

UNIVERSITY OF DALLAS

2016 • STUDENT HANDBOOK • 2017



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UNIVERSITY OF DALLAS MISSION STATEMENT

The University 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 is an equal opportunity, co-educational and private Catholic institution of higher education. It is open to students and faculty of all faiths and does not discriminate in admissions, educational programs or activities, or in employment on the basis of religion, race, color, sex, age, disability, national origin, veteran status or based on genetic information

The provisions of this Student Handbook do not constitute a contract between the University and any student, applicant for admission or any other individual. Updated policies and procedures can be found on departmental and/or Student Affairs websites. Changes are effective once published on a University website. Familiar to become familiar with University policies does not mitigate a student's obligation to comply.

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.

S is 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 TELEPHONE NUMBERS

Campus Safety Office (non-emergencies)	(972) 721-5305
Campus Safety Office (emergencies)	(972) 265-5911
Student 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

CAMPUS SAFETY OFFICE (CSO)

The Campus Safety Office (CSO) provides physical security, fire protection and prevention, emergency first aid, safety programs, inspections, and investigates violations of the Student Code of Conduct and University Policy. The CSO is located on the first floor of the Haggar University Center and has professional safety officers on duty 24 hours per day. When necessary the CSO works with federal, state and local law enforcement in the investigation of crimes occurring on University property or during University activities. The CSO is also responsible for maintaining the Annual Security Report and the Annual Fire Safety Report which can be accessed at <http://www.udallas.edu/offices/cso/> .

EMERGENCY ALERT SYSTEM

To the maximum extent possible, the University of Dallas is dedicated to providing a safe and secure environment through the 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 maintains an Emergency Alert System using Blackboard Connect. In the event of an emergency students will be notified by voicemails, text messages and emails. 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. The Emergency Alert System 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 are registered for the Emergency Alert System at the time they initially enroll or register for classes. Students may contact the Campus Safety Office at the start of each semester to submit a written request not to be registered to receive emergency alerts. Students are expected to keep their contact information up-to-date through BannerWeb to ensure they receive critical information in an emergency.

Medical Emergencies In the event of a medical emergency, students should call the Campus Safety Office immediately at x5911. Be prepared to 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 Affairs staff. The Director of Student Affairs or her designee will determine whether a student's parents may need to be called to protect the health or safety of the student.

The cost of transportation and medical treatment is the responsibility of the student requiring care.

FIRE EMERGENCIES

All residents are required to attend emergency and evacuation training provided by residence life staff at the start of every semester. Periodically throughout the year residents are required to participate in announced and unannounced emergency drills. Failure to follow directives of University officials during an emergency may result in disciplinary action.

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

- Ring the building fire alarm, alert anyone else who may be in the building and exit the building promptly.
- Immediately notify the CSO and report the location and intensity of the fire. The CSO will report the fire to the Irving Fire Department.
- 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.
- Firefighting is the responsibility of 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 tornado warning sirens and the CSO will activate the Emergency Alert System on campus

In the event of an approaching tornado, students will be advised to 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. Students should remain in the area until the CSO issues an “all clear” signal.

- The following safe areas are identified in each building: **Haggard University Center** - Basement.
- **Carpenter Hall** - First floor hallway - away from the stairwells.
- **Haggerty Science Building, Blakley Library or Braniff Building** - Basement or lowest level.
- **Gorman Lecture Hall** - Science Building basement.
- **Maher Athletic Center** - Men’s Locker Room on the lower level.
- **All Residence Halls** - the first floor hallway away from the stairwell and windows.
- **Student Apartments** - In the bathtub covered by a mattress
- **Church of the Incarnation** - The sacristy or the Eucharistic Chapel.

CAMPUS DIRECTORY

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

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

OFFICE/DEPARTMENT	CONTACT
Academic Success Office	Sharon Oster Academic Success Advisor
ADA Accommodations	Jeffrey Taylor Student Disabilities Coord.
Advancement	Joan S. Canty Vice President
Athletics	Dick Strockbine Director
Bookstore	TBA Manager
Business Office	Meg Johnson Controller
Campus Ministry	Denise Phillips Director of Campus Ministry
Clubs/ Organizations	Stephen Thie Student Activities Coordinat
Computer Labs	Malik Dulaney Director, Academic Informat
Counseling Center	Mike Brock Director Mary Armstrong Counselor Doug Scott Counselor
Dining Services	Kyle Wilson Director
Financial Aid	Taryn Anderson Director
Fitness Center	Stephen Thie
Housing	Betty Perretta Director of Housing Operati

International Student Services	Joanne Rodriguez Director
Maintenance	Jerry Haba Director of Facilities
Newspaper	Rudy Bush University News
Personal Career Development	Julie Janik Director
Printing and Postal	Jeff Richards (printing) Richie Fernandez (postal)
Provost	Dr. C.W. Eaker Provost, Constantin College
Registrar's Office	Kathy McGraw Director
Rome Office	Rebecca Davies Director
Room Reservation	
Non classrooms	Kelly O'Neal Senior Coordinator of Confer
Classroom	Sandy Morgan Assistant Registrar
Student Account Services	Bursar
Student Activities	Catherine Duplant Director
Student Employment	Human Resources Coordinat
Student Government	SG Executive Council
Student Affairs	Sherry Dellinger Director
Title IX Coordinator	Jeffrey Taylor Coord. of Disability Services
Undergraduate Business Programs	Sheila Howard Director
Yearbook	Catherine Duplant Yearbook Adviser

STUDENT CODE OF CONDUCT

. 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.

STUDENT CODE OF CONDUCT

I. PURPOSE

By entering the University of Dallas community, you are accepting the values and standards outlined in the Code of Conduct. The Code of Conduct seeks to promote the welfare of individuals and the protection of property. As a faith-based educational community the Code is not simply designed to prohibit misbehavior or serve as a means of punishment for violations of the Code, but also to encourage the development of character qualities that the community hopes to promote such as individual responsibility and self-discipline. The University of Dallas is an educational community. Its purpose is to promote wisdom, truth, and virtue. The Code of Conduct is an opportunity for the development of those values within the community.

II. DEFINITIONS

CODE OF STUDENT CONDUCT

Standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.

COMPLAINANT

An individual who files a complaint alleging a violation of the Code of Student Conduct

CONSENT

A clear, unambiguous and voluntary verbal agreement between participants to engage in sexual activity. A verbal “no” even if perceived to be indecisive constitutes a lack of consent. Consent cannot be gained by force, by ignoring or acting without regard to the objectives of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual’s capacity to freely consent and may render an individual incapable of giving consent. Consent is absent when the activity in question exceeds the scope of consent previously given.

DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of the interactions between the persons involved in the relationship.

DAY

Monday through Friday during regular university business hours unless otherwise specifically noted.

DIRECTOR

Refers to the Director of Student Affairs unless otherwise noted and may also refer to a designee appointed by the Director to fulfill a specific responsibility.

DOMESTIC VIOLENCE

Violence committed by a current or former spouse intimate partner, current or former cohabitant, a person with whom the victim shares a child in common, or by a person who is cohabitating with, or has cohabited with the victim as a spouse, or by a person similarly situated to a spouse of a victim under the domestic or family violence laws of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Texas. Domestic violence includes any behavior that may intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or would someone.

GREATER WEIGHT OF THE EVIDENCE

Standard of review in the student conduct process which evaluates whether allegations are more likely than not to have happened.

NO CONTACT ORDER

Order issued by either the Director of Student Affairs or an officer of Campus Security prohibiting contact between individuals. A no contact order may be imposed as a sanction or as a directive during the investigation of an allegation of student misconduct.

RECONSIDERATION

An opportunity for a student to present new information to the Director of Student Affairs in order to modify a finding of misconduct and/or imposed conduct sanctions.

RESPONSIBLE STUDENT

A student who is found or alleged to have engaged in an act or acts in violation of the Code.

SENIOR VICE PRESIDENT

Refers to the Senior Vice President for Enrollment and Student Affairs.

SEXUAL EXPLOITATION

Taking non-consensual or abusive sexual advantage of another for another's own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, including but not limited to, non-consensual video or audio-taping of sexual activity or undetected viewing of another's sexual activity.

SEXUAL HARASSMENT

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, including but not limited to unwelcome sexual advances, requests for sexual favors, sexual violence and other verbal, nonverbal or physical conduct of a sexual nature.

SEXUAL MISCONDUCT

Conduct including sexual harassment, sexual exploitation, and/or sexual violence.

SEXUAL VIOLENCE

Physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to the victim's use of drugs or alcohol or other disability, including age. Sexual violence includes, but is not limited to rape, sexual assault, sexual battery or sexual coercion.

SEXUAL COERCION

The use of manipulation or threat to force someone to have sex.

STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Stalking is evaluated considering whether a reasonable person under similar circumstances, and with similar identity to the victim would consider the activity stalking. An 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 or indirectly or through a third party 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.

STUDENT

An individual taking courses at the University, either full-time or part-time, in person, on line or studying abroad including on the Rome campus, and pursuing either undergraduate or graduate studies, including individuals who withdraw from the University during the conduct process; those who are not currently enrolled in courses but who have a continuing relationship with the University and those who have applied readmission to the University.

TITLE IX COORDINATOR

University official responsible for monitoring and coordinating university compliance with Title IX.

UNIVERSITY COMMUNITY

The collective group of students, faculty, staff, university officials and any other person employed by or contributing to the University.

UNIVERSITY PREMISES

All buildings, facilities, land and other property that is owned, used or controlled by the University, including property owned and controlled in Rome, Italy.

UNIVERSITY PRIVILEGES

Special benefits that are granted by the university and enjoyed by students, including but not limited to, residing in university residence halls, participating in social events or university sponsored activities, election to student leadership positions, permission to operate or park a personal motor vehicle on campus, access to all university premises open to students, and engaging in campus employment.

III. SCOPE

The Code of Student Conduct (“the Code”) is a University policy adopted by the University President based on authority delegated by the University Board of Trustees. The Code is implemented and enforced by the Director of Student Affairs (“Director”) under the direction of the Sr. Vice President for Enrollment Management and Student Affairs (“Sr. Vice President”). The University President has ultimate executive authority over all university matters.

The Code applies to all university students and conduct that occurs on university premises, including the Rome campus, at university activities and any off campus conduct that could adversely affect the university community and/or pursuit of the university’s educational mission, or that could create a hostile environment for a student on campus. The Director decides whether the Code will apply to student off campus conduct on a case-by-case basis.

A student is responsible for their conduct from the time of admission to the University through the award of a degree, or such other time as their relationship with the university is formally ended. Each student is responsible for conduct between academic semesters, during the academic year and during periods between terms of enrollment. The Code applies to student conduct even if a student withdraws from the University during the conduct process.

IV. ACADEMIC INTEGRITY

Matters of academic integrity are reviewed and enforced under the authority of the Provost and faculty. Students engaged in acts which may constitute both academic dishonesty and misconduct as defined in the Code may be subject to sanctions under both authorities.

