
<tr>
<td>All flammable/combustible liquids</td>
<td>Toasters/toaster ovens</td>
</tr>
<tr>
<td>Smoking (inside buildings)</td>
<td>Extension cords</td>
</tr>
<tr>
<td>Halogen and Lava lamps</td>
<td>Space heaters</td>
</tr>
<tr>
<td>Chemicals (other than cleaning supplies)</td>
<td>Fireworks</td>
</tr>
</tbody>
</table>

- **Alarms**: The setting of false fire alarms is a particularly grievous act since such behavior seriously compromises the safety of other residents. False alarms due to the negligence or misuse of approved items may result in disciplinary sanctions. Students who fail to evacuate during a fire drill or alarm or to obey promptly the direction of a university or civil official during an emergency will be subject to disciplinary action.
- **Decorations**: Posters or decorations with flammable materials (paper, photos, etc.) on the room doors may be prohibited if deemed a fire safety hazard (C.I.F.C. 11.204). Items which have been laminated or otherwise made fireproof may be used as decoration.
- **Electrical Guidelines**: The electrical circuitry of residence hall rooms is not designed to handle electrical appliances that draw strong current. The use of electrical equipment in the residence halls is prohibited unless the following criteria are met: appliance is rated less than 6 amps (700 watts); appliance meets OSHA-approved laboratory standards; and appliance does not contain an exposed heating element. Approved electrical appliances must be used with extreme caution and in accordance with manufacturer’s instructions. Residents are responsible for using electrical equipment in a safe manner. Illegal appliances will be confiscated and held until the resident leaves university housing. Please see the chart with approved and prohibited appliances. Christmas lights must be appropriately rated for indoor use. Outdoor lights are not permitted. Lights may be checked by Facilities for safety.
- **Equipment Tampering**: A student who tampers with fire safety equipment or uses any firefighting equipment (such as fire extinguishers, fire alarms, smoke detectors, exit signs) improperly will face a minimum automatic fine of $100. If there is damage to the fire safety equipment or other circumstances that make the violation more severe, additional sanctions may be assigned.
• **Safety Inspections**: Safety inspections are conducted at least once per semester by university staff. The primary purpose of inspections is to ensure safety and to enforce policies including fire safety regulations. Additionally, university maintenance personnel will enter the students' rooms during breaks to ensure that things are in working order. Should items be found missing, inoperative or dismantled in any way, they will be repaired immediately and charges will be assessed to the residents of the respective room.

• **Setting Fires**: Burning any substance, including candles and incense, or setting fires in the halls, to include setting fire to fliers or other posted materials, is a very serious breach of fire safety regulations and is not permitted under any circumstances. Violations of the fire safety policy will result in severe disciplinary sanction and may lead to a report submitted to the local Fire Marshal, who has the authority under Texas state law to file criminal charges against the violator.

**Firearms and Weapons**: Any object that could potentially inflict injury or cause harm that is used in a threatening, careless or aggressive manner will be considered a weapon. Possession of weapons of any type, including, but not limited to, firearms, ammunition, air guns, gun replicas, incendiary and explosive devices, slingshots, knives and martial arts training materials are prohibited. Possession and/or use will result in immediate confiscation of the item and may result in disciplinary action.

**Furnishings**: Room and apartment furniture and other furnishings must be left in a student’s room or apartment at all times. Residents will be responsible for damage caused to the furniture left outside or on the balconies. Under no circumstances is lounge furniture to be moved from the lounge area in the residence halls. Violation of this regulation may be considered theft and lead to disciplinary action and/or a fine. Furnishings brought in by residents which may cause damage or present a safety hazard are prohibited. Outside furniture must also be removed by the resident upon departure.

**Guests**: The right to sleep and study in one’s own room or apartment takes precedence over the right of a roommate to entertain a guest in the room or apartment. Occasional overnight guests of the same sex may stay free of charge in the student host’s room up to three (3) nights, provided the host’s roommate agrees. Guests may not stay in unoccupied beds without the consent of the student whose bed is to be used. Guests may stay with friends of the student host provided all parties agree. Guests are not permitted to sleep in residence hall lounges. Resident Assistants must be informed if a guest is expected.

While guests are on campus, the student host is fully responsible for the guest’s actions. Guests are expected to abide by all university rules and regulations. Failure to do so will result in the guest being asked to leave campus immediately. Hosts for authorized guests staying beyond three nights will be billed a guest fee of $20 for each additional night.
Any person living in university housing without permission from the Director of Student Life and without a valid contract is trespassing. Hosts will be subject to a minimum charge of $25 per day during the entire period of improper occupancy by the unauthorized guest, and may be subject to criminal charges of trespassing or loitering.

**Hall Sports:** Activities such as soccer, running, frisbee, football, baseball, golf, skating, etc., or shaving cream and water fights, are not permitted inside university housing areas. Hall sports may injure residents or guests. Engaging in these activities may also cause damage in housing areas, especially to fire safety equipment.

**Keys:** Residential keys to the ‘traditional’ halls are issued by the Office of Student Life. Students are responsible for those keys until they check out. All issued keys remain the property of the university and may not be duplicated, modified in any way, or loaned to other persons. Possession of keys to university property by anyone other than the individual to whom the keys were issued by the Office of Student Life will be considered as unauthorized possession and is not permitted. Unauthorized possession and/or use of keys to university property will result in immediate confiscation and may result in disciplinary action.