V. RESIDENCE HALL RULES AND REGULATIONS

Students and guests in university residence halls are subject to the rules and regulations governing residence halls. In the event of a conflict between the residence hall rules and regulations and the Code, the Code shall take precedence subject to the discretion of the Director of Student Affairs.

VI. VIOLATIONS OF THE LAW AND THE CODE

Students may be accountable to criminal or civil authorities for conduct which may also violate the Code. The conduct process will normally proceed even if related criminal or civil proceedings are pending and sanctions will not be reconsidered even if related criminal charges are dismissed or otherwise resolved.

VII. RE-ENROLLMENT

CONDUCT REVIEW OF APPLICANTS FOR RE-ENROLLMENT

1. The Director of Admissions will refer applicants for re-enrollment to the Director of Student Affairs to consider alleged misconduct that could violate the Code and could

- impact re-enrollment, including falsification of re-enrollment documents. The Director will review the alleged misconduct to consider the individual's potential to benefit from university attendance as well as the welfare and safety of the school community.
2. The Director may recommend that an applicant not be re-enrolled or that the student be conditionally re-enrolled with appropriate sanction(s) when evidence indicates that the former student has:
 - a. Engaged in acts that were disruptive to the normal operations of another educational institution.
 - b. Falsified the re-enrollment forms.
 - c. Engaged in conduct prohibited by the Code.
 - d. Been formally charged for a crime.
 - e. Been convicted of a crime and still subject to criminal penalty, including but not limited to imprisonment, parole and/or probation.
 3. A student who is declined re-enrollment based on misconduct may request a meeting with the Director to discuss a decision regarding re-enrollment. The decision of the Director relating to re-enrollment issued following such a meeting is final.

VIII. RECORDS

Documents that are created and maintained as part of the conduct process are subject to the protections of the Family Education Rights and Privacy Act (FERPA), 20 USC § 1232g. FERPA provides specific exceptions for disclosure of disciplinary records in certain circumstances, including disclosure of the final results of any disciplinary action to consider misconduct involving an alleged crime of violence or non-forcible sex offenses to the victims of the alleged misconduct, regardless of whether the Director concluded a violation was committed and disclosure without student consent to parents of students under 21 years of age who are found responsible for violations of the Code related to drugs or alcohol.

Conduct records are maintained in the Office of Student Affairs. A student may request that permanent conduct records related to expulsion or suspension be destroyed by submitting a written request to the Director, including the specific basis for the request. The Director will evaluate requests on a case-by-case basis and the decision the Director will be final.

Discussion of an alleged violation of University policies should be limited to only those University officials with a legitimate educational need to be involved and the involved student(s). Individuals who are not members of the University community (i.e., parents, legal counsel, etc.) may not be present for conduct hearings/conversations. If a student wishes for his/her parent(s) or legal guardian(s) to have information pertaining to a conduct incident, the student must sign a FERPA release form which is available in the Office of Student Affairs.

IX. CATEGORIES OF MISCONDUCT

Students are expected to make positive contributions to the university community and to assume responsibility for misconduct that deviates from the standards set forth in the Code. Sanctions may be imposed upon any student found to have committed or to have attempted to commit the following misconduct:

UNIVERSITY COMMUNITY

Acts affecting the university community, including but not limited to:

1. Engaging in disruptive or obstructive activity that interferes with university or university-sponsored activities including teaching, learning, research or normal business operations, or that otherwise breaches the peace.
2. Failing to comply with a reasonable directive of a university official acting in the performance of their duties.
3. Interfering with emergency services, including campus safety, fire or local or state law enforcement services.
4. Engaging in disorderly, lewd, indecent or obscene conduct including recording another's image in violation of their reasonable expectation of privacy and without effective consent.

HEALTH, SAFETY OR WELFARE

Acts affecting health, safety or welfare, including but not limited to:

1. Engaging in physical and/or verbal abuse, fighting, domestic violence, dating violence, threats, intimidation, harassment, coercion, physical or electronic stalking or any other conduct which threatens or endangers the health, safety or welfare of any person whether such activity occurs in person or through written medium including social networking posts, texts or emails.
2. Hazing, as defined in Texas law, including engaging in, soliciting, encouraging, directing, aiding or intentionally, knowingly or recklessly permitting behaviors such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat or ostracism, mental stress, humiliation, or other behaviors adverse to health or human dignity in association with pledging, initiation, affiliation with, holding office in, or maintain membership in a student organization or group; or having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to university authorities.
3. Arson or the irresponsible use of fire, explosives or other objects that are dangerous or flammable.
4. Possession or use of firearms, explosive fireworks, other weapons or dangerous chemicals. Any object that could potentially inflict injury or cause harm that is used in a threatening, careless or aggressive manner is considered a weapon.
5. Use, possession or distribution of narcotics or other controlled substances, except as permitted by law including possession of drug associated items or paraphernalia.
6. Use, implied use, possession or distribution of alcoholic beverages, except as expressly permitted by law and university policy or regulation; public intoxication; driving under the influence; driving while intoxicated.
7. Creating a safety hazard in any form, including setting a false fire alarm, reporting a false emergency or threat, misusing or interfering with fire equipment, smoke detectors, extinguishers or hoses, failing to follow fire drill or other emergency procedures.
8. Engaging in or attempting to engage in acts of sexual misconduct, sexual assault, sexual harassment, sexual exploitation, sexual violence or sexual coercion as defined by state, international and federal law and university policy.

PROPERTY OR SERVICES

Acts affecting property or services, including but not limited to:

1. Theft of property or services and knowingly possessing stolen property.
2. Intentional or reckless destruction or damage to university property, or property of a member of the university community.
3. Unauthorized possession, modification, duplication or use of keys or access devices to enter any university premises.
4. Unauthorized entry to or use of University premises.

INTELLECTUAL PROPERTY

Acts affecting intellectual property, including but not limited to:

1. The use or distribution of the original work of another (whether copyrighted or not) without the express consent of the owner, including but not limited to the unauthorized downloading of copyrighted music and the distribution for commercial or personal purposes, or creation of derivative works from written materials created by faculty or staff, without expressed written permission of the originator. To the extent that conduct overlaps with plagiarism or other matters defined as academic integrity issues, such matters will be considered in accordance with the university academic integrity policy.
2. The use or distribution of a trademark, including the university trademark, without the expressed written consent of the owner.

COMPUTING RESOURCES OR TECHNOLOGY

Acts affecting computing resources or technology, including but not limited to:

1. Unauthorized access, use or misuse of university computing resources, systems or data, including use of computing facilities to send obscene, threatening or abusive messages, or to disrupt university operations.
2. Disrupting university computer operations, or the availability of computing resources.
3. Using another's identification, password or other credentials to access university computing resources.
4. Unauthorized sharing of copyrighted materials through electronic means.
5. Initiating or contributing to attacks against external networks or university systems.

INTERFERING WITH THE CONDUCT PROCESS

Interfering with the conduct process, including but not limited to:

1. Failing to comply with the request of a university official to participate in the conduct process, including failing to appear at a meeting with the Director.
2. Falsifying, distorting or misrepresenting information at any stage of the conduct process; or knowingly initiating a false complaint.
3. Disrupting or interfering in the conduct process in any way.
4. Attempting to discourage an individual's participation in or access to the conduct process.
5. Retaliating or engaging in any threatening behavior against any person participating in the conduct process.

6. Harassing (verbal, written or physical) and/or intimidating any person participating in the conduct process, including university officials or students.

VIOLATION OF LAWS OR UNIVERSITY POLICY

Violation of international, federal, state or local law (whether convicted or not) or university policy.

RIGHT TO ACTION

The University reserves the right to take action based on any conduct not specifically identified above whenever, in the judgment of the Director, action in accordance with this Code is considered to be in the best interests of the University.

X. SANCTIONS FOR MISCONDUCT

The university believes in a restorative and educational conduct process. The university takes seriously any violation of the Code and desires to provide students with opportunities to learn from their mistakes. To this end, the university, as part of the conduct process, will assess sanctions as needed to help form and develop students toward a life of wisdom, truth, and virtue. Sanctioning is at the discretion of the conduct officer. Repeated or egregious violations may result in more serious sanctions. Students found in violation of the Code may be subject to one or more of the following sanctions. Other sanctions may also be identified as deemed appropriate by the Director.

WARNING

Warnings are filed and remain on a student's conduct record. Warnings are not subject to review by the Committee on Student Discipline or the Sr. Vice President.

WRITTEN PAPER

Student may be required to produce a reflection or research paper. This paper, the topic, and the requirements are at the discretion of the conduct officer. However, the paper will never be longer than 6 pages in length. Written papers are not subject to review by the Committee on Student Discipline or the Sr. Vice President.

SEMINAR

Student may be required to attend a seminar. This seminar will create a space for students to reflect on their experiences and decisions at the university and to share ways they can make better decisions in the future. Seminars are frequently the given sanction for a first violation involving alcohol. Required attendance at a seminar is not subject to review by the Committee on Student Discipline or the Sr. Vice President.

RESTITUTION OR FINES

Student may be required to pay a monetary fine or participate in community service to compensate the university or a member of the university community for damages caused by misconduct. Restitution and fines are not subject to review by the Committee on Student Discipline or the Sr. Vice President.

LOSS OF UNIVERSITY PRIVILEGES

Student access to university privileges, including current or potential leadership positions, may be limited or removed temporarily or permanently. Lost privileges are not subject to review by the Committee on Student Discipline or the Sr. Vice President. The Rome Office consults with the Office of Student Affairs about a student's eligibility to participate in the Rome Program.

DISCIPLINARY PROBATION

Student receives a written reprimand and is placed on probation, which includes the probability of a more severe sanction if a student violates the Code again during the probationary period.

1. **Level I Disciplinary Probation** – automatically expires after a specific period of time. Level I Disciplinary Probation is not subject to review by the Committee on Student Discipline or the Sr. Vice President.
2. **Level II Disciplinary Probation** – remains in effect during the remainder of the student's academic career (including future enrollments). Level II Disciplinary Probation may be reviewed by the Committee on Student Discipline but may not be reviewed by the Sr. Vice President.

SUSPENSION

Student will be formally separated from the university for a specific period of time after which the student is eligible to return. While suspended, the student cannot earn academic credit at the University of Dallas. If suspension occurs during the semester, no credit will be awarded for the semester and the student will not be eligible for incomplete grades. During the period of suspension students may not enter university premises or attend university sponsored events without prior written approval from the Director. The University may establish conditions to be satisfied during the period of suspension or requirements for re-entry. Suspension may be reviewed by the Committee on Student Discipline and by the Sr. Vice President.

EXPULSION

Student will be permanently separated from the campus community. The student is prohibited from entering university premises or attending university sponsored events. If expulsion occurs during the semester, no credit will be awarded for the semester and the student will not be eligible for incomplete grades. Expulsion may be reviewed by the Committee on Student Discipline and by the Sr. Vice President.

UNIVERSITY WITHDRAWAL

Student may be administratively withdrawn from a class, a course, or all courses. A withdrawn student may also be prohibited from entering university premises and barred from re-enrollment until specific conditions are met. Reasons for university withdrawal include, but are not limited to:

1. To prevent disruption of the education process.
2. The student failed to respond to an official summons from a university official.
3. The student has been suspended or expelled from the university.

University withdrawal is not subject to review by the Committee on Student Discipline or the Sr. Vice President.

IMMEDIATE SUSPENSION

Immediate removal from all or part of the university premises while the conduct process is pending when a violation reasonably indicates that the student's continued presence poses a substantial or immediate danger to the health, safety, or welfare of any member of the university community or to the university premises. Immediate Suspension is not subject to review by the Committee on Student Discipline or the Sr. Vice President.

NO CONTACT ORDER

The Director, an official of Campus Security or the Sr. Vice President may impose a limited or campus-wide No Contact Order between parties involved in a conduct matter when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No Contact Order outlining expected behavior including face-to-face contact, correspondence, email, social media or telephone. Friends, relatives and other acquaintances are also prohibited from contact on behalf of either party. A no-contact order is not subject to review by the Committee on Student Discipline or the Sr. Vice President.

XI. CONDUCT PROCESS

ADMINISTRATION

The conduct process proceeds under the direction of the Director of Student Affairs. The Director retains discretion to appoint a designee to act on behalf of the Director. Throughout the Code reference to the Director should also be considered to include reference to a designee of the Director.

COMPLAINT METHODS

1. **Campus Safety Reports** - Officers from the Campus Safety Office (CSO) write reports outlining violations of University policies by students, other members of the University community, and campus guests. They also generate reports documenting health and safety calls (i.e., ambulance, fire alarm, etc.). These reports are sent via email to the Office of Student Affairs and Residence Life staff.
2. **Incident Reports** - Resident Assistants document Student Code of Conduct violations and incidents that take place in the residence halls. When Resident Assistants (RA) are aware of a violation of University policies, they complete an on-line Incident Report (IR) form. Appropriate staff members are notified via email and can view the report on the Advocate Judicial System.
3. **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 Affairs 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.

PRELIMINARY INVESTIGATION

1. **Investigation of Complaints** - The Director will investigate all suspected and reported violations of the Code whether initiated internally without a formal complaint or when referred by students, faculty, staff, campus security, local law enforcement, guests, visitors or any other credible third party source.
 - a. Upon receiving a complaint, the Director will designate an investigator who may be a member of the staff of the Office of Student Affairs or Campus Security. In certain investigations, the Title IX Coordinator may also participate jointly in an investigation as described below.
 - b. The Director will notify the Title IX coordinator upon receipt of a complaint of sexual misconduct, domestic violence, dating violence and stalking subject to the requests for confidentiality as described below. The Director will coordinate with the Title IX Coordinator throughout the investigation and will similarly coordinate with any law enforcement agencies that may be involved as appropriate.
2. In matters of sexual misconduct, domestic violence, dating violence and stalking:
 - a. Prior to beginning an investigation, the Director will review issues of confidentiality with the Complainant. If the Complainant requests confidentiality or requests that the complaint not be pursued, the Director will take all reasonable steps to investigate the complaint and will respond in the manner consistent with the Complainant's request so long as doing so will not prevent the University from meeting its obligations under federal law. The Director will inform the Complainant that confidentiality in the conduct process cannot be assured.
 - b. If a Complainant insists that she/he remain anonymous in the investigation, the Director will inform the Complainant that such a request will limit the University's ability to respond to the complaint. The Director will evaluate Complainant's request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment for all students.
 - c. The Director will inform Complainants and Responsible Student that retaliation will not be tolerated and that steps, such as No Contact Orders may be taken to prevent retaliation, and that strong action will be taken if retaliation occurs.
 - d. The Director will complete an investigation of allegations within sixty (60) calendar days of receiving notice except in exceptional circumstances as determined based on the availability of witnesses, the number of witnesses or the volume of documents to be collected and/or reviewed. The Director will regularly update the Complainant and if appropriate the Responsible Student on the status of the investigation.
 - e. The Director will notify the Complainant about the right to file a criminal complaint with appropriate law enforcement officials; however, a Complainant's decision not to file a criminal complaint will not preclude the Director from proceeding with a requested investigation. Students who have

- not already contacted the Title IX Coordinator for cases involving sexual misconduct, domestic violence, dating violence or stalking will also be informed of the right to file a complaint with the Title IX Coordinator.
- f. The Director will notify the Title IX Coordinator upon receipt of a complaint of sexual misconduct subject to the requests for confidentiality communicated by the Complainant. The Director will coordinate with the Title IX Coordinator throughout the investigation as set forth in university policy and will similarly coordinate with local law enforcement as appropriate.
3. Following the preliminary investigation the Director may take any of the following actions:
 - a. If the Director finds no information or evidence to support an alleged violation of the Code, the complaint will be closed with no further action. In cases of alleged sexual misconduct, domestic violence, dating violence and stalking, a notice that no further action will be taken will also be provided to the Complainant.
 - b. If the Director finds reasonable cause to believe that a student may have engaged in conduct in violation of the Code, the Director will determine which of the following processes will be followed based on the nature and severity of the violation and/or whether the student alleged to have engaged in misconduct has a prior history of misconduct:
 - i. **Informal resolution** will be assigned in cases that are likely to be resolved through mutual agreement to sanctions or in situations where the student has accepted responsibility for the misconduct.
 - ii. **Administrative review** will be assigned for minor violations that are not expected to result in a sanction of suspension or expulsion.
 - iii. **Review by the Committee on Student Discipline** will be assigned for misconduct that may result in suspension or expulsion. All alleged cases of sexual misconduct, dating violence, domestic violence and/or stalking will be assigned directly to the Committee unless during the investigative process the Responsible Party accepts responsibility for the alleged misconduct and does not seek to challenge the proposed sanction.

NOTICE OF COMPLAINT

1. Following a preliminary investigation and if a complaint is not otherwise closed, the Director will provide notice to the student alleged to have engaged in the misconduct (“Responsible Student”) which will include:
 - a. A summary of the alleged misconduct, the section of the Code that may have been violated and the possible sanctions.
 - b. The process that the Director has selected for resolution of the complaint including a date by which the student is expected to contact the Director to schedule the next step in the disciplinary process.
2. The Notice of Complaint will be delivered by hand-delivery, regular mail or emailed to a student’s official university email account. Students are responsible for maintaining a current, accurate mailing address with the University Registrar and for regularly reviewing their university email account.

3. In cases of alleged sexual misconduct, domestic violence, dating violence and/or stalking, the Notice of Complaint will be delivered concurrently to the Complainant.

INFORMAL RESOLUTION

At the discretion of the Director and with mutual agreement, an alleged violation of the Code may be resolved informally. A final decision reflecting the mutual agreement of all parties, including the Director on behalf of the University, will be final with no subsequent proceedings.

1. Mediation between parties will not be considered to resolve allegations of sexual misconduct, domestic violence, dating violence and/or stalking.
2. Any student may refuse to engage in the informal resolution process at any time in which case the Director will determine whether the case should be referred for administrative review or review by the Committee on Student Discipline.
3. If the Director is unable to resolve a complaint informally, the case should be referred for administrative review or review by the Committee on Student Discipline at the discretion of the Director.

ADMINISTRATIVE REVIEW

The Director will hold a disciplinary conference with a Responsible Student to review the student's alleged misconduct and to provide an opportunity for the student to respond directly to the alleged violation.

1. The Responsible Student may present relevant information regarding the alleged misconduct including witness information, documents, or any other information that would assist the Director in reaching a decision.
2. The student may be accompanied by an advisor but must represent him/herself at the conference. If the student will be accompanied by an attorney, the student must provide advance notice to the Director so that the University may also have counsel present.
3. If the Director determines after investigation and the disciplinary conference that the greater weight of the evidence indicates that a student engaged in misconduct in violation of the Code, the Director will deliver a Notice of Conduct Findings to the student which will identify the violation and will also include notice of the assigned sanctions. The decision of the Director will be final except for sanctions assigned as Level II Disciplinary Probation which may be appealed to the Committee on Student Discipline as described below.
4. If the Director determines that no violation of the Code has occurred, the student will be notified of the finding and no further action will be taken.
5. **Reconsideration** – If new information regarding misconduct or the reasonableness of the assigned sanction is made available within three (3) days after the Notice of Conduct Findings is issued, a student may request reconsideration by the Director. The Director may extend the timeframe in the interest of fairness. All sanctions may be reconsidered, but only if new information is available.

COMMITTEE ON STUDENT DISCIPLINE

1. Review by the Committee on Student Discipline may be initiated either by:
 - a. Direct referral of a complaint by the Director.

- b. By written appeal delivered to the Director by a Responsible Student who may be subject to Level II Disciplinary Probation following an Administrative Review. In such cases the Responsible Student must submit a request for review to the Director no later than three (3) days after the date on the Notice of Conduct Finding. An appeal initiated by a Responsible Student to consider Level II Disciplinary Probation will only be considered by the Committee on any one or more of the following grounds:
 - i. Substantial new evidence exists, which, if heard would likely change the outcome of the case.
 - ii. The procedure followed in the administrative review was flawed and therefore the result was either unfair or arbitrary.
 - iii. The sanction is inconsistent with previous sanctions and is therefore arbitrary or unfair.
 - c. In matters of sexual misconduct, domestic violence, dating violence or stalking, a Complainant may request review before the Committee directly. The Complainant must submit a request for review to the Director no later than three (3) days after the Notice of Complaint is issued.
2. The Committee will also be convened at the request of a Complainant in cases of alleged sexual misconduct, domestic violence, dating violence or stalking upon notice that the complaint will be closed based upon a lack of reasonable basis to proceed.

PROCEEDINGS BEFORE THE COMMITTEE ON STUDENT DISCIPLINE

1. A student seeking review of Level II Disciplinary Probation must file a request for Committee review with the Director no later than three (3) days after receiving the Notice of Conduct Findings.
2. A Complainant in the case of alleged sexual misconduct, domestic violence, dating violence and stalking may file a request for Committee review with the Director no later than three (3) days after receiving the notice from the Director that the issue will be closed based on a lack of reasonable basis to proceed.
3. A Committee Chairperson will be appointed by the University along with three other members including at least one (1) representative from the faculty. Members of the Committee will be appointed from among a pool of qualified and trained University faculty staff and students except that students will not be appointed to a committee to consider cases of alleged sexual misconduct, domestic violence, dating violence and stalking. A student requesting Committee review may object to the presence of a Committee member prior to the start of the review based on a concern for the committee member's capacity to make a fair and objective decision. Requests to remove a committee member will be decided by the chairperson. If objection is raised to the appointed chairperson, the decision regarding removal will be made by the Senior Vice-President.
4. The committee chairperson will schedule a date for a requested committee review which will typically be no fewer than ten (10) or more than twenty (20) days after the request was submitted. Time frames may be adjusted by the committee chair in the interest of fairness. Notice of the scheduled date will be provided to the student requesting the review.