In the event of a lost or stolen room key, residents must consult with the Office of Student Life to requisition a lock core and key change for the room/apartment. The cost of $25 for the core change and key replacement will be billed directly to the resident who lost the key. Hall residents who lose mailbox keys should inform the Mail Room staff immediately for key replacement.

After room check-out, all keys must be returned in person to the Resident Assistant on the floor or directly to the Office of Student Life. Failure to return the keys at the time of departure will result in a lock core change and charge. Duplicate keys will not be accepted when you check out. Students will be billed for lock changes if this occurs. Keys must be turned in at the time of check-out to avoid fines. Each resident is responsible for returning their own key directly to the Office of Student Life or to the Resident Assistant.

**Residents should keep their room doors locked and keep their keys with them at all times.** If the key is locked in the room, the resident should seek assistance from the roommate or Residence Life Staff member. Campus Safety may be contacted as a last resort.

**Late Departures:** The only residents allowed late departure at the end of any term are those that are officially requested to do so by the University of Dallas (i.e., graduating seniors). Other students requesting late departure not at the request of the University of Dallas nor for academically related reasons yet approved to do so will be billed an additional nightly housing charge. Approvals are at the sole discretion of the Office of Student Life.
Lewd and Disorderly Conduct: The University of Dallas will not tolerate disorderly, lewd, indecent, inappropriate, disruptive, loud or obscene conduct or behavior that interferes with the orderly functioning of the university on University of Dallas property or at a University of Dallas-sponsored event off campus.

Lofting: Lofts may not be used in the residence halls or student apartments due to the potential safety hazard from possible collapse. Risers approved by Residence Life staff will be allowed. Risers may not exceed six inches.

Misuse of University Materials, Services or Property: A student shall not misuse any university material, service or property. Misuse is defined as destroying, damaging or defacing any university building, facility or property. Students are also prohibited from impairing or otherwise hindering another’s use of a university material, service, or property; littering on or in any university property, facility or building; or engaging in conduct that may result in damage or destruction of any university building, facility or property.

Maintenance Requests: Maintenance staff works closely with the Office of Student Life in making routine repairs within the residence halls and Student Apartments from 7:00 a.m. to 4:00 p.m., Monday through Friday. Service request forms are available online from the Facilities web pages. When the student submits a Service Request, the student has authorized a maintenance person to enter the room and complete the repair. This will occur even if the student is not present. Maintenance personnel should leave a notification in the room upon their departure. The student is informed when some repairs require special attention or equipment.

Emergency repairs, especially in the evening hours or on weekends, are to be reported immediately to the Office of Campus Safety, which will contact the appropriate service personnel. Emergency maintenance problems will take first priority. Repairs that occur as a result of damage or neglect will be billed to the residents of that room.

Noise: The general rule is that if the noise can easily be heard in another room, the sound level must be lowered to a level where it is no longer a disturbance.

Usually, the level of acceptable noise is best handled between residents themselves. Hall staff may be of help in working out an acceptable compromise. Blatant or repeated incidents involving unacceptable levels of noise will be treated as a disciplinary matter.

Occupancy Conditions: Residence hall rooms are designed to be used by students of the same sex. The co-educational residence halls are separated by floor or wing. The Student Apartments are designed as independent living units that accommodate up to two students in the one-bedroom apartments and up to four students in the two bedroom apartments. Students living in the apartments must be of the same sex unless legally married.
**Occupancy Eligibility:** Occupancy in residence halls and Student Apartments is open to full-time undergraduate students of the university. The conditions governing occupancy are stated in the “Terms and Conditions” section of the housing contract. A student living in a residence must be enrolled during the semester of residence unless granted an exception by the Director of Student Life. Priority is given to undergraduate students who fall under the residency requirement.

**Occupancy Term:** The term of occupancy shall be for the fall and spring semester of the academic year. Occupancy during Interterm, Mayterm and the summer semesters is independent from the above. The specific dates of occupancy and conditions governing them are stated in the “Terms and Conditions” section of the housing contract, as well as on the web site. Any student occupying a residence hall room or student apartment after the contract period will be liable for a late check-out fee on an hourly basis until the premises are vacated.

**Open House Hours:** The primary purpose of the University of Dallas’ residential visitation hours (Open House Hours) is to assist in the development of positive interpersonal relationships in a setting which provides for some privacy and the need to place strong emphasis on mature, responsible social behavior within the Catholic mission of the institution. Open House Hours are those times when members of the opposite sex may be on the floor of a residence hall (i.e. in the hallway or individual rooms). Open House Hours only apply to residence halls; they do not apply to student apartments.

The Open House Hours for all University of Dallas residence halls are as follows:
- 3:00pm — 9:00pm Monday through Thursday
- 3:00pm — 12:00am Friday
- 1:00pm — 12:00am Saturday
- 3:00pm — 9:00pm Sunday

*Extended Hours*:
- 1:00pm — 10:00pm Monday through Thursday
- 12:00pm — 1:00am Friday and Saturday
- 12:00pm — 10:00pm Sunday

*During the first weeks of the fall and spring semesters, residents of each residence hall must vote on whether or not to extend the Open House Hours in their respective halls. The extended hours option is outlined above. Throughout the semester, these hours do not vary – they remain the same during holidays, Fall Reading Day, Dead Day and any snow days.