5. No fewer than five (5) days before the scheduled review, the student requesting the review and the Director must submit the following information to the committee chair:
 - a. A written summary of their position,
 - b. A list of individuals, who will speak to the alleged misconduct on their behalf as witnesses,
 - c. A list of documents to be presented to the committee.
6. The committee chair will provide copies of all information submitted in advance of the committee review to all involved parties no fewer than three (3) days prior to the review.
7. The committee chair will preside over the committee review and make all decisions regarding review procedures.
 - a. Reviews will be conducted informally and will not apply traditional rules of courtroom evidence.
 - b. All parties will have equal time to present to the committee.
 - c. Committee members may ask questions of any individual making a presentation during the review; however, in cases of sexual misconduct, dating violence, domestic violence and sexual assault, all questions must be directed through the chairperson.
 - d. Students and the Director will have the opportunity to give a final summation of their case.
 - e. In matters of sexual misconduct, dating violence, domestic violence and stalking, the Complainant may not be required to appear in person. Complainants may be permitted to appear by telephone or other appropriate technology or configuration that will avoid direct confrontation with the Responsible Student.
 - f. In cases of sexual misconduct, the Director will not consider or entertain information relative to the past sexual history of the Complainant or the Responsible Student, except as it may directly relate to the incident being considered. Additionally, any use of alcohol or drugs at the time of the incident will not be considered as a mitigating circumstance.
8. Committee reviews are not open unless approved by the chairperson.
9. Except as set forth in paragraph 5, students requesting reviews must attend in person. Except in emergency circumstances, if the requesting party fails to attend the review, the review may be dismissed and the decision of the Director will be final or the committee will issue a final decision in the absence of the Responsible Student.
10. A party requesting a review must present to the committee on their own behalf. A party may be assisted by an advisor, including an attorney, but only the student party may address the committee or ask questions. Attorneys will not be permitted to present evidence or argument before the Committee. Should a party be accompanied by an attorney, the University will also have an attorney present.
11. The Director must show, by the greater weight of the evidence, that the student engaged in conduct in violation of the Code and/or that the sanction imposed was reasonable based on the circumstances.

12. Within a reasonable period of time after the review concludes, the chairperson will provide the students, and in matters of sexual misconduct, domestic violence, dating violence and stalking, the Responsible Student and the Complainant with a summary of the committee's findings and conclusions. Notices related to matters of sexual misconduct, dating violence, domestic violence and stalking will be prepared in compliance with FERPA. In cases of Level II Disciplinary Probation, the committee may uphold, modify or reject the decision of the Director. The Director will take appropriate action based on the findings of the committee. The findings and conclusions of the committee are final, subject to review by the Senior Vice President in matters of suspension and expulsion.

REVIEW BY THE SENIOR VICE PRESIDENT

1. Within three (3) days of the committee decision to suspend or expel a Responsible Student, either the Responsible Student, the Director, or in matters of sexual misconduct, domestic violence, dating violence or stalking the Complainant may request a review by the Senior Vice President. The request for review must be submitted in writing and must outline the basis for the request. Appeal to the Senior Vice President is only permitted in the following circumstances:
 - a. Substantial new evidence exists, which, if heard, would likely change the outcome of the case.
 - b. The original hearing procedures were substantially flawed and therefore unfair.
 - c. The sanction is arbitrary and highly inconsistent with previous sanctions.
2. The Senior Vice President may request additional information but in general will review the matter based on the information presented and considered by the committee.
3. The Senior Vice President may uphold, reject or modify the decision of the committee and the decision will be final. In matters of sexual misconduct, domestic violence, dating violence or stalking, the final decision will be prepared in accordance with FERPA and delivered to both the Complainant and the Responsible Student.

IMMEDIATE INTERIM SUSPENSION

1. A student may be immediately suspended from all or part of the university premises when alleged misconduct reasonably indicates that:
 - a. The presence of the student on the university premises poses substantial or immediate danger to the health, safety or welfare of any member of the university community or university property.
 - b. The student's continued presence on the university premises poses substantial or immediate danger to the student's own health, safety or welfare.
 - c. The presence of the student on the university premises poses a definite threat of disruption or interference with normal operations of the university.
2. Immediately suspended students will be immediately precluded from engaging in any activities, programs or events on the university premises or sponsored by the university.

3. An immediate suspension will remain in effect until the formal disciplinary process is complete unless otherwise altered by the Director.
4. An immediate suspension cannot be reviewed by the Committee.
5. In matters of sexual misconduct, domestic violence, dating violence or stalking, a Complainant may be provided notice regarding an immediate suspension in accordance with FERPA.

EFFECTIVE DATE OF SANCTIONS

Unless a student has been immediately suspended, any sanction imposed by the Director or the Committee will not take effect until the conduct process is complete.

TIMEFRAMES

1. Timeframes set forth in the Code are goals and the University's inability to meet a timeframe will not render the procedures invalid.
2. Timeframes may be extended by mutual agreement of all parties or by approval of the Senior Vice President.
3. The timeframe for investigation of a matter of sexual misconduct, domestic violence, dating violence or stalking may be extended by the Senior Vice President based on the anticipated complexity of the investigation and the severity and extent of the alleged conduct. An extension of the stated timeframe for investigation will be communicated upon approval to all parties.
4. In matters of sexual misconduct, domestic violence, dating violence and stalking, the Director will deliver investigation updates to the parties no less than weekly during the investigation.

XII. REVISIONS AND MODIFICATIONS

The President may amend or modify the requirements of the Code, as deemed warranted and appropriate in the President's sole discretion.

CLASSROOM CODE OF CONDUCT

Faculty members establish and enforce expectations for student conduct in their classrooms in addition to the standards established by the Student Code of Conduct. Expectations for classroom conduct should be provided on the course syllabus at the start of the semester. Faculty members may take action to enforce their expectation for student classroom conduct including removing a student from class for a limited time. Faculty may also refer students to the Director of Student Affairs to consider whether classroom conduct may have violated the Student Code of Conduct. In general, the following expectations apply to all students while attending class, a lab, or any other academic activity.

- 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 cell phones, computers or any electronic devices for personal email or “surfing”.

UNIVERSITY POLICIES

ACADEMIC AND CLASSROOM

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	Course withdrawal
Academic honesty	Exams
Class attendance	Grade reports
Course registration	Grade point average
Course credits	Grade changes
Course load	Leave of absence

ALCOHOL AND ILLEGAL DRUG

The University prohibits illegal drugs and alcohol. Violations of the Student Code of Conduct concerning illicit drug and alcohol are addressed through the campus disciplinary system, education and counseling.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University will contact 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. The University will cooperate with local law enforcement to protect the campus from illegal drug use and/or sale and will handle alleged violations of the Code of Conduct related to drugs through its established disciplinary channels. Possession and/or use of illegal drugs selling, providing, or distributing illegal drugs may result in 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 two years after the second. The penalty for sale of a controlled substance is ineligibility for federal student aid for a period of two years following the first offense and indefinitely following the second offense.

Any drug paraphernalia or items associated with the use of illegal drugs are prohibited and will be confiscated upon discovery. This includes but is not limited to bongos, 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 per item will typically be assessed in addition to other appropriate sanctions.

ALCOHOL

To ensure that UD students are 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* by the beginning of the spring semester.

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.

The general provisions governing alcoholic beverages are in compliance with the laws of the state of Texas. These provisions are as follows:

1. To consume or possess alcohol, a student must twenty-one years old. The distribution of alcohol to underage individuals by any person is prohibited.
2. Immoderate drinking by any student 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 and/or themselves. Student Affairs or Campus Safety staff will decide whether or not a student has been consuming alcohol immoderately.

Driving any vehicle while under the influence of alcohol is strictly prohibited and subject to sanctions under the Code of Conduct. **SPECIFIC PROVISIONS RELATED TO THE USE OF ALCOHOL ON CAMPUS**

1. Students of legal drinking age are permitted to drink in moderation and to 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. 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.
3. 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.**)
4. Authority for the interpretation of the Campus Alcohol Policy rests with the Office of Student Affairs.
5. Alcohol, kegs, taps and alcohol containers in violation of University policy will be confiscated and will not be returned.

6. Serving alcohol from an open source is prohibited. Beer bongos and beer balls are not permitted. Spiked punch and Jell-O shots, no matter what the alcohol content, are strictly prohibited.
7. The possession of shot glasses, flasks, empty or open containers in the presence of underage students implies consumption and is prohibited.
8. Collections of empty containers are prohibited on campus.
9. The contents of open containers will be poured out in the presence of a University official.
10. Games that imply or are associated with the rapid or reckless consumption of alcohol are strictly prohibited. This includes but is not limited to beer or water pong, flip cup, slap cup, kings cup.

SOCIAL HOST RESPONSIBILITY POLICY

Student(s) hosting a party (either on or off campus) are responsible under the Student Code of Conduct for the actions of, or injuries to, their guests due to the distribution of alcohol or illegal substances at the event.

HOSTING GUIDELINES

Organizations wishing to sponsor an event that includes alcohol must submit an Event/Program Alcohol Registration and Permit Form to Student Affairs 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 disciplinary actions.

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 discourage students from seeking medical assistance for them or other students; therefore, the University has a Medical Amnesty protocol as part of our comprehensive approach to reducing the harmful consequences 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.

A student who calls for emergency assistance on behalf of a person experiencing an alcohol or other drug-related emergency will not be subject to disciplinary action for related possession or use of alcohol or other drugs. The recipient of medical attention will also not be subject to disciplinary action for the related 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 use of alcohol or other drugs will be evaluated in order to provide the student with additional resources and may be subject to sanctions under the Code of Conduct.

Conduct in violation of the Student Code of Conduct that is not related to drugs or alcohol may still be subject to disciplinary action.

CONFIDENTIALITY OF DRUG AND ALCOHOL COUNSELING SERVICES

The University 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 will be assisted by the university to obtain appropriate treatment.

CAMPUS SAFETY

CAMPUS PARKING AND TRAFFIC REGULATIONS

MOTOR VEHICLE REGISTRATION

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 Hagggar 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 following parking and traffic regulations protect the safety and security of the campus and create efficient parking and traffic flow. The regulations apply to all students, staff and visitors. Voluntary compliance with these regulations is the goal; however, parking fines may be imposed 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:

1. **Undergraduate Students and Braniff Graduate Students:** if a permit is purchased in the fall semester, the fee is \$125.00 for the entire academic school year. If a permit is not purchased until the spring semester, the fee is \$75.00 for the remainder of the academic school year. If a permit is not purchased until the summer, the fee is \$25.00.

All permits issued to Undergraduate Students and Braniff Graduate Students will expire on August 31.