Exterior residence hall doors are to remain locked at all times. During Open House Hours, room doors are to remain bolted open while a visitor of the opposite sex is in the room. (The door is opened and the dead bolt is placed in the locked position. The door may then
be allowed to shut as far as it will.) This policy applies to both men’s and women's residence halls.

Resident Assistants and other residence life staff monitor the Open House/Bolt Policy.

**Pest Control:** Although residence hall rooms and Student Apartment are sprayed for insects by professional exterminators on a regular schedule, room and kitchen cleanliness is the best form of pest control. The key to controlling roaches and other pests is to eliminate possible breeding grounds and other attractions such as unwrapped food. Empty cans and bottles should be discarded immediately.

**Pets:** With the exception of small fish kept in an approved aquarium, no pet animals of any kind are permitted in the residence halls or the Student Apartments. The policy is necessary for reasons of health and sanitation. Violators of the pet policy are subject to disciplinary action and will be charged the cost of extermination and/or deodorizing.

**Property Insurance:** The student assumes the risk of theft, loss, damage or destruction of personal property that occurs in a residence hall or the Student Apartments. It is highly recommended that a student’s personal property be covered on the family's homeowners insurance policy or with a separate policy specifically designed for students.

**Pull Up Bars:** Pull Up Bars are not allowed in any residential area on campus. These bars are dangerous and, in many cases, cause significant damage to door frames. If discovered, a pull up bar is subject to confiscation. Residents will also be subject to disciplinary action and possible fines.

**Quiet Hours:** Quiet hours are in effect from 10:00 p.m. to 10:00 a.m. daily. 24-hour quiet hours are in effect during examination periods. If the noise level is excessive or problematic, the offender should be asked courteously to reduce the noise level. If abuse of quiet hours continues, a member of the hall staff should be notified. See the **Noise** policy above.

**Residence Hall Lounges:** Residence hall lounges are provided for the primary use of the residents of that particular hall. The Residence Coordinator must approve parties, get-togethers, and small gatherings in advance. All university policies and regulations apply to the use of the lounge and adjoining kitchen. Sponsors of approved events are expected to clean up afterwards.

**Roof Areas:** For safety reasons, students and their guests are not permitted on the roof or ledges of university buildings. Violations of this policy will result in disciplinary action.

**Roommate Conflicts:** Primary responsibility for solving the issue lies with the roommates in conflict. The Residence Life Staff is available to assist, if necessary. Roommates in conflict MUST first consult their RA before a roommate change can be considered. NO roommate changes are considered until after the first two weeks of class in any semester. Only changes
based on extenuating and/or irreconcilable circumstances will be considered and must be approved by the Director of Student Life.

When a mutually agreed upon move between roommates and rooms is requested, each person must:
• Complete a Room Change Request Form
• Meet with and obtain signature from Resident Assistant on Room Change Request Form.
• Complete online inventories for both old room upon check-out and new room upon check-in
• Where applicable, obtain the keys for the new room and return the old room keys.

No changes can be made until the Office of Student Life gives final approval. Unauthorized moving and switching keys is not permitted. If this occurs, a $150 improper room change fee will be assessed.

**Room Inspection, Entry and Search:** The university reserves the right to have a designee from the Office of Student Life enter a student’s residence hall room or Student Apartment at any time to assure it is properly maintained, to provide for the health and safety of the hall residents, and to investigate possible violations of the Student Code of Conduct. Entry may be with or without the expressed consent or immediate presence of its residents. A student living in a residence hall or Student Apartment is not immune from a legal search by law enforcement officers. All rooms are periodically checked for safety purposes and to secure each building during breaks.

**Sales and Solicitation:** Individuals representing off-campus organizations may not sell or solicit within residence halls or student apartments. Such activity should be reported immediately to the Office of Campus Safety. On-campus organizations must have prior approval from the Office of Student Life.

**Screens:** Residence hall rooms are equipped with locking security screens. Screens may be opened for emergency escape during a fire. Students will be charged $125 for replacement of screens removed from windows or repair of screens damaged by improper use and abuse. Under NO circumstances except for a fire are the windows to be used as an exit. Disciplinary action and a $100 fine will be imposed.

**Security:** Students living in any residential area on campus are provided a swipe card to the outside doors, which are locked at all times. Campus Safety Officers patrols the parking lots continually and the Residence Hall living areas during late evening hours. It is essential that residents are alert to strangers in the residence halls and the Student Apartments and immediately report any unusual occurrence to the Office of Campus Safety at (972) 721-5305. **It is important that locked doors are not compromised in any way. Propping open exterior doors in the residence halls is an automatic $100 fine.**
Smoking: Smoking is strictly prohibited inside any Residence Hall and the Student Apartments. Smoking is also prohibited outdoors within 25-feet of all entrances and exits of the Residence Halls. Smoking is permitted on the patios and balconies of the Residence Halls and Student Apartments. Click here for the FULL POLICY.

Electronic cigarettes, vapor cigarettes, and similar products will be treated like traditional cigarettes and tobacco products. They may only be used in Residence Hall public areas where smoking is permitted according to the University of Dallas smoking policy.

Storage: Limited storage is available to campus residents only during the semester of enrollment. Current residents wishing to store items in any available residence hall storage closets do so at their own risk and are limited to two clearly marked items of trunk size or smaller. Upon departure at the end of each semester, students may not store any personal property anywhere on campus. This also applies to departing spring Romers and those who break housing contracts at mid-year. Summer storage is prohibited. See also ‘Abandoned Property’ section.