2. **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 \$80.00 for the entire academic year and will expire on August 31. If a permit is not purchased until the spring semester, the fee is \$50.00 and will expire on August 31. If a permit is not purchased until the summer, the fee is \$20 and will expire on August 31. Students that are exclusively taking courses online do not have to purchase a permit and should park in Visitor parking.
3. 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.
4. 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).
5. The speed limit on all university property is 20 MPH. Violators may be ticketed.
6. 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.
7. UD is not responsible for loss or damage to vehicles parked on or in transit on UD property.
8. 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.
9. Any inoperable vehicle on the UD campus may be towed at the owner's expense.
10. 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.
11. 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, and 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 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 considered. 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. 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.
4. 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.

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 Affairs.

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](#).*

BICYCLES AND SPECIAL VEHICLES

1. 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.
2. All buses, RVs, trailers and boats must obtain permission from the UD Campus Safety before parking on UD property. **NO PERMANENT PARKING ALLOWED FOR THESE VEHICLES.**

PARKING FOR STUDENTS WITH DISABILITIES

A number of parking spaces are available on campus for individuals with disabilities. These parking spaces are distinctively marked and regulated by state law. These spaces are for the exclusive use of officially designated persons with disabilities. Students park in specially designated spots if they have a vehicle with a special license plate including the state recognized symbol, a properly displayed disabled parking placard issued in accordance with state law. As a private property owner, the University has designated additional parking spots for use by students who are designated as temporarily disabled through the Student Health Center. Students with approval of the Student Health Center will be issued a placard by the Campus Safety Office that must be displayed on the vehicle dashboard.

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

Although strongly discouraged, 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

Parked vehicles that create 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.

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

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 act 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 actions:

1. **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.
2. **Access** - Do not attempt to access-restricted portions of the operating system or other software. Accessing University computers without proper authorization is a violation of UD rules of conduct.
 3. **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.
 4. **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.
 5. **Viruses** - Do not *willfully* introduce computer viruses or other malware into the UD computing environment or into other computing environments via UD's network.
 6. **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.
 7. **Civility** - Use appropriate standards of civility when using computing systems to communicate with other individuals. When sending personal messages to other users, always identify you as the sender. Using UD's computing resources to harass other individuals is explicitly prohibited.
 8. **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 may be taken by UD.
 9. **Peer-to-Peer File Sharing** – Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in criminal and civil penalties as well as disciplinary action under the Code of Conduct. Annually students will receive notice from the University informing student that unauthorized distribution of copyrighted material, including peer-to-peer file sharing may subject them to civil and criminal liabilities, summarizing the penalties for violation of Federal copyright laws and describing the University's policies including disciplinary action that may be taken against student who engage in unauthorized distribution of copyrighted materials using the University's information technology systems.
 10. **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 violated 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, the Information Technology Department 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** - shall be viewed as any activity directly related to students studies at the University. 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.
2. **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 using computers, tablets, phones, and other devices that connect to our wired or wireless infrastructure.
3. **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.

FILM/VIDEOS

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

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.

FOOD HANDLER POLICY

Departments and groups hosting university sponsored events must follow certain guidelines when it comes to providing food to members of the UD community. Aramark is the exclusive caterer for the University of Dallas. Outside caterers on are not allowed to provide their services on campus.

Departments and groups who want to cook, grill, serve, and/or sell pre-prepared food must submit the **Food Permit Approval Form** two weeks prior to the event. A representative from the department or group will be required to meet with various departments to ensure the event will be safely executed. Additional paperwork may need to be filed with each department. All approval forms are reviewed and approved by the Director of Student Affairs or designee.

Sponsors of events involving food that needs to be cooked or held at a specific temperature must consult with the Director of Dining Services on a case by case basis to determine the best food handling practices. Depending on the method of preparation and what is being served, groups may be required to hire an Aramark food service manager to supervise the event.

Events requesting a grill, open flame, or electricity must be consulted with Facilities to ensure fire safety.

Baked goods can be sold in Haggard University Center and on the Mall. Groups are not required to submit a **Food Permit Approval Form** for bake sales.

Failure to comply with these rules will result in the immediate termination of the event and violating groups will cease to remain in good standing with the University.

Food Permit Approval Form - <https://orgsync.com/52859/forms/145412>

FUNDRAISING

Recognized student organizations and clubs may sponsor fundraising activities when approved in advance by the Office of Student Affairs 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.

IDENTIFICATION CARDS

Student Identification cards are made in the Campus Safety Office in Haggard University Center. 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.

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. Offices have the right to deny helping outside organizations to advertise to the UD community.

TRAVEL AND STUDENT TRIPS

TRAVEL

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

The University insurance policy does not provide liability or collision coverage if a student causes damage or injury while driving a personal vehicle. 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 in a personal or rented vehicle 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.

TRIPS

Recognized student organizations may make off-campus trips that are approved and deemed worthwhile by the Office of Student Affairs. Trips should support the mission of the University. They should also support the mission of the student organization and support their membership with their associate national organization.

Students and their parents should understand that participation in such off-campus trips and activities is at the student's own risk. If personal injury or accident should occur to students or other persons during the trip, UD will assume no responsibility, financially or otherwise. Faculty and staff advisors, chaperons, and organization officers are urged to take all possible precautions to insure the safety and well-being of all persons participating in the activity.

TRIP APPROVAL

All trips for official University business or when a student organization is representing the University of Dallas must be approved by the Director of Student Affairs or designee at least 4 weeks prior to the trip. Organizations will be required to fill out a trip approval form on Crusader Connect. <https://orgsync.com/52859/forms/144670>

Expenses for trips must be paid through the Office of Student Affairs. This includes charter bus, airfare, and hotels. *Trip payments or associated cost made on personal credit cards will not be reimbursed.* Please plan ahead so that expense can be paid by a University issued check when possible.

TRAVEL METHODS

Students may travel within a 50-mile radius of the DFW Metroplex in personal vehicles. In such cases, students travel at their own risk and insurance coverage is the responsibility of the vehicle's operator. Only vehicles owned and/or operated by the University of Dallas are covered by the university's insurance policy.

Travel outside a 50-mile radius of the DFW Metroplex requires professional transportation provided by a University approved charter bus, coach, or Transportation Company. Fifteen (15) passenger vans may not be used for any university-sponsored trips. Students may travel by airplane if it is safer and more economical than traveling by charter bus.

OVERNIGHT TRIPS

All overnight trips must be approved in advance by the Director of Student Affairs or designee. A University-approved chaperon must accompany student organizations making overnight trips. All chaperons must attend Risk Management training through Student Activities and pass a criminal background check through the Office of Human Resource. Prior to departure, the chaperon will need to provide emergency contact information for each person on the trip.

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.

1. Examples of hazing include but are not limited to:
 - a. Requiring new members to perform unnecessary duties not assigned to existing members
 - b. Sleep deprivation
 - c. Required "greeting" of members in a specific manner when seen on campus
 - d. Required carrying of certain items
 - e. Required walking in groups to class, the cafeteria, etc.
 - f. Restriction of communication
 - g. Yelling or screaming
 - h. Personal servitude or chores
 - i. Wearing of embarrassing or uncomfortable clothing
 - j. Assigning pranks such as stealing, painting objects, or harassing other organizations
 - k. Forced confinement
 - l. Capturing or kidnapping
 - m. Total or partial nudity
 - n. Pushing, shoving, tackling, or any other physical contact
 - o. Forced consumption of any liquid or food
 - p. Any activity that intimates or threatens a student with ostracism that adversely affects the mental health or dignity of a student or discourages the student from entering or remaining at the University.
2. A student commits an offense if the student:
 - a. Engages in hazing,
 - b. Solicits, encourages, directs, aids or attempts to aid another in the act of hazing,
 - c. Intentionally, knowingly or recklessly permits hazing to occur or
 - d. 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 Affairs or other appropriate official.
3. An organization commits an offense if:
 - a. The organization condones or encourages hazing or

- b. 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 law and the University Of Dallas Student Code Of Conduct. Instances of hazing should be reported to Campus Safety or the Director of Student Affairs.

Students who commit hazing can be held accountable by the University through its disciplinary process as well as by the state through the legal system. The sanction for violating the hazing policy may include suspension or expulsion from the University. Criminal penalties for hazing can include:

1. Failing to report hazing: fine up to \$1,000 and/or up to 180 days in jail
2. Hazing not resulting in serious bodily injury: fine of \$500-\$1,000 and/or 90-180 days in jail
3. Hazing resulting in serious bodily injury: fine of \$1,000-\$5,000 and/or 180 days-one year in jail
4. Hazing resulting in death: fine of \$5,000-\$10,000 and/or 1-2 years in jail
5. 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](http://www.legis.state.tx.us/)" 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.

During the first 3 weeks of each semester students will receive a summary of state law related to hazing and a list of organizations disciplined for hazing or convicted for hazing on or off campus in the preceding 3 years.

MEDICAL CARE

In the event of a medical emergency, the University may exercise discretion to require a student 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 in accordance with established University policy.**

PERSONAL AND SEXUAL VIOLENCE

INTRODUCTION

The 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:

1. Provide prompt and compassionate support services.
2. Provide a comprehensive framework in which the needs and decisions of all parties concerned are central in determining further administrative responses and assistance.
3. 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”).
4. Cultivate a climate of community empowerment and education in which behaviors that contribute to sexual and relationship violence are not tolerated.
5. Ensure that immediate and appropriate steps are followed when sexual and/or relationship violence is reported.
6. 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.
7. Protect the rights of the Reporting Party, the Accused Party, and other parties involved in or affected by the case.

SCOPE

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.

1. The person initiating sexual contact must have the other person’s verbal consent. Sexual contact without verbal consent is sexual assault.
2. Consent may not be interred from silence or passivity.
3. 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.

4. Consent may be withdrawn at any time.
5. Consent must be given freely, willingly and knowingly by each participant to any desired sexual contact.
6. 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:
 - a. 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.
 - b. When an individual is sleeping or unconscious.
7. 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:
 - a. When an individual is physically forced to participate.
 - b. When an individual is intimidated, coerced, threatened – even a perceived threat – isolated or confined.
8. 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.
9. Consent cannot be inferred from a current or previous dating or sexual relationship.
10. Consent cannot be inferred from an individual's attire or physical appearance.
11. 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).
12. For purposes of this Policy, conduct will be considered "without consent" if no clear verbal consent is given.

Dating Violence - 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 - 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 Employee¹ - All professional staff of the University and residence hall staff², 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 - 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:

1. **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.
2. **Any professional in the Office of Student Affairs.**
3. **Any professional residence hall staff**
4. **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.

Reporting Party - 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.

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 or 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

Sexual Violence - 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 - 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.

1. Stalking will be evaluated considering whether a reasonable person under similar circumstances, and with similar identity to the victim, would consider the activity "stalking".
2. 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.
3. "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 - 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:

1. **Rape** - 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.
2. **Fondling** - 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.
3. **Incest** - Non-forcible sexual intercourse between persons who are related to each other within the degrees prohibited by state law.
4. **Statutory Rape** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Harassment - 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 – 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

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/violence/recovery/

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

- a. 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 Affairs 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 Reporting Party. The investigation, conducted 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 Affairs 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 Affairs 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 Affairs 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 Affairs determines that it must disclose the Reporting Person's identify to the Accused Person despite a request for confidentiality:
 - i. the Director of Student Affairs 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 Affairs 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 Affairs 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:

1. 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.
2. 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.
3. 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.
4. The Title IX Coordinator will coordinate with the Director of Student Affairs 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.
5. 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.
6. Upon request of the Reporting Party, the Reporting Contact will coordinate with the counselor on call for the University Counseling Center.
7. 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.
8. 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 Affairs 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 Affairs.
9. 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 Affairs. 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.
10. The Reporting Contact will arrange for follow-up counseling if requested by the Reporting Party.
 11. 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 FOR SEXUAL MISCONDUCT

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 Affairs, 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:

- A. Whether or not the alleged sexual or relationship violence occurred.
 - B. 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.
1. **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 Affairs 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.
 2. **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:

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.

- a. The Director of Student Affairs or a designee of the Director will advise both the Reporting Person and the Accused Person of available campus and off-campus resources.
- b. The Director of Student Affairs 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 Affairs or a designee will also consider additional interim measures that may be appropriate including but not limited to, counseling, academic assistance and alternative housing.
- c. The Director of Student Affairs 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.
- d. Any opportunity for a meeting will be afforded to both the Reporting Person and the Accused Person.
- e. 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.
- f. The Director of Student Affairs 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).
- g. 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.
- h. 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.
- i. 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.
- j. 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.

- k. 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.
 - l. Alcohol or drugs use by the Reporting Person at the time of the incident will not be considered a mitigating circumstance.
3. **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 the 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:

[Jeffrey Taylor](#)
Coordinator of Disability Services
Blakley Library
Office 101A
1845 E. Northgate Drive
Irving, TX 75062
(972) 721-5382

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:

Director of Student Affairs - (972) 721-4045
Director of Campus Safety - (972) 721-4041

AWARENESS PROGRAMS

All University of Dallas undergraduate students will take an online course about sexual and domestic violence. The course, from Campus Clarity, is titled "Think About It: Traditional Values." This online course contains basic statistics about sexual assault and domestic violence, as well as bystander awareness, situational awareness, what constitutes consent, and the role alcohol plays in sexual assault. The course will first be used by the University of Dallas during the 2016-2017 school year, during which time all undergraduate students will take it prior to their arrival on campus in the fall. In subsequent years, only new students will take the course prior to their arrival on campus.

The Office of Student Affairs will hold various trainings and awareness events throughout the school year.

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

HOUSING

ON-CAMPUS RESIDENCY REQUIREMENT

The University is committed to establishing 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 Affairs.

Students under the residency requirement living 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 2015-2016 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 Bulletin.

On-campus housing is not available for individuals who are not currently enrolled. On-campus housing is not guaranteed to students who do not fall under the residency requirement.

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 Affairs 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. Students who withdraw or do not return for any reason will forfeit their housing deposit. The Housing 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. 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 must submit the appropriate application and housing contract to the Office of Student Affairs by the date designated by the Office of Student Affairs. Requests for a specific roommate must be mutual and submitted at the same time. The Office of Student Affairs will make residential assignments for continuing students based upon classification and credit hours. Mutually confirmed group requests submitted during the official housing registration period will be processed in order of official cumulative credit hours for the entire group. Groups with the highest number of credit hours are assigned first. When there is only one room type remaining to be assigned and more than one group with the same number of cumulative hours has applied, other determining factors such as group average GPA, application submission dates/times, current hours, etc. will be considered.

New incoming students will be placed in one of the ‘traditional’ halls.

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 roommate consolidation process requiring individual appointments around 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.

Students requesting a medical single must apply for a **Housing/Dining Exemption on Basis of Disability** through the ADA office. Upon approval they will be placed in a single or single in a double at the double rate. Upperclassmen wanting a medical single in a true Clark Hall single will have priority but must pay the Clark Hall single rate. Medical singles in doubles are not available in Clark Hall.

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.

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 or withdrawal shortly after the semester begins. As a result, some residents may find themselves in an incomplete room or apartment without a roommate. After the third week of the semester, students residing alone in a room will be required to cooperate with the University to consolidate room assignments. Freshmen living alone will either be required to relocate or to accept a new roommate. Students at the sophomore level and above may request a specific new assignment or roommate or the student may pay for a single room if the student has priority on the single room waiting list.

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 Affairs. This policy applies regardless of date or reason of departure of original roommate.

The Director of Student Affairs 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. A single room assignment will only be permitted 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 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 Affairs 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

University residence halls are **closed** over breaks and vacations. Absolutely no entrance is allowed in the halls during breaks. The residence halls will close for Thanksgiving on Saturday, November

19 at 10 a.m. and will reopen on Sunday, November 27 at 8 a.m., and for fall 2016 term on Friday, December 16 at 10 a.m. and will reopen at 8 a.m. on Sunday, January 17. Halls close for Spring Break in the spring 2017 term at 10 a.m. on Saturday, March 5 and will not reopen until 8 a.m. on Sunday, March 13. The halls and student apartments will close for the year at 10 a.m. on Friday, May 12, 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

ABANDONED PROPERTY

Residents who 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 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 should notify 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 Affairs.

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.

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 of **Clark Hall** and the **traditional halls** is required to complete a Room Inventory check-in form upon initial move-in for the year or any time during a semester that a room change is approved by the Office of Student Affairs. The initial Room Inventory must be turned in to the resident's RA by 5 p.m. on the first Friday after the first day of classes. If you move in the middle of the year, the resident must turn the Room Inventory in to his/her RA within three days of moving in. The Room Inventory allows each resident to insert notes regarding any room/furniture damages. Upon move-out and visual verification by staff (RAs or RCs), 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 and turn in the Room Inventory by the announced deadline date after move-in will result in an improper check-in fine.

Each resident of the student apartments is required to complete an online check-in form. The form can be found [HERE](#) and at the link emailed to each resident at the beginning of the year. Failure to complete the online check-in form by the announced deadline after move-in will result in an improper check-in fine. Each resident of the student apartments is also required to complete an online check-out form. The form can be found [HERE](#) and at the link emailed to each resident at the end of the semester/year. Failure to complete the online check-out form by the announced deadline will result in an improper check-out fine.

CHECK-OUT

Residents must follow announced check-out procedures when they change rooms any time during a semester or depart school at the end of a semester or academic year. **Residents who fail to check-out properly will be fined and held accountable for the condition of their room. A proper check-out in the traditional halls and Clark Hall will include an in-person walk of the resident's room with each resident. No in-person walkthrough will be completed in the student apartments. However, Student Affairs staff will examine each Student Apartment after check-out to inspect the room and assess fines for damages as necessary.**

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. Complete instructions for both the residence hall and student apartment inventory check-out procedures and forms may be found on the [Student Affairs 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 "Fall Semester Closing Checklist" form. Emails will be sent to residents and RAs will provide information before the end of the semester on this process. Failure to follow instructions will

result in a fine. After completion, 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.

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 Housing 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. 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 Affairs.

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 Affairs. Nudity or offensive decorations are not allowed. Please refer to below chart to determine wall damage from decorations for which residents will be held financially 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. If this occurs, residents will be charged restitution for damages and/or return to the original condition of the room/apartment.

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

All residence hall and apartment decorations, especially seasonal (Christmas, etc.) will be subject to safety evaluation by a Student Affairs staff member and/or a member of the Office of Campus

Safety. Any flammable decorations 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.

Students should consult a RC or RA if they have questions about the appropriateness or safety of their decorations.

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 Affairs.

ELECTRIC SERVICE IN STUDENT APARTMENT

A \$25 administrative fee will be billed to students' accounts when the Office of Student Affairs 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 Affairs for payment.

TERMINATION OF HOUSING PRIVILEGES

The University may terminate housing privileges for students who 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

Curling/flat iron (with auto shut off)	Surge protectors
Small stereos/radios	Microwave (under 700 watts)
Refrigerators (4.6 cu. ft. or under)	Hair dryer
Iron (with auto shut off)	George Foreman Grills

Not Approved Items

Candles	Explosives/gunpowder
Burning incense inside building	Hot pots/plates
All flammable/combustible liquids	Toasters/toaster ovens
Smoking (inside buildings)	Extension cords
Halogen and Lava lamps	Space heaters
Chemicals (other than cleaning supplies)	Fireworks

- **Alarms** - The setting of false fire alarms is a particularly grievous act which seriously compromises the safety of other residents and 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. Personal furnishings which may cause damage or present a safety hazard are prohibited. Personal furnishing must 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 of all guests whether expected or unexpected.

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 Affairs 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 Affairs. Students are responsible for those keys until keys are returned at the time of room 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 Affairs will be considered unauthorized possession. 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 Affairs 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. Broken keys must be reported to and turned in at the Office of Student Affairs. Residents will not be charged to replace a broken 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 Affairs. 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.

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 Affairs.

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.

MAINTENANCE REQUESTS

Maintenance staff works closely with the Office of Student Affairs 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, must 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

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 assigned based on the occupants' sex. The co-educational residence halls are separated by floor or wing. The Student Apartments are designed as independent living units by sex that accommodate up to two students in the one-bedroom apartments and up to four students in the two bedroom apartments.

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 on campus must be enrolled during the semester

of residence unless granted an exception by the Director of Student Affairs. 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 Fall II, Mayterm and the summer semesters is independent from the above and charged separately. 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:

1:00 p.m. — 10:00 p.m. Monday through Thursday
12:00 p.m. — 1:00 a.m. Friday and Saturday
12:00 p.m. — 10:00 p.m. Sunday

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 traditional residence halls.

Open house hours are enforced throughout the entire year including all breaks, holidays, Fall Reading Day, Dead Day, and any snow days. 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 and emotional support or service animals approved as a specific student accommodation, 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 violators 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 homeowner's 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

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

Roommates are primarily responsible for resolving their own conflicts. 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. Except in extraordinary circumstances, **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 Affairs.

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. Resident must also contact current RA for physical check-out from old room.
- 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 Affairs 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 Affairs 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 and residents may be asked to provide access to closed containers and other items. 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 the academic year and 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 Affairs.

SCREENS

Residence hall rooms are equipped with locking security screens. Screens may only be opened for emergency escape. 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 or other emergency are the windows to be used as an exit. Disciplinary action and a \$100 fine will be imposed.

SECURITY

Exterior doors MUST remain locked at all times. Under no circumstances may doors be propped open and individuals should not be permitted to enter unless properly authorized. Students living in any residential area on campus are provided a swipe card to the outside doors. 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, including cigarettes, cigars, electronic cigarettes, vapor cigarettes and similar products, are strictly prohibited inside any Residence Hall and the Student Apartments. Smoking is also prohibited outdoors within 25-feet of all exterior doors 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](#).