Theft of Service: Theft or aiding others in the theft of services from the cafeteria or laundry rooms is punishable by a minimum automatic $100 fine.

Theft Prevention: The best security against the possibility of theft is for residents to keep their room doors and windows locked at all times. Before opening the door to callers, the resident should ask callers to identify themselves. Window blinds or draperies should be closed after dark, even when someone is in the room.

Residents are advised not to keep large amounts of money in their rooms or on their persons. Credit cards should be canceled immediately if lost or stolen. Expensive personal property, such as jewelry, should be kept in a locked trunk or security box, which may be kept in the room.

All clothing should be marked distinctly and not loaned to other persons.

It is unwise to leave clothing unattended in a laundry room.

Electronic equipment and other personal property with a serial number should be recorded and filed for reference purposes. Automobiles should be locked at all times and registered with the Office of Campus Safety.

Should a theft occur, the incident should be reported immediately to the Office of Campus Safety and to the Director of Student Life.
**Trash**

Students are required to place all trash in the university-provided trash receptacles within and around the residence halls. Small amounts of trash can be disposed of in the trash receptacles located in each residence hall. Trash should not be left outside a residence hall door, beside a residence hall trashcan or in a stairwell. University staff will remove trash according to the building cleaning schedule. Large amounts of trash, waste or unwanted items must be disposed of in nearby dumpsters. West Hall residents should dispose of their larger trash items in the dumpster located next to the southwest stairwell (next to the Student Apartments).

**Vacation Periods:** Halls are closed during vacation periods as announced in the University Calendar. During this time Residence Life Staff are not available and meals are not served. Students do not have access to their rooms, which are checked and dead-bolted for safety and security reasons. Students that attempt unauthorized hall access during holiday periods will be charged a $100 fine.

Prior to leaving for vacation, residents will be given information about self check-out and are required to:

- Unplug all electrical appliances from the wall outlets (including defrosting and emptying fridge)
- Lock the windows, lower blinds halfway and turn off the lights
- Secure valuable items or take them home
- Empty trash cans

**Failure to do so will result in a $75 fine.**

**Visitation:** Residents in university housing areas are granted the privilege of visiting and receiving guests in their rooms under specific conditions. The privilege of visitation carries with it the responsibility to consider the rights, feelings and moral principles of others. Visitors and hosts/hostesses who violate this policy are subject to disciplinary action. Non-student visitors will be escorted from the campus and/or subject to the charge of trespassing.

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**UNIVERSITY POLICIES**

**PARENTAL COMMUNICATION WITH THE OFFICE OF STUDENT LIFE**

The Office of Student Life encourages open communication between students, parents and the university. The university encourages students to contact their parents regularly and keep them up-to-date. University officials may contact parents/guardians in cases where there is a perceived imminent danger to a student’s health.
The Office of Student Life assumes that students, as adults, are able to attend to their affairs at the university without parental intervention. Please refer to the FERPA policy as outlined in this section.

**SMOKING POLICY**
The University of Dallas prohibits smoking in all buildings. Students, staff, faculty and visitors who smoke are asked to do so outside of buildings, at least twenty-five feet from main entry doorways to public and residential buildings and to deposit extinguished tobacco in appropriate containers.

Electronic cigarettes, vapor cigarettes and similar products will be treated like traditional cigarettes and tobacco products. They may only be used in public areas where smoking is permitted according to the University of Dallas smoking policy.

**FILM/VIDEOS**
The university reserves the right to prohibit the showing of a film or video which is deemed inappropriate by university staff.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**
The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) ("FERPA") allows the student to determine who will have access to that student’s education records. Every student will have this determined annually, by the Office of the Registrar. Persons desiring information pertaining to this act should contact the Office of the Registrar.

At the university, all academic records of students who enroll are kept in accordance with the provisions of The Family Education Rights and Privacy Act (FERPA) (20 U.S.C.§1232g; 34 CFR Part 99).

All registered students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records otherwise. Schools may charge a fee for copies.

There are some records to which the student has no right of access. These are: financial records of parents; confidential letters and recommendations written prior to January 1, 1975; those confidential letters and recommendations for which a waiver of rights to access has been signed, provided the student is given the names of those writing letters; doctors’ and psychiatrists’ records (these may, however, be reviewed by the student’s own physician).

Eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to
amend the record, the student has the right to place a statement with the record setting forth the student’s view about the contested information.

A school is not required to consider requests for amendment under FERPA that seek to change a grade or disciplinary decision, or seek to change the opinions or reflections of a school official or other person reflected in an education record.

Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records to the following parties or under the following conditions (34 CFR § 99.31): school officials with legitimate educational interest; other schools to which a student is transferring; appropriate parties in connection with financial aid to a student or the result of a judicial or quasi-judicial hearing; organizations conducting certain studies for or on behalf of the school; to comply with a judicial order or lawfully issued subpoena; and state and local authorities, within a juvenile justice system, pursuant to specific state law. The university has the right, in accordance with FERPA, to notify the parents of students under the age of 21 who violate university policies or civil laws pertaining to alcohol or drugs.

Schools may disclose, without consent, “directory” information such as a student’s name, address, email address, telephone number, date and place of birth, major field of study, classification, degrees, honors and awards, enrollment status and dates of attendance. However, schools must allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Students who would like directory information to be withheld from the public must go in person to the Office of the Registrar by the 12th class day in fall and spring semesters to sign a “Request to Prevent Disclosure of Directory Information.” For more information about the university’s FERPA policy, please see: http://udallas.edu/offices/registrar/privacyanddisclosurepolicy.html.

**POLICY ON STUDENT TRAVEL**

Only vehicles owned and/or operated by the University of Dallas are covered by the university’s insurance policy.

The insurance policy does not provide liability or collision coverage if a student uses a student-owned vehicle or if a student travels in a vehicle not owned by the university for whatever reason. In such cases, students travel at their own risk and insurance coverage is the responsibility of the vehicle’s operator.

University-registered student organizations must have signed waivers of liability statements (prior to departure) from all who will be traveling to any organization-sponsored event. They must also follow all risk management guidelines provided by the university. **Waivers are available online** and must be submitted each academic year.
POSTING POLICIES

Academic Buildings: (Braniff, Carpenter, Gorman, Science Building, Lynch) Signs are to be attached to bulletin boards only. Signs approved by departments may be posted on the designated department bulletin board. Signs are not to be attached to painted surfaces, windows, doors, brick, etc. Signs that are inappropriate, posted in unapproved locations, posted for more than two weeks or left up past the date of the event will be removed.

Haggar University Center: Signs approved by the Assistant Director of Student Activities or the Office of Student Life may be posted on the approved Student Life posting locations. Only signs or posters for university-sponsored events may be posted in Haggar and must clearly state the sponsoring department or organization. Banners may be attached with masking tape only and must hang a minimum of 6’ from the floor. Signs must be stamped directly (stamping and then making copies will not be allowed) and may only be posted for two weeks maximum. A maximum of one Haggar Banner and three flyer-style signs will be allowed per event, and criteria for content can be found below. Signs may be attached to bulletin boards and/or wooden slats (by bookstore and Rathskeller), but not to painted surfaces, windows, doors, glass, brick or any other surface not explicitly identified as acceptable. Use masking tape (or thumb tacks/staples on bulletin boards) - not scotch tape, duct tape or other adhesive. Signs placed in unapproved locations or without a valid stamp will be removed.

Acceptable Flyer Criteria: Any flyer advertising alcohol distribution/sales must also advertise the distribution/sale of food and non-alcoholic beverages. Further, these events must have an alcohol registration form/permit signed by Aramark, Campus Safety and/or the Director of Student Life, prior to flyer approval.

The Office of Campus Ministry must approve any flyer that contains religious ideas or events.

Flyers must be typed or tastefully drawn, and the Office of Student Life must deem content suitable.

* Note: Signs stamped by the SALC employees and approved by Student Life staff are only approved for posting in the Haggar Student Center.

Residence Halls: Please note the rules that apply to posting in academic buildings. The Office of Student Life, however, must approve signs or banners posted in the residence halls.

Exterior Walls of Buildings: All signs to be posted on exterior walls on campus must be approved by the Assistant Director of Student Activities or the Director of Student Life in advance of placement.
Chalking: The use of sidewalk chalk on any sidewalk on campus, including the ‘Mall’ area must first be approved by the sponsoring organization advisor. The group or individual is also responsible for cleanup after the announced event.

SOCIAL MEDIA POLICY
This social media policy is in effect for faculty, staff and students who participate in social media for and on behalf of the university.

Introduction
Social media are powerful communications and marketing tools that may have a significant impact on organizational and professional reputations. Because there is not always a clear distinction between personal voice and institutional voice, the University of Dallas has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media from the University of Dallas is intended to supplement, not replace, the channels currently in place for press, news, events, announcements and student communication.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include, but are not limited to, Facebook, Google+, LinkedIn, Pinterest, Twitter and YouTube.

Both in professional and institutional roles, employees should follow the same behavioral standards online as they would elsewhere. The same laws, professional expectations and guidelines for interacting with students, parents, alumni, donors, media and other university constituents apply online and offline. Employees and student-representatives of the school are personally liable for anything they post to social media sites.

Policies For Social Media Sites, Including Personal Sites
1. **Protect confidential and proprietary information:** Do not post confidential or proprietary information about the University of Dallas, students, employees or alumni. Employees must still follow the applicable federal requirements such as FERPA, PCI- DSS and HIPAA, as well as NCAA regulations and must also adhere to all applicable university privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.
2. **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the university.
3. **Don’t use University of Dallas logos for endorsements:** Do not use the
University of Dallas logo or any other university images or iconography on personal social media sites. Do not use the University of Dallas name to promote a product, cause or political party or candidate.

4. Terms of service: Obey the terms of service of any social media platform employed.

Best Practices
This section applies to those posting on behalf of an official university unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

1. **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect on the poster and the university. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn’t say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Office of Marketing and Communication at (972) 721-5194.

2. **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the university in any capacity. (See “Institutional Social Media” section below.)

3. **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the university and its institutional voice.

4. **Remember your audience:** Be aware that a presence in the social media world easily can be made available to the public at large. This includes prospective students, current students, current employers, colleagues and peers. Consider this before publishing to ensure the post will not alienate, harm or provoke any of these groups.

5. **On personal sites, identify your views as your own.** If you identify yourself as a University of Dallas faculty or staff member online, it should be clear that the views expressed are not necessarily those of the institution.

6. **Photography:** Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.
Institutional Social Media

If you post on behalf of an official university unit, the following policies must be followed, in addition to all of the policies and best practices listed above:

1. **Notify the university:** Departments or university units that have a social media page or would like to start one should contact the Office of Marketing and Communication at (972) 721-5194 to ensure all institutional social media sites coordinate with other University of Dallas sites and their content. All institutional pages must have a full-time employee (not a part-time employee, intern or graduate assistant) who is identified as being responsible for content and at least one full-time employee as a backup. We will verify your employment and that you are authorized by the department to run the social media profile. Ideally, this should be the unit head of the department. The university will provide a common page on which all official institutional pages are listed.

2. **Acknowledge who you are:** If you are representing the University of Dallas when posting on a social media platform, acknowledge this.

3. **Have a plan:** Departments should consider their messages, audiences and goals, as well as a strategy for keeping information on social media sites up-to-date. The Office of Marketing and Communication can assist and advise you with your social media planning.

4. **Link back to the university:** Whenever possible, link back to University of Dallas sites. Ideally, posts should be very brief; directing a visitor to content that resides within the University of Dallas web environment. When linking to a news article about the University of Dallas, check first to see whether you can link to a release directly from www.udallas.edu.

5. **Protect the institutional voice:** Posts on social media sites should protect the university's institutional voice by remaining professional in tone and in good taste. No individual University of Dallas unit should construe its social media site as representing the university as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post – names, profile images and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.

Institutional Social Media Comment Policy

The university expects conversations to follow the rules of polite discourse and asks that participants treat each other with respect. University employees will not post or approve post comments that include:

1. Profanity and vulgar or abusive language
2. Threats of physical or bodily harm
3. Sensitive information (for example, information that could compromise public safety or intellectual property)
4. Offensive terms
5. Vendor/commercial promotions that are not officially sanctioned by in the University of Dallas

Social Media Policy Notification
Social media sites each have their own terms and conditions and/or policies, all university employees must adhere to these policies if they choose to use social media platforms. Not following these policies/terms may lead to the removal of your social media account and may adversely affect or reflect poorly upon other areas of the university. Please keep up to date on social media platform policies/terms.

SERVICES FOR STUDENTS WITH DISABILITIES
Certain provisions have been made for students with disabilities following federal regulations. See either the General Bulletin or the Office of Human Resources for details.

BUSINESSES / PRIVATE ENTERPRISES
Conducting any kind of business from your residence hall, apartment or other on-campus location is prohibited – except that any lawful business conducted “at home” by computer, mail or telephone is permissible if customers, clients, patients or other business associates do not come to your residence hall, apartment or other on-campus location for business purposes.

SOLICITATIONS AND CONCESSIONS
The facilities of the University of Dallas exist for the purpose of supporting the educational programs of the university. As a private institution, the university has the right to restrict the use of the facilities by organizations or groups not associated with the university. Door-to-door canvassing is not permitted on university property.

FUND RAISING
Recognized student organizations and clubs may sponsor fundraising activities when approved in advance by the Office of Student Life and the Office of Institutional Advancement, provided that the following requirements are satisfied:

1. The proposed fundraising activity is legal and not contrary to the interests of the University of Dallas.
2. The proposed fundraising activity is directly related to the purpose and programs of the sponsoring student organization.
3. The proceeds of the fundraiser are dedicated exclusively for the purpose for which the funds were raised.
RELIGIOUS ACTIVITIES, ORGANIZATIONS AND ADVERTISING
Any programs, clubs/organizations or advertising of a religious nature must be approved in advance by the Director of Campus Ministry. No religious organization or order may recruit or conduct other activities on the University of Dallas campus without the approval of the Director of Campus Ministry. This policy includes groups that are affiliated with religious orders that do volunteer or other service-related work.

Please submit requests for approval at least one week in advance to the Director of Campus Ministry. Priests or religious wishing to come onto campus will need a letter of good standing from their Bishop or religious superior before a request will be considered.

STUDENT RIGHTS AND RESPONSIBILITIES
The University of Dallas is a learning community designed to foster collaboration, open communication, mutual respect and inclusiveness among students, faculty and staff as they engage in the education process. As members of this community, all students are entitled to certain rights and privileges, which are protected. In order to protect the rights and privileges of all students, there are guidelines for conduct that are intended to facilitate the desired environment and educational goals of the university.

Student Rights
1. The right of respect for personal feelings, freedom from indignity and to expect an education of the highest quality.
2. The right to participate in self-governing student bodies which provide channels of communication and means for using democratic processes to solve problems.
3. The constitutional rights of freedom of expression and assembly.
4. The right to hear and participate in dialogue and to examine diverse ideas.
5. The right to a learning environment free from harassment, discrimination or violence.
6. The right to due process in disciplinary procedures in accordance with the rules and procedures prescribed in the Student Code of Conduct.

Student Responsibilities
1. The responsibility of assuming the consequences of one’s actions.
2. The responsibility for knowledge and observance of established university policies presented in official university publications.
3. The responsibility that free discussion represent the scholarly nature of the learning community.
4. The responsibility to ensure that no student organization, constitution or other organizational document include discriminatory clauses.
5. The responsibility to respect the rights and privacy of others.
STUDENT COMPLAINT PROCEDURES
The University of Dallas is committed to treating all students fairly and respectfully. The university's policies that apply to students are published annually in the UD Bulletin and in the UD Student Handbook. These publications are available online on the UD website. In an instance of perceived violation of a university policy, a student may file a complaint. The student complaint policy provides two avenues for pursuing a complaint: an Informal Resolution Procedure and a Formal Resolution Procedure. The procedures are described on the UD website http://www.udallas.edu/studentcomplaints
Students may utilize either or both procedures.

Informal Resolution Procedure
The student arranges a meeting with the person involved with the complaint and/or with the direct supervisor of the person involved. For example, a student who believes an unfair grade has been given on an assignment should meet with the faculty member who assigned the grade. In this example, the meeting with the faculty member may be followed up with a meeting with the department chair or the original meeting might be with the department chair. Another example would be a complaint in the Business Office involving the Bursar. The student would meet with the Bursar and/or the Director of Finance.

If the informal process does not resolve the complaint, the student may utilize the formal complaint procedure.

Formal Resolution Procedure
A formal complaint is in writing and sets forth a statement of the issue, the university policy or procedures violated and the specific remedy sought. The complaint is normally submitted using an online form http://www.udallas.edu/studentcomplaints/complaintform.html found on the UD website on the Student Complaints page. The complaint can also be submitted on paper to the appropriate office.

In every instance, the appropriate individual will investigate the complaint, seek an equitable solution and respond to the student in a timely manner.

Nondiscrimination Statement
The university does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Janis Townsend
Director of Human Resources
* Section 504/ ADA Coordinator
* Title IX Coordinator
* Age Discrimination Act Coordinator
Office of Human Resources
Carpenter Hall 2nd Floor
1845 E. Northgate Drive
Irving, TX 75062
(972) 721-5382

Section 504 and Americans with Disabilities Act
The University will not exclude or impede an individual from participation in university programs and activities solely based on a handicapping condition. The University will provide reasonable accommodations to facilitate applicants, students, employees and guests with qualifying conditions access to and participation in university programs, events, classes and administrative activities.

The university has designated Janis Townsend, Director of Human Resources, as the Section 504/ADAAA Coordinator. The Office of Human Resources is located on the second floor of Carpenter Hall and the phone number is (972) 721-5382. The Coordinator is charged with ensuring that the university complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendment Act.

Students requesting accommodations should submit their request, along with their supporting documentation online at http://www.udallas.edu/offices/hr/adaaa/accommodations.html. Once submitted, the Student Accessibility Committee will review the petition to determine if the student has a qualifying condition under Section 504/ADAAA. The committee will also verify that a credentialed professional substantiates the student’s request and that the assessment has been conducted within the past three years. The instructor will ultimately determine whether the request is reasonable for the course and will not be discriminatory against non-handicapped students. The Director of Student Life will determine if non-academic requests are reasonable and nondiscriminatory.

Students should apply for accommodations each academic year, before classes begin. Please allow at least two weeks for a petition to be reviewed. Students hoping to participate in the Rome or summer programs should specifically request accommodations during the program application process in order to increase one’s potential to successfully participate.

Public events sponsored by university departments must include a clause as part of the event announcement which directs persons needing special assistance to the ADA
coordinator at least 72 hours before the event. The university will provide reasonable accommodations to those requesting assistance.

Employees and students who complain of any alleged violations of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) Amendment Act may present their complaint to the Section 504/ADAAA coordinator. The coordinator assists in an information resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint. Complainants who are not faculty, staff or students who are not satisfied with the resolution of the problem by the coordinator may ask the Executive Vice President and Provost to review their situation. The decision of the Executive Vice President and Provost will be final.

**Title IX**

The university does not discriminate on the basis of sex in its programs and activities. Any person alleging to have been discriminated against in violation of Title IX may present a complaint to the Title IX coordinator. The coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint.

The university has designated Janis Townsend, Director of Human Resources, as the Title IX Coordinator. The Office of Human Resources is located on the second floor of Carpenter Hall and the phone number is (972) 721-5382.

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**UNIVERSITY OF DALLAS**

**STUDENT CODE OF CONDUCT**

Generally, the university’s jurisdiction and discipline addresses inappropriate student behavior which adversely affects the university community and/or the pursuit of its objectives from the time an enrolled student matriculates until they graduate. Full- and part-time students pursuing undergraduate, graduate or professional studies at the University of Dallas are expected to honor the Code of Student Conduct. Failure to abide by this Code is considered to be misconduct and subject to disciplinary action:

1. Acts of dishonesty, including, but not limited to, the following:
   a. Academic dishonesty in any form, such as cheating and plagiarism (incidents involving academic dishonesty are handled by the dean of the college through which the course is offered, or the dean’s designee).
   b. Furnishing false information to any university official, faculty member or office.
   c. Forgery, alteration or misuse of any university document, record or instrument of identification.
2. Behavior that disrupts or obstructs the normal operation of the university.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health and safety of any person.
4. Attempted and/or completed acts of sexual assault, domestic violence, dating violence or stalking against any member of the university community.
5. Theft (actual or attempted) of university property or the property belonging to a member of the university community.
6. Damage to university property or the property belonging to a member of the university community.
7. Hazing (see Policy on Hazing).
8. Failure to comply with directions of university officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any university premises, or unauthorized entry to or use of university premises.
10. Use, possession or distribution of narcotic or other controlled substance except as permitted by law (see Policy on Illegal Drugs).
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and the Policy on Campus Alcohol.
12. Possession or use of firearms, explosive fireworks, other weapons or dangerous chemicals on university premises.
13. Arson or the irresponsible use of fire. Setting a false fire alarm or issuing a bomb threat; misusing or interfering with the fire equipment, smoke detectors, extinguishers or hoses; failure to follow a fire drill or other emergency procedures.
15. Conduct that endangers others or is considered disorderly, lewd or indecent; behavior that breaches the peace.
16. Theft or other abuse of computer time, including, but not limited to, the following:
   a. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and/or password.
   d. Use of computing facilities to interfere with the work of another student, faculty member or university official.
   e. Use of the computing facilities to send obscene or abusive messages.
   f. Use of the computing facilities to interfere with normal operations of the university computing system.
17. Failure to comply with the judicial system, including, but not limited to, the following:
   a. Failure to obey a judicial summons.
b. Falsification, distortion or misrepresentation of information before a judicial officer, Director of Student Life or Vice President of Enrollment and Student Affairs.

c. Disruption or interference with the conduct of a judicial proceeding.

d. Attempting to discourage an individual’s proper participation in or use of the judicial system.

e. Harassment (verbal or physical) and/or intimidation of a witness, judicial officer, Director of Student Life or Vice President of Enrollment and Student Affairs.

f. Failure to complete sanctions.

18. Violation of any university rule, regulation, policy or contract not specifically identified in the Student Code of Conduct.

19. Violation of any federal, state or local law not specifically identified in the Student Code of Conduct.

COMPLIANCE WITH THE STUDENT CODE OF CONDUCT

Students have voluntarily chosen to be students at the University of Dallas and, as such, they are responsible for reading and adhering to all policies and regulations which are outlined in this handbook, the University of Dallas Bulletin and other publications issued by the university. The courts have consistently given institutions of higher education the power to hold students to higher levels of accountability.

Any changes to or deletions from existing student life policies and procedures will be announced through the Office of Student Life. These announcements will be posted on the Office of Student Life web pages, bulletin boards on campus and in the residence halls. All changes are applicable to all students once announced.

Failure to read the rules and regulations is not an acceptable excuse for violations of University of Dallas policy. As a private institution, the university explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation, and may, for reasons deemed sufficient by the university itself, discontinue affiliation. By registering, the student concedes to the university the right to require withdrawal whenever the university deems the withdrawal necessary.

COMPLIANCE WITH OFFICIALS

All students are expected to respect and comply with the directions of university staff acting in the performance of their official duties.

COMPLIANCE WITH RULES AND REGULATIONS OF OTHER INSTITUTIONS

All students are expected to abide by the rules and regulations of other institutions when visiting or participating in any activities of these campuses. Violations of published regulations on other campuses or violations of local laws and statutes while on other campuses will be subject to disciplinary proceedings.
COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS
All students are subject to federal, state and local laws. The university reserves the right to review conduct involving serious breaches of the law and to initiate disciplinary proceedings independent of the courts. The university may suspend a student pending disposition of court action.

UNIVERSITY OF DALLAS CLASSROOM CODE OF CONDUCT

The Classroom Code of Conduct
- No student should be denied the right to learn because of disruptive, disrespectful or rude behavior in the classroom. Stated below are the minimum standards. At their own discretion, faculty may add behaviors to the list below if they believe these behaviors are disruptive, disrespectful or rude.
  - Students must not engage in conduct that endangers others or is considered disorderly, lewd or indecent
  - Students must speak in a way that is courteous and respectful to both professor and other students
  - Students must be attentive and focused (e.g., no sleeping or sidebar conversations)
  - During class time, there is to be no use of computers for email or “surfing”

Electronics policy: Cell phones, pagers and other electronic devices must be turned off before entering the classroom (unless authorized by ADA requirements). If there are extenuating circumstances, the student must request permission from the professor and with permission leave the device on vibrate/silent mode.

Consequences for Code Violation
Students who violate the classroom code of conduct are subject to the following:
- First offense: Professor provides a verbal warning to the student and outlines the consequences if the behavior continues. Severe behavior may warrant a professor asking the student to leave the classroom. Any such student must comply with the request immediately.
- Second offense: Professor discusses the problem with the student and provides a written warning that is sent to the student’s UD mailbox or home address, as well as to the student’s advisor and dean of the college or school. The professor may ask the student to leave the classroom based on the severity of the behavior.
- Third offense: Professor may ask the dean to withdraw the student from the course. Written notification is provided to the student and registrar’s office.
Due process:
The student has one appeal that would occur after the third offense. If the student is withdrawn from the course, a written appeal must be made to the dean within 48 hours of the withdrawal. The student is expected to attend class during the appeal process. The appeal is forwarded to the Academic Discipline Committee. The Committee requests a statement from the professor. Based on these statements from the professor and student, the committee votes to either sustain or overturn the withdrawal from the course.

Multiple Code Violations:
If a student has two classroom code violations that have led to two course withdrawals, the student may be dismissed from the university. In the case of a dismissal, the student has the right to an appeal and must make a written appeal to the appropriate academic dean within 72 hours of the dismissal notification. The student is expected to attend classes during the appeal process. The appeal is forwarded to the Academic Discipline Committee. The Committee requests a statement from the dean. Based on these statements from the dean and student, the committee votes to either sustain or overturn the dismissal.

ACADEMIC AND CLASSROOM POLICIES
The university’s academic and classroom policies and procedures appear in the academic bulletin. This publication is available in hardcopy from the Registrar’s Office and online. Please consult the Bulletin for policies such as:

- Academic discipline
- Academic honesty
- Class attendance
- Classroom code of conduct
- Course registration
- Course credits
- Course load
- Course withdrawal
- Exams
- Grade reports
- Grade point average
- Grade changes
- Leave of absence