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 a violation of the Code of Conduct maybe punishable by a minimum \$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 Affairs.

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 a 'Fall Semester Closing Checklist' 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 \$50 fine per room resident

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.

UNIVERSITY OFFICES, DEPARTMENTS AND 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.

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, Crusaders for Life and Best Buddies. Contact Campus Ministry at (972) 721-5375.

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.

MINISTRY

Men's Ministry and Women's Ministry meet in Anselm 230 during the academic year.

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**
 - Monday - Friday throughout the year at 12:05 p.m.

- Monday - Thursday during the academic year at 5:00 p.m.
- **Anticipatory Mass**
 - Saturday at 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.
- **Holy Trinity Seminary**
 - Saturday at 9:15 a.m.
 - Sunday at 11:15 a.m.
 - 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 PLACES OF WORSHIP

Assembly of God	Calvary Church	4401 North State HWY 161	(972) 261-1919
Baptist	MacArthur Blvd. Baptist Church	8001 Mustang Drive	(972) 373-9833
Christian	Irving Bible Church	2435 Kinwest Parkway	(972) 560-4600
Episcopal	Church of the Redeemer	2700 Warren Circle	(972) 255-4171
Hindu	DFW Hindu Temple	1605 N. Britain Road	(972) 445-3111
Methodist	Oak Haven Methodist Church	1600 N. Irving Heights	(972) 438-1431
Islam	Islamic Center of Irving	2555 N. Esters Road	(972) 812- 2230
Jewish	Temple Emanu-El	8500 Hillcrest Road	(214) 706-0000
Lutheran	Holy Trinity: ELCA	2901 N. O’Connor Blvd	(972) 659-1387

Presbyterian	Park Cities Presbyterian	4124 Oak Lawn Ave	(214) 224-2500
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BOOKSTORE

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

Hours of Operation	
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. 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.

COUNSELING CENTER

The UD Counseling Center provides counseling services 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.

The Counseling Center is located in upstairs Haggard 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 Michael L. Brock, LPC, at (214) 364-4154 or mike@mikebrock.org, or Mary Armstrong, LPC, LCDC, at (972) 935-3691 or alexandraarmstrong@sbcglobal.net, or Doug Scott at (214) 998-1742 or dougscottudcounseling@yahoo.com.

DINING SERVICES

MEAL PLANS

Dining services are provided by Aramark, which provides regular meal service through the Haggar Cafe, the Rathskeller, and special catered events. All hall residents are required to participate in a residential meal plan. All freshmen and sophomores are automatically placed on the “All Access Plus” Meal Plan. Continuing juniors and seniors living in a residence hall will automatically be placed on the standard “All Access” Meal plan.

All hall residents may upgrade to the “All-Access Plus” or “All-Access Premium”. Freshman and sophomores are not eligible to downgrade. Contact the Office of Student Affairs 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 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 Haggar Café or the Rathskeller. Only the student to whom the card is issued may use the card. Attempted use by another person may result in disciplinary action and 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 AND 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 prohibited.
 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.

HEALTH AND SPECIAL DIETARY CONCERNS

If students have any special health or dietary concerns they contact the Director of Dining Services. The Director of Dining Services will schedule a meeting with the student to discuss the needs of the student. They will provide advice or make specific arrangements to see that reasonable requirements of the diet are met. Dining Services offers consultations with their Registered Dietitian to also discuss and support any student’s health or dietary concerns. If the dietary needs are due to a disability, the student should visit the ADA coordinator.

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, 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 Affairs.

INFORMATION TECHNOLOGY

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.

OFFICES

The IT department is located in Lower Gorman rooms F, G, and H, and is open from 8-6, M-F.

See *COMPUTER AND NETWORK* for more information.

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 health insurance policy upon arrival in the U.S... Students, who are able to document other insurance coverage, may apply for a waiver of the University provided policy with the International Student Services Office.

HEALTH SERVICES

UNIVERSITY STUDENT HEALTH SERVICES

The University of Dallas houses a doctor's office in the Haggar University Center on the second floor. Student Health Services provides medical care for University students only. The hours are Monday-Friday, 9 am - 4 pm, phone [\(972\) 721-5322](tel:972-721-5322) and FAX [\(972\) 721-5124](tel:972-721-5124). It is preferable that students call for an appointment, although walk-ins are also accommodated.

The following services are provided:

- Treatment of acute illnesses such as sinus infections, ear infections, skin infections, flu, pneumonia, urinary tract infections, rashes, asthma exacerbations, etc.
- Minor emergency care, including evaluation and management of sprains and fractures, lacerations, and concussions
- Management of chronic conditions, such as asthma, allergies, acne, diabetes, ADD/ADHD, etc.
- TB screening and routine and travel vaccinations, including for tetanus, meningococcus, Hepatitis A and B, and the Flu shot
- Collaboration with counseling services for care of mental health, e.g. anxiety, depression, substance abuse
- Referral to specialists for care as needed
- On-campus Class D pharmacy for routine medications
- Coordination of care with local emergency rooms for serious injuries or illnesses

Most medication prescriptions written by the on-campus physician are available through the University Clinic's Class D pharmacy. Other prescriptions can be filled at area pharmacies. Samples of over-the-counter medications are available free of charge at the clinic.

In order to access services, students must have the University of Dallas Admission History and Physical Form on file, which includes the required record of immunization. If the student is less than 18 years of age, a parent or guardian must have signed the consent section on the Admission

History and Physical form before treatment can be administered. Failure to submit this form will result in a hold on the student's account that will prevent registration.

A student's medical information is held private in accordance with the Health Insurance Portability and Accountability Act (HIPAA), a US law designed to protect a patients' medical records and other health information. Parents/guardians are welcome to call the clinic should they have concerns about their student. However, until the student has signed a consent form allowing disclosure, the physician will not be able to discuss specific medical information.

Payment for services is based on the copay as determined by each student's insurance plan. All insurances are accepted; thus, students should bring their current insurance card to the clinic for each visit.

During evening hours and on weekends, medical care is available through local urgent care centers and emergency rooms. If a student has an emergency at any time, Campus Safety Office (972) 721-5305 should be called as first responder. CSO will then coordinate all 911 calls should ambulance services be needed.

FEES AND CHARGES

Services that are usually rendered by a school nurse, including provision of over the counter medications, will be free of charge.

The Student Health Center is able to bill insurance for outpatient visits with Dr. Rodriguez. Students will be 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 University student account. The copay is reduced for students who have the university sponsored health insurance via UnitedHealthcare.

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 copay for the visit, there may be additional fees for medications ordered by Dr. Rodriguez and filled in the clinic pharmacy.

STUDENT INSURANCE

All full-time undergraduate students are required to have medical insurance, either coverage provided from home or through the University endorsed plan. Each year, all degree-seeking full-time undergraduate students including international students with an F-1 visa are automatically enrolled the university sponsored student insurance plan. Participation in the annual insurance plan may be waived by enrolled fall students directly with the insurance company upon successful completion of an online waiver form. There is no 'paper' equivalent for this waiver form. This is an annual process. Waivers submitted for previous academic years do NOT count towards the upcoming academic year.

If you successfully submit an accepted annual waiver by the fall deadline, then you will NOT need to complete one for the Spring term. However, fall students who do not waive by the fall deadline are not eligible to waive in the spring. Only newly enrolled spring students (or

continuing students returning from a fall leave of absence) are eligible to waive by the spring deadline.

The Annual online waiver deadline for the 2016-2017 academic year is September 10th, 2016. NO EXCEPTIONS.

A mass email with information about the student insurance program and how to waive the coverage was sent to all students with this **LINK** on June 1st to be followed throughout the summer with additional emails.

Absence of a successfully completed waiver form by the deadline date implies your acceptance of the program and related charges.

NOTICE OF PRIVACY PRACTICES

The University Clinic is committed to the privacy and protection of students' medical information. In order to provide students with quality and confidential care, the on-campus clinic follows all legal regulations for the use and disclosure of medical information. In the keeping of their medical records, students also have certain rights and duties regarding the use and disclosure of medical information.

OUR LEGAL DUTY

The University Clinic abides by the following legal requirements:

1. The privacy of medical information.
2. Affording the student due notice and a detailed description of the University Clinic's legal duties, privacy practices, and the students' rights regarding medical information.
3. Follow the terms of the current notice.

The University Clinic has the right to:

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

Notice of Change to Privacy Practices:

1. The University Clinic will change this notice and make a new notice, available upon request, before making an important change in privacy practices.

USE AND DISCLOSURE OF YOUR MEDICAL INFORMATION

The University Clinic uses and discloses medical information in several different ways. Not every use or disclosure will be listed. The University Clinic will not use or disclose medical information for any purpose not listed below, without the student's specific written authorization. The student may revoke his/her specific authorization at any time by submitting a written request to the Clinic.

FOR TREATMENT:

The University Clinic may use private medical information in order to provide a student with medical treatment or services. In addition, medical information about the student may be disclosed to doctors, nurses, technicians, medical students, or other care givers. The student's medical

information may also be shared with health care providers to assist in proper and informed treatment.

FOR PAYMENT

Medical information can also be used and disclosed for payment purposes. A bill may be sent to the student or a third-party payer. The information on or accompanying the bill may include personal medical information.

FOR HEALTH CARE OPERATIONS

Medical information may be used and disclosed for 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 needed to provide better health care.

ADDITIONAL USES AND DISCLOSURES

In addition to using and disclosing medical information for treatment, payment, and health care operations, the University Clinic may use and disclose medical information for the following purposes.

NOTIFICATION

The University Clinic may use and disclose medical information to notify or help notify: a family member, personal representative or another person responsible for care. Information will be shared about a student's location, general condition, or death. If student is present, the clinic will get request permission if possible before sharing information, or give the student the opportunity to refuse permission. In case of emergency, and if the student are not able to give or refuse permission, the University Clinic will share only the health information that is directly necessary for immediate health care as informed through professional judgment. Professional judgment will also be used to make decisions in the student's best interest in regards to, allowing someone to pick up medicine, medical supplies, x-ray or medical information for the student.

FUNERAL DIRECTOR, CORONER, MEDICAL EXAMINER

For the sake of fulfilling duties, the medical information of a person who has died may be shared with a coroner, medical examiner, funeral director, or an organ procurement organization.

COURT ORDERS AND JUDICIAL AND ADMINISTRATIVE PROCEEDINGS

The University Clinic 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, medical information may be shared with law enforcement officials.

PUBLIC HEALTH ACTIVITIES

As required by law, the University Clinic may disclose medical information to public health or legal authorities charged with preventing or controlling disease, injury or disability, including child abuse or neglect. Medical information may also be disclosed 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 Food and Drug Administration. The University Clinic 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

The University Clinic may use and disclose medical information to appropriate authorities if we reasonably believe that a student is 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. The University Clinic may share medical information if it is necessary to prevent a serious threat to a student's health or safety or the health or safety of others.

WORKERS COMPENSATION

The University Clinic may disclose health information when authorized or necessary to comply with laws relating to workers compensation or other similar programs.

LAW ENFORCEMENT

Under certain circumstances, The University Clinic 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 University grounds, and crimes in emergencies.

Alternative and Additional Medical Services

The University Clinic may use and disclose medical information to furnish a student with information about health-related benefits and services, and to describe or recommend treatment alternatives.

INDIVIDUAL RIGHTS

Every patient has the Right to:

1. Look at or get copies of certain parts of personal medical information. Students may request copies in a format other than photocopies. The format requested will be used unless it is not practical to do so. Requests must be made in writing. Students may ask the receptionist for the form needed to request access. There may be charges for copying and for postage if mailed copies are requested. Ask the receptionist about the University Clinic fee structure.
2. Receive a list of all the times the University Clinic or business associates shared medical information for purposes other than treatment, payment, and health care operations and other specified exceptions.
3. Request that the University Clinic place additional restrictions on use or disclosure of personal medical information. The University Clinic is not required to agree to these additional restrictions, but if an agreement is reached, it will be honored (except in the case of an emergency).

4. Request that the University Clinic communicate with student about medical information by different means or to different locations. Request for communicate of medical information to by different means or at different locations must be made in writing to the Privacy Officer.
5. Request that the University Clinic change certain parts of medical information. Requests may be denied if the information was not created by the University Clinic. If request is denied, a written explanation will be provided. Student may respond with a statement of disagreement that will be added to the information you wanted changed. If the University Clinic accepts the request to change information, reasonable efforts will be made to tell others, including people personally specified, of the change and to include the changes in any future sharing of that information.
6. Students wishing to receive a paper copy of this privacy notice, have the right to obtain a paper copy by making a request in writing to our Privacy Officer.

AFTER HOURS ASSISTANCE

After hours, the following community resources are available for medical care on an urgent basis outside of clinic hours:

URGENT CARE CENTERS

Integra Urgent Care

7447 N. MacArthur Blvd., Ste. 190
Irving, TX 75063
972-581-9537
M-Fr: 8 a.m. - 8 p.m.; Sat-Sun: 8 a.m. - 5 p.m.

EMERGENCY ROOMS/HOSPITALS

Las Colinas Medical Center (ER)

6800 N. MacArthur Blvd
Irving, TX 75039
(972)969-2000

Baylor Scott & White Medical Center at Irving

1901 N. MacArthur Blvd
Irving, TX 75061
(972)579-8100

QUESTIONS AND COMPLAINTS

Students with questions about this notice, please ask a Student Health Services Receptionist to speak to our Privacy Officer.

If concern remains regarding the violation of privacy rights, students may speak to the Clinic's Privacy Officer and submit a written complaint. To take action, please inform the Student Health Services Receptionist and contact the Privacy Officer or request a complaint form. Students may submit a written complaint to the U.S. Department of Health and Human Services; the University

Clinic will provide the student with the address to file you complaint. The University Clinic will not retaliate in any way if a student chooses to file a complaint.

PRINTING AND POSTAL

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.

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
Irving, TX 75062-4736

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.

FAX MACHINES

Domestic and international fax services are available at Printing and Postal Services. The university's fax number is (972) 721-5332.

REGISTRAR

PRIVACY & DISCLOSURE POLICY

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>.

CONDUCT RECORDS

The Office of Student Affairs is responsible for maintaining student conduct records

A routine disciplinary record is expunged 7 years after graduation or after a student has withdrawn from the University. Conduct records will be permanently retained for any student who is dismissed, expelled or when such records are deemed to be of a serious nature. A student may request that permanent conduct records be destroyed by submitting a written request to the

Director, including the specific basis for the request. The Director will evaluate requests on a case-by-case basis and the decision of the Director is final.

ROME OFFICE

All disciplinary policies in effect on the Irving campus apply on the Eugene Constantine 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 Affairs for clearance to participate 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 an automatic obstacle to studying abroad. The University makes reasonable accommodations on an individualized basis for students with medical conditions to make participation in the Rome Program possible.

Health Requirements: Health clearance requires that chronic health conditions must be stable under current treatment for at least 4 months, including at least one full semester on the Irving campus, with an expectation of ongoing stability under current treatment for the next 6 months. The student must be able to travel, carry a heavy backpack, and adjust to rigorous academic and physical activity. Ongoing treatment must be able to be administered on Rome campus and during travel periods.

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 2016 or spring 2017 includes a passport valid through September 2017. Students without this passport by March 1, 2016 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 bulleting and visit www.udallas.edu/rome or www.udallas.edu/romesummer.

SERVICES FOR STUDENTS WITH DISABILITIES

Certain provisions have been made for students with disabilities following federal regulations. Go to <http://www.udallas.edu/offices/hr/adaaa/accommodations.html> for further information on obtaining accommodations.

STUDENT ACCOUNT SERVICES

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.

The Student Account Services department is located in the Business Office in Carpenter Hall on the first floor in room 100. The office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.

To contact this office, call (972) 721-5244, email bursar@udallas.edu or go to www.udallas.edu/sas.

SERVICES

PERSONAL CHECKS

Personal checks (\$200 max) from the student's own bank account, parents or grandparents can be cashed in the Business Office. Second or third 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 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

EBILLS

Online statements are uploaded to CASHNet on a regular basis. Students will be notified by email when a new statement is available. Students should view each new statement to verify changes to their student account.

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. The Book Voucher form can be found on our website at <http://www.udallas.edu/offices/sas/bookvoucher/index.html>.
- **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 or visit our website for more information at <http://www.udallas.edu/offices/sas/parentinfo.html>

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.
- Students should verify that there are no holds on their student account before each registration period.

Any student or parent/guardian having questions concerning any of these areas is welcome to contact Student Account Services located in the Business Office.

STUDENT AFFAIRS

The Student Affairs 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 Affairs 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.

CRUSADER DAYS ORIENTATION

The University's Crusader Days Orientation program for new students is designed to make new students at UD welcome and help them succeed. Under the direction of the Offices 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 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.

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 Residence Life Coordinator - Leadership.

DINING SERVICES ADVISORY COMMITTEE

The Dining Service Advisor Committee is dedicated to enhancing Dining Services on the University of Dallas campus. Members of the DSAC act as a clearinghouse between the student body and Dining Services. Members work in conjunction with Dining Services to create food themed events. The DSAC provides a voice for students to express concerns related to campus food to Dining Service and UD Administration.

Membership is comprised of students elected from each residence hall, the student apartments, commuter students, and one faculty and/or staff member. All meetings are open to any student or faculty member. DSAC meetings are held on the 1st and 3rd Monday of each month.

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

The mission of Dallas Year Program to promote the overall, well-being of the University of Dallas student, particularly the newest members of the UD community. Dallas Year encourages students to engage in the community, to familiarize themselves with the Dallas/Fort Worth Metroplex, and to appreciate the local culture alongside their peers through events and programming efforts. Dallas Year is a unique program for UD undergraduate students providing popular outings to museums, operas, symphonies, sporting events, concerts, dance events, zoos, theater productions and more. These events are offered at a nominal fee. Transportation is provided.

REGISTERED STUDENT ORGANIZATIONS

Students are encouraged 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 Director of Student Activities and Recreational Services. 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.

Student Government's Charters, Appropriations Committee, Director of Student Activities and Recreational Services, and organization officers will review the proposed constitution and goals

of the organization or club. Following this review, the Director of Student Affairs 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, and staff. Membership must be open to all eligible individuals who meet the prescribed criteria without respect to race, sex, creed, national origin or religion. 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 Director of Student Activities and Recreational Services and/or Student Activities Coordinator 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 Director of Student Activities and Recreational Services.

All registered 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 Director of Student Activities and Recreational Services will review all funding requests and allocate available funds appropriately. The funds are disbursed at the discretion of the Director of Student Activities and Recreational Services. 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 [Crusader Connect](#).

RISK MANAGEMENT TRAINING

All advisers and officers of University organizations are required to participate in 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 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 [Crusader Connect](#).

STUDENT GOVERNMENT

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. All matriculating students of the Constantin College of Liberal Arts, the Satish and Yasmin Gupta College of Business, and the School of Ministry are members of the student body.

The Senate consists of:

- Four class representatives elected at large from each class.
- One representative elected from the student apartments, one from each traditional residence hall and one from each floor of Clark Hall.
- One representative from the Holy Trinity Seminary.
- One commuter representative.
- The Executive Council: President, Vice-President of the Senate, Director in charge of Student Programming, Secretary and Treasurer.

The Executive Council members, with the exception of the Director in charge of Student Programming, are elected in the spring for the following academic year. The Director in charge of Student Programming is appointed by the Director of Student Activities and Recreational Services and the Student Government President. 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.

The Director of Student Activities and Recreational Services or Assistant Vice President, and a faculty member advise Student Government. Information about elections and copies of the SG Constitution are available on the [Student Government web page](#).

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 SG Director in charge of Student Programming. SPUD is made up of the Director in charge of Student Programming and a team of coordinators: Associate Director, Academics, Musical Entertainment, Publicity, Associate Publicity, Social Media, Socials, Sound, Associate Sound,

TGIT, and Traditions. Hiring for the following academic year's SPUD Directors are held in the spring semester.

RECREATIONAL SPORTS

The mission of the Recreational Sports Program is to promote the well-being of the University of Dallas student through physical activity. Recreational Sports provides the student with multiple opportunities to meet exercise needs through activities such as Intramural Sports, Athletic Clubs, and Recreational Classes. In doing so, we establish a wholesome community, build camaraderie, and facilitate the formation the holistic person.

A variety of intramural sports are offered, including co-ed volleyball, men's basketball, co-ed softball, co-ed soccer, and men's flag football. 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 [Crusader Connect](#).

RECREATIONAL PROGRAMMING

The Office of Student Activities offers 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 [Crusader Connect](#).

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 regional charities. Charity Week is a two-fold benefit for the University of Dallas, providing the opportunity for growth in faith and leadership within our student body as well as fulfilling the university's commitment to social justice.

STUDENT COMPLAINTS

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. 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 responsibilities 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:

Jeffrey Taylor

Coordinator of Disability Services

* Section 504/ ADA Coordinator

* Title IX Coordinator

* Age Discrimination Act Coordinator

Blakley Library

Office 101A

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 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. Employees and students who complain of any alleged violations may present their complaint to the Section 504 Coordinator, Jeffrey Taylor.

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.

Students should apply for accommodations each semester, 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.

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 Jeffrey Taylor as the Title IX Coordinator. He can be contacted at jtaylor@udallas.edu or (972) 721-5385 and is located in room 101A on the lower level of the Blakley Library. Further information can be found at: http://www.udallas.edu/offices/hr/adaaa/title_ix.